



FRANKENMUTH WICKSON DISTRICT LIBRARY

AGENDA

Library Board Meeting

Monday, September 14, 2026, 4:00 P.M.

1. Call to order ✓
2. Minutes, 08/10/2026 and 08/26/2026 ✓
3. Additions/Corrections to the agenda
4. Payment of Bills/Review Financial Statements
 - August 2026 FY27 Financial Statements
 - Budget Hearing FY27 Levy of Dec 2026 Tax - L-4029 - Resolution 2026-6
5. Director's Report
6. Unfinished Business - none
7. New Business
 - 7.1 Frankenmuth Community Foundation - Jon Webb ✓
 - 7.2 Resolution 2026-7 Credit Card Authorization Jennifer Harden
 - 7.3 Resolution 2026-8 Record Retention and Destruction Policy
 - 7.4 Resolution 2026-9 Adoption of Staff Compensation Scale
 - 7.5 CIP
 - 7.6 Election of Board of Trustee Officers
8. Comments from Citizens
9. Adjournment

Next Board Meeting October 12

Frankenmuth Wickson District Library
Board Minutes
August 10, 2026

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

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

Minutes: Tom Meyer motioned to approve the 6/8/2026 minutes. Marty Mattlin 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, June and July FY26 Financial Statements. Adele Martin motioned to approve the June and July payments/bills. Tom Meyer supported. The motion was carried unanimously.

After discussion, the board supports the projected total tax levy of 1.125 (.275 new levy)

Director's Report: See attached

Unfinished Business: The millage was approved.

New Business:

- FY27 Budget Amendment draft was presented by Michelle Duclos. The budget hearing will be in September.
- Reviewed the FY27 Board Meeting Agenda Plan
- Annual Report - Michelle Duclos presented a draft of the annual report.
- Record Retention Policy is tabled to September 2026
- Nominate Officers for Board of Trustees tabled to September 2026

Comments from Citizens: N/A

Adjournment: Lisa Roethlisberger moved to adjourn the meeting at 5:28 p.m. Adele Martin supported the motion. It carried unanimously. Meeting adjourned at 5:28 p.m.

Respectfully submitted,

Alicia Hart

The next meeting will be held on September 14, 2026 at 4:00 p.m.

Frankenmuth District Library
Board Minutes for Special Meeting

August 26, 2026

Meeting was Called to Order by Lisa Roethlisberger at 7:00 p.m. with board members Adele Martin, Marty Mattlin, Beth Nellenbach, Seth Partridge, and Samuel Strubel present.

The Purpose of the Meeting was to discuss the Amended Draft for the FY27 Budget.

Director Duclos presented the new draft budget for FY27. The amendment was due to being informed by Frankenmuth City that the tax revenue will be much less than originally provided. After much discussion, the Board agreed to levy .3% of the new millage.

Roethlisberger move to adjourn the meeting at 7:25 p.m. Adele Martin supported. Motion carried.

Respectfully submitted,

Lisa Roethlisberger

Wickson District Library
Expenses by Vendor Summary
August 2026

	Total
Air Advantage LLC	75.00
Amazon	1,786.17
Blackstone	75.19
City of Frankenmuth	517.30
Consumer's Energy	1,130.31
Dow Jones & Company Inc	600.00
Experienced Window Cleaning	220.00
Frankenmuth Credit Union	770.16
Gale Cengage	61.60
Helms Caulking	500.00
Ingram Library Services	365.89
Jennifer Harden	255.36
Michelle Duclos	62.32
Michigan Dept of Licensing & Regulatory A	319.30
Paradise Landscape Development, Inc	325.00
Revize Software Systems	2,900.00
Spectrum Business	202.31
SummiT Technology Services	30.00
Zehnder and Associates, PC	220.00
Not specified	42,515.95
TOTAL	\$52,931.86

Wickson District Library

Check Detail Report

August 2026

Transaction date	Transaction type	Num	Name	Description	Cleared	Amount
Checking - Five Star						
08/01/2026	Bill Payment (Check)	ACH	City of Frankenmuth		Reconciled	-517.30
08/01/2026	Bill Payment (Check)	ACH	City of Frankenmuth			-517.30
08/01/2026	Bill Payment (Check)	ACH	Spectrum Business		Reconciled	-202.31
08/01/2026	Bill Payment (Check)	ACH	Spectrum Business			-202.31
08/03/2026	Bill Payment (Check)	ACH	Consumer's Energy		Reconciled	-1,108.42
08/03/2026	Bill Payment (Check)	ACH	Consumer's Energy			-1,108.42
08/04/2026	Bill Payment (Check)	7406	Ingram Library Services		Reconciled	-72.99
08/04/2026	Bill Payment (Check)	7406	Ingram Library Services			-72.99
08/05/2026	Bill Payment (Check)	7407	Revize Software Systems		Reconciled	-2,900.00
08/05/2026	Bill Payment (Check)	7407	Revize Software Systems			-2,900.00
08/06/2026	Bill Payment (Check)	7408	Amazon	60457 8781 025848 9	Reconciled	-1,786.17
08/06/2026	Bill Payment (Check)	7408	Amazon			-1,786.17
08/06/2026	Bill Payment (Check)	7414	Zehnder and Associates, PC		Uncleared	-220.00
08/06/2026	Bill Payment (Check)	7414	Zehnder and Associates, PC			-220.00
08/06/2026	Bill Payment (Check)	7415	Gale Cengage		Uncleared	-30.40
08/06/2026	Bill Payment (Check)	7415	Gale Cengage			-30.40
08/10/2026	Bill Payment (Check)	7416	Ingram Library Services		Uncleared	-209.03
08/10/2026	Bill Payment (Check)	7416	Ingram Library Services			-209.03
08/13/2026	Bill Payment (Check)	7417	Blackstone		Uncleared	-75.19
08/13/2026	Bill Payment (Check)	7417	Blackstone			-75.19
08/13/2026	Bill Payment (Check)	7418	Ingram Library Services		Uncleared	-15.30
08/13/2026	Bill Payment (Check)	7418	Ingram Library Services			-15.30
08/14/2026	Check	SVCCHRG		Service Charge	Reconciled	-66.35
08/14/2026	Check	SVCCHRG				66.35
08/17/2026	Bill Payment (Check)	ACH	Air Advantage LLC	5332	Reconciled	-75.00
08/17/2026	Bill Payment (Check)	ACH	Air Advantage LLC			-75.00
08/17/2026	Bill Payment (Check)	7419	Michigan Dept of Licensing & Regulatory A	17419	Uncleared	-319.30
08/17/2026	Bill Payment (Check)	7419	Michigan Dept of Licensing & Regulatory A			-319.30
08/17/2026	Bill Payment (Check)	7420	Paradise Landscape Development, Inc		Uncleared	-325.00
08/17/2026	Bill Payment (Check)	7420	Paradise Landscape Development, Inc			-325.00
08/17/2026	Bill Payment (Check)	7421	Helms Caulking		Uncleared	-500.00
08/17/2026	Bill Payment (Check)	7421	Helms Caulking			-500.00
08/17/2026	Bill Payment (Check)	7422	Ingram Library Services		Uncleared	-68.57
08/17/2026	Bill Payment (Check)	7422	Ingram Library Services			-68.57
08/18/2026	Bill Payment (Check)	7423	Dow Jones & Company Inc		Uncleared	-600.00
08/18/2026	Bill Payment (Check)	7423	Dow Jones & Company Inc			-600.00
08/18/2026	Bill Payment (Check)	7424	Jennifer Harden		Uncleared	-255.36
08/18/2026	Bill Payment (Check)	7424	Jennifer Harden			-255.36
08/19/2026	Bill Payment (Check)	7425	Experienced Window Cleaning		Uncleared	-220.00
08/19/2026	Bill Payment (Check)	7425	Experienced Window Cleaning			-220.00
08/20/2026	Bill Payment (Check)	7426	Gale Cengage		Uncleared	-31.20
08/20/2026	Bill Payment (Check)	7426	Gale Cengage			-31.20
08/23/2026	Bill Payment (Check)	7427	SummiT Technology Services		Uncleared	-30.00

Wickson District Library

Check Detail Report

August 2026

Transaction date	Transaction type	Num	Name	Description	Cleared	Amount
08/23/2026	Bill Payment (Check)	7427	SummiT Technology Services			-30.00
08/24/2026	Bill Payment (Check)	ACH	Consumer's Energy		Reconciled	-21.89
08/24/2026	Bill Payment (Check)	ACH	Consumer's Energy			-21.89
08/26/2026	Bill Payment (Check)	7428	Michelle Duclos		Uncleared	-62.32
08/26/2026	Bill Payment (Check)	7428	Michelle Duclos			-62.32
08/31/2026	Bill Payment (Check)	ACH	Frankenmuth Credit Union		Uncleared	-770.16
08/31/2026	Bill Payment (Check)	ACH	Frankenmuth Credit Union			-770.16

Wickson District Library

Balance Sheet
As of Aug 31, 2026

	TOTAL	
	As of Aug 31, 2026	As of Aug 31, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
Checking - Five Star	42,339.42	75,386.64
Federally Insuranced Account	101,309.49	175,158.57
Frankenmuth Crdit Union Control	0.00	0.00
Oppenheimer Investments	655,793.39	634,320.40
Regular Savings	2,091.91	1,183.28
Wealth Builder	100,489.75	5,371.02
Total for Bank Accounts	\$902,023.96	\$891,419.91
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	\$928,750.77	\$918,146.72
Total for Assets	\$928,750.77	\$918,146.72
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	2,213.28	6,655.52
Total for Accounts Payable	\$2,213.28	\$6,655.52
Other Current Liabilities		
000-239 Health Insurance	0.03	0.03
457 payable	1,446.60	1,041.92
Deferred Revenue	16,357.79	11,357.79
Deferred Revenue - 1000 Books	6,266.97	6,266.97
FICA payable	5,936.35	5,107.22
MERS payable	1,334.79	1,234.29
State withholding payable	2,759.94	2,045.78
Total for Other Current Liabilities	\$34,102.47	\$27,054.00
Total for Current Liabilities	\$36,315.75	\$33,709.52
Total for Liabilities	\$36,315.75	\$33,709.52
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

Wickson District Library
Balance Sheet
As of Aug 31, 2026

	TOTAL	
	As of Aug 31, 2026	As of Aug 31, 2025 (PY)
Technology Sinking Fund	30,000.00	30,000.00
Fund Balance	718,502.59	721,677.87
Net Income	-113,067.57	-124,240.67
Total for Equity	\$892,435.02	\$884,437.20
Total for Liabilities and Equity	\$928,750.77	\$918,146.72

Frankenmuth Wickson Library August 2026

	Aug 2026		YTD Total		
	Actual	Actual	Budget	Over budget by	Percent of budget
Income					
Donations Control					
Friends of Library Donation			2,500.00	-2,500.00	0.00%
Memorial Donations		100.00	2,000.00	-1,900.00	5.00%
Unrestricted Donations	719.00	5,869.00	20,000.00	-14,131.00	29.34%
Total for Donations Control	719.00	\$5,969.00	\$24,500.00	-\$18,531.00	24.36%
Interest	128.97	264.57	20,000.00	-19,735.43	1.32%
Local Grants Received Control					
000-581 FCF Grant			500.00	-500.00	0.00%
ALA - LTC Grant		10,000.00	10,000.00	\$0.00	100.00%
White Pine Cooperative Grant			900.00	-900.00	0.00%
Total for Local Grants Received Control	\$0.00	\$10,000.00	\$11,400.00	-\$1,400.00	87.72%
Lost Books Paid	37.93	-12.87	900.00	-912.87	-1.43%
Misc. Income	145.97	155.96	250.00	-94.04	62.38%
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	0.00%
Property Tax Adjustments			-300.00	300.00	0.00%
Property Tax Blumfield Township			41,000.00	-41,000.00	0.00%
Property Tax Frankenmuth city			300,000.00	-300,000.00	0.00%
Property Tax Frankenmuth Twp			119,425.00	-119,425.00	0.00%
Total for Property Tax Control	\$0.00	\$0.00	\$477,125.00	-\$477,125.00	0.00%
Services Copies	286.30	570.46	2,000.00	-1,429.54	28.52%
State Revenue Sharing		4,262.64	8,400.00	-4,137.36	50.75%
Total for Income	1,318.17	\$41,447.88	\$560,575.00	-\$519,127.12	7.39%
Cost of Goods Sold					
Gross Profit	1,318.17	\$41,447.88	\$560,575.00	-\$519,127.12	7.39%
Expenses					
Banking Fees	66.35	134.90	900.00	-765.10	14.99%
Building and Grounds Control					
Building Cleaning	371.68	1,152.93	12,000.00	-10,847.07	9.61%
Building Other			100.00	-100.00	0.00%
Building Projects	500.00	1,432.57	10,000.00	-8,567.43	14.33%
Grounds Lawn Care	325.00	325.00	6,500.00	-6,175.00	5.00%
Grounds Snow Removal			3,000.00	-3,000.00	0.00%
Total for Building and Grounds Control	1,196.68	\$2,910.50	\$31,600.00	-\$28,689.50	9.21%
Collection Control					
Collection Audios	75.19	143.14	1,200.00	-1,056.86	11.93%
Collection Books	1,524.32	2,674.73	27,000.00	-24,325.27	9.91%
Collection DVDs	94.02	112.81	1,000.00	-887.19	11.28%
Collection Electronic Materials			25,000.00	-25,000.00	0.00%
Collection Library of Things			2,000.00	-2,000.00	0.00%
Collection Periodicals	600.00	1,122.83	3,500.00	-2,377.17	32.08%

Total for Collection Control	2,293.53	\$4,053.51	\$59,700.00	-\$55,646.49	6.79%
Contracted Services Control					
Contracted Services Accounting	220.00	220.00	2,000.00	-1,780.00	11.00%
Contracted Services Audit			7,200.00	-7,200.00	0.00%
Contracted Services Computers	105.00	19,220.49	33,000.00	-13,779.51	58.24%
Contracted Services Equipment	319.30	1,195.87	8,500.00	-7,304.13	14.07%
Contracted Services Legal			1,500.00	-1,500.00	0.00%
Contracted Services Mel Delv		3,433.17	600.00	2,833.17	572.20%
Total for Contracted Services Control	644.30	\$24,069.53	\$52,800.00	-\$28,730.47	45.59%
Credit card fees	9.29	15.74	125.00	-109.26	12.59%
Equipment Control					
Equipment Computers		30.00	3,000.00	-2,970.00	1.00%
Equipment Furniture			2,000.00	-2,000.00	0.00%
Equipment Office Equipment			900.00	-900.00	0.00%
Total for Equipment Control	\$0.00	\$30.00	\$5,900.00	-\$5,870.00	0.51%
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	\$0.00	\$9,342.00	\$9,495.00	-\$153.00	98.39%
Memberships		801.00	7,500.00	-6,699.00	10.68%
Misc. Expenses			1,600.00	-1,600.00	0.00%
Payroll Control					
Fringe Benefits Control					
Employee Benefits 457 Match	285.43	592.91	2,500.00	-1,907.09	23.72%
Employee Benefits Pension DC	892.38	1,442.30	7,500.00	-6,057.70	19.23%
Unfunded pension payment		13,392.00	13,500.00	-108.00	99.20%
Total for Fringe Benefits Control	1,177.81	\$15,427.21	\$23,500.00	-\$8,072.79	65.65%
Payroll FICA	2,905.62	6,234.51	27,000.00	-20,765.49	23.09%
Payroll Salaries & Wages	38,356.88	82,122.21	340,000.00	-257,877.79	24.15%
Total for Payroll Control	42,440.31	\$103,783.93	\$390,500.00	-\$286,716.07	26.58%
Prof Development Staff	530.43	1,486.43	3,500.00	-2,013.57	42.47%
Programs Control					
Programs Adult	80.80	134.66	3,000.00	-2,865.34	4.49%
Programs After School	89.40	89.40	1,300.00	-1,210.60	6.88%
Programs All Ages		187.16	1,500.00	-1,312.84	12.48%
Programs Early Childhood	285.31	334.78	1,500.00	-1,165.22	22.32%
Programs Outreach		71.06	1,000.00	-928.94	7.11%
Programs Story Walk		647.50	750.00	-102.50	86.33%
Programs Summer Reading		1,093.97	4,500.00	-3,406.03	24.31%
Programs Teen	62.50	108.08	700.00	-591.92	15.44%
Total for Programs Control	518.01	\$2,666.61	\$14,250.00	-\$11,583.39	18.71%
Publicity Control					
Publicity Advertising/Materials	75.00	75.00	3,200.00	-3,125.00	2.34%
Publicity Newsletters Postage			1,300.00	-1,300.00	0.00%
Website	2,900.00	3,248.00	3,000.00	248.00	108.27%
Total for Publicity Control	2,975.00	\$3,323.00	\$7,500.00	-\$4,177.00	44.31%

Supplies control					
Supplies Office Supplies	303.99	303.99	4,000.00	-3,696.01	7.60%
Supplies Operating Supplies	104.05	1,373.66	4,000.00	-2,626.34	34.34%
Supplies Postage			1,000.00	-1,000.00	0.00%
Total for Supplies control	408.04	\$1,677.65	\$9,000.00	-\$7,322.35	18.64%
Utilities Control					
Utilities Electricity	1,108.42	4,562.43	14,000.00	-9,437.57	32.59%
Utilities Gas	21.89	63.89	4,500.00	-4,436.11	1.42%
Utilities Telephone	202.31	404.62	2,500.00	-2,095.38	16.18%
Utilities Water	517.30	878.70	3,300.00	-2,421.30	26.63%
Total for Utilities Control	1,849.92	\$5,909.64	\$24,300.00	-\$18,390.36	24.32%
Total for Expenses	52,931.86	\$160,204.44	\$618,670.00	-\$458,465.56	25.89%
Net Operating Income	-51,613.69	-\$118,756.56	-\$58,095.00	-\$60,661.56	204.42%
Other Income					
Other Expenses					
Net Other Income	\$0.00	\$0.00	\$0.00	\$0.00	
Net Income	-51,613.69	-\$118,756.56	-\$58,095.00	-\$60,661.56	204.42%

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

Carefully read the instructions on page 2.

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

County(ies) Where the Local Government Unit Levies Taxes Saginaw	2026 Taxable Value of ALL Properties in the Unit as of 05-26-2026 635,029,292
Local Government Unit Requesting Millage Levy Frankenmuth Wickson District Library	For LOCAL School Districts: 2026 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed 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) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2026 Current Year "Headlee" Millage Reduction Fraction	(7) 2026 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Library Operations	11/2008	0.85	0.8473	.99	0.8436	1.00	0.8436		0.8436	NA
Voted	Library Operations	8/2026	0.85	0.85	1.00	0.85	1.00	0.85		.30	2045

Prepared by Michelle Duclos	Telephone Number (989) 652-8323	Title of Preparer Director	Date
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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, 380.1211(3).

☐ Clerk	Signature <i>Alicia M. Hart</i>	Print Name Alicia M. Hart	Date 9/14/2026
☒ Secretary			
☐ Chairperson	Signature <i>Lisa Rothlusberger</i>	Print Name Lisa Rothlusberger	Date 9/14/2026
☒ President			

* 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.

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

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

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

Frankenmuth Wickson District Library Approved			2026 Taxable	
	First Budget	2nd Budget	Values	
	May-26			
	2026/2027	2026/2027		
Accounts				
Income				
000-402 Property Tax Control				
000-403 PPT adjustment payment	\$17,000.00	\$17,000.00		
000-404 Property Tax Adjustments	-\$300.00	-\$300.00		
000-410 Property Tax Blumfield Town	\$41,000.00	\$59,421.00	.8436+.3 = 1.1436	\$51,960,378.00
000-411 Property Tax Frankenmuth ci	\$300,000.00	\$401,176.00	.8436+.3=1.1436 -DDA	\$411,810,514.00
000-412 Property Tax Frankenmuth T	\$119,425.00	\$161,780.00	.8436+.3=1.1436	\$141,467,234.00
	\$477,125.00	\$639,077.00		
000-544 LOM Cont. Ed Grant	\$0.00	\$0.00		
000-566 State Revenue Sharing	\$8,400.00	\$8,400.00		
000-580 Local Grants Received Control				
000-583 Dollar General Literacy Grant	\$0.00	\$0.00		
000-584 Nickless Memorial Foundatio	\$0.00	\$0.00		
000-585 Wickson Link Foundation	\$0.00	\$0.00		
000-586 ALA - LTC Grant	\$10,000.00	\$10,000.00		
000-587 LOM-LSTA Improving Access	\$0.00	\$0.00		
580-582 White Pine Cooperative Gran	\$900.00	\$900.00		
000-581 FCF Grant	\$500.00	\$500.00		
000-589 Molina Health Care	\$0.00	\$0.00		
000-626 Services Copies	\$2,000.00	\$2,000.00		
000-656 Lost Books Paid	\$900.00	\$900.00		
000-660 Penal Fines	\$16,000.00	\$16,000.00		
000-665 Interest	\$20,000.00	\$20,000.00		
000-673 Donations Control				
000-674 Friends of Library Donation	\$2,500.00	\$2,500.00		
000-675 Memorial Donations	\$2,000.00	\$3,000.00	\$1000 deferred revenue for storywalk	
000-676 Restricted Donations	\$0.00	\$0.00		
000-677 Unrestricted Donations	\$20,000.00	\$10,000.00		
000-689 Misc. Income	\$250.00	\$250.00		
000-690 Johanson Fund	\$0.00	\$0.00		
Total Income	\$560,575.00	\$713,527.00		
Expense				
66900 Reconciliation Discrepancies				
790-702 Payroll Control				
790-709 Payroll Salaries & Wages	\$340,000.00	\$367,500.00		
790-710 Payroll FICA	\$27,000.00	\$29,000.00		
790-711 Fringe Benefits Control				
790-712 Employee Benefits 457 Mat	\$2,500.00	\$2,700.00		
790-713 Employee Benefits Pension	\$7,500.00	\$8,000.00		
790-714 Unfunded pension paymen	\$13,500.00	\$13,500.00		
790-715 Health Insurance				
790-708 Payroll Expenses Control	\$390,500.00	\$420,700.00	approved by personnel committee	
790-727 Equipment Control				
790-728 Equipment Carpet	\$0.00	\$0.00		
790-729 Equipment Computers	\$3,000.00	\$3,000.00		
790-730 Equipment Furniture	\$2,000.00	\$9,000.00	center bookcase	
790-731 Equipment Security	\$0.00	\$0.00		

790-732 Equipment Office Equipment	\$900.00	\$1,500.00	restore to last year amount
	<u>\$5,900.00</u>	<u>\$13,500.00</u>	
790-739 Supplies control			
790-740 Supplies Office Supplies	\$4,000.00	\$4,000.00	
790-741 Supplies Operating Supplies	\$4,000.00	\$4,000.00	
790-742 Supplies Postage	\$1,000.00	\$1,000.00	
	<u>\$9,000.00</u>	<u>\$9,000.00</u>	
790-749 Publicity Control			
790-750 Publicity Advertising/Materia	\$3,200.00	\$7,000.00	Frankenmuth living cost + increase printing
790-751 Publicity Newsletters Postage	\$1,300.00	\$1,300.00	
790-752 Website	\$3,000.00	\$3,000.00	
	<u>\$7,500.00</u>	<u>\$11,300.00</u>	
790-759 Grant Spending Control			
790-781 LOM Cont. Education Stipend	\$0.00	\$0.00	
790-782 White Pine Cooperative Grants	\$0.00	\$0.00	
	<u>\$0.00</u>	<u>\$0.00</u>	
790-789 Collection Control			
790-790 Collection Books	\$27,000.00	\$27,000.00	
790-791 Collection Audios	\$1,200.00	\$1,200.00	
790-792 Collection DVDs	\$1,000.00	\$1,000.00	
790-794 Collection Periodicals	\$3,500.00	\$5,000.00	increase collection
790-795 Collection Library of Things	\$2,000.00	\$6,000.00	4K increase for Grant
790-796 Collection Electronic Materia	\$25,000.00	\$25,000.00	
	<u>\$59,700.00</u>	<u>\$65,200.00</u>	
790-801 Misc. Expenses	\$1,600.00	\$1,600.00	
790-802 Banking Fees	\$900.00	\$900.00	
790-803 Credit card fees	\$125.00	\$125.00	
	<u>\$2,625.00</u>	<u>\$2,625.00</u>	
790-809 Contracted Services Control			
790-810 Contracted Services Accounti	\$2,000.00	\$2,500.00	increased fee
790-811 Contracted Services Audit	\$7,200.00	\$7,200.00	
790-812 Contracted Services Legal	\$1,500.00	\$1,500.00	
790-813 Contracted Services Writer	\$0.00	\$0.00	
790-814 Contracted Services MeL Del	\$600.00	\$600.00	
790-815 Contracted Services Equipme	\$8,500.00	\$10,000.00	previous year amount
790-816 Contracted Services Compute	\$33,000.00	\$33,000.00	
Strategic Planning	\$0.00	\$0.00	
	<u>\$52,800.00</u>	<u>\$54,800.00</u>	
790-819 Insurance Control			
790-820 Insurance Build/Content/Liak	\$7,020.00	\$7,020.00	
790-821 Insurance Director and Office	\$1,100.00	\$1,100.00	
790-822 Insurance Worker's Comp	\$1,375.00	\$1,375.00	
	<u>\$9,495.00</u>	<u>\$9,495.00</u>	
790-849 Programs Control			
790-850 Programs All Ages	\$1,500.00	\$1,500.00	
790-851 Programs Adult	\$3,000.00	\$3,000.00	
790-852 Programs Teen	\$700.00	\$700.00	
790-853 Programs After School	\$1,300.00	\$1,300.00	
790-854 Programs Early Childhood	\$1,500.00	\$1,500.00	
790-855 Programs Summer Reading	\$4,500.00	\$4,500.00	
790-856 Programs Outreach	\$1,000.00	\$1,000.00	
790-857 Programs Story Walk	\$750.00	\$2,000.00	replacement poles

790-858 Programs Little Free	\$0.00	\$0.00	
Programs Welcome Baby	\$0.00	\$0.00	
	<u>\$14,250.00</u>	<u>\$15,500.00</u>	
790-919 Utilities Control			
790-920 Utilities Electricity	\$14,000.00	\$16,000.00	
790-921 Utilities Gas	\$4,500.00	\$5,000.00	
790-922 Utilities Telephone	\$2,500.00	\$3,000.00	
790-923 Utilities Water	\$3,300.00	\$4,000.00	
	<u>\$24,300.00</u>	<u>\$28,000.00</u>	increase across the board
790-929 Building and Grounds Control			
790-931 Grounds Lawn Care	\$6,500.00	\$10,000.00	dead tree removal, update landscape
790-932 Grounds Snow Removal	\$3,000.00	\$3,000.00	
790-933 Grounds Parking Lot Mainten	\$0.00	\$0.00	
790-934 Grounds Pest Control	\$0.00	\$0.00	
790-941 Building Cleaning	\$12,000.00	\$15,000.00	carpet cleaning
790-942 Building Projects	\$10,000.00	\$15,000.00	skylight repair, emergency repairs
790-945 Building Other	\$100.00	\$100.00	
	<u>\$31,600.00</u>	<u>\$43,100.00</u>	
790-960 Prof Development Staff	\$3,500.00	\$7,000.00	previous budget amount
790-961 Memberships	\$7,500.00	\$7,500.00	
	<u>\$11,000.00</u>	<u>\$14,500.00</u>	
Total Expense	<u>\$618,670.00</u>	<u>\$687,720.00</u>	
Total Net Income or Loss	-\$58,095.00	\$25,807.00	
Net Change to Fund Balance	-\$58,095.00	\$25,807.00	repays FY26
Beginning Fund Balance			
Ending Fund Balance	-\$58,095.00	\$25,807.00	

September 2026 Directors Report



FRANKENMUTH WICKSON DISTRICT LIBRARY

RESOLUTION NO. 2026-7

AUTHORIZATION OF LIBRARY CREDIT CARD FOR ASSISTANT DIRECTOR

WHEREAS, the Frankenmuth Wickson District Library requires the purchase of goods and services necessary for library operations; and

WHEREAS, the Board of Trustees finds it appropriate and beneficial to authorize the Assistant Director to make approved purchases on behalf of the Library;

NOW, THEREFORE, BE IT RESOLVED, that the Frankenmuth Wickson District Library Board of Trustees authorizes Jennifer Harden, Assistant Director, to be issued and use a library credit card in her name for the purchase of authorized library goods and services, in accordance with Library policies and approved budget expenditures.

BE IT FURTHER RESOLVED, that the Library Director is authorized to take all actions necessary to implement this resolution, including arranging for issuance of the credit card and establishing appropriate purchasing and documentation procedures.

Adopted this ____ day of _____, 2026.

YAYS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

Lisa Roethlisberger, President

Date: _____

_____, Secretary

Date: _____

**FRANKENMUTH WICKSON DISTRICT LIBRARY
BOARD OF TRUSTEES**

RESOLUTION 2026-8

ADOPTION OF RECORDS RETENTION AND DESTRUCTION POLICY

WHEREAS, the Frankenmuth Wickson District Library Board of Trustees recognizes the importance of maintaining Library records in a consistent and responsible manner to support Library operations, comply with applicable legal and audit requirements, and preserve records of historical significance; and

WHEREAS, the Library has developed a Records Retention and Destruction Policy establishing guidelines for the retention, preservation, archiving, and destruction of Library records; and

WHEREAS, the policy includes a Records Retention Schedule establishing minimum retention periods and appropriate disposition of governing, Board, financial, personnel, patron, operational, property, contractual, and legal records; and

WHEREAS, the policy provides for the secure destruction of confidential records and requires the Library to maintain a permanent record destruction log;

NOW, THEREFORE, BE IT RESOLVED, that the Frankenmuth Wickson District Library Board of Trustees hereby adopts the Records Retention and Destruction Policy, including Appendix K – Records Retention Schedule, effective September 14, 2026; and

BE IT FURTHER RESOLVED, that the Library Director is authorized to administer the policy, oversee the retention, archiving, and destruction of Library records, and take such actions as are necessary to ensure compliance with applicable federal and state laws, regulations, audit requirements, and State of Michigan records retention requirements.

Adopted by the Frankenmuth Wickson District Library Board of Trustees at its regular meeting held on September 14, 2026.

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED:

Board President

Date: _____

Board Secretary

Date: _____

**FRANKENMUTH WICKSON DISTRICT LIBRARY
BOARD OF TRUSTEES**

RESOLUTION 2026-9

ADOPTION OF STAFF COMPENSATION SCALE

WHEREAS, the Frankenmuth Wickson District Library Board of Trustees recognizes that a consistent and equitable compensation structure is important to the recruitment, retention, and recognition of qualified Library employees; and

WHEREAS, a formal compensation scale provides an established framework for staff wages based upon position classification, responsibilities, experience, and other applicable compensation factors; and

WHEREAS, the establishment of a compensation scale promotes consistency and provides a structured process for administering employee compensation while maintaining appropriate Board oversight of the Library's overall personnel budget;

NOW, THEREFORE, BE IT RESOLVED, that the Frankenmuth Wickson District Library Board of Trustees hereby adopts the Frankenmuth Wickson District Library Staff Compensation Scale, effective September 14, 2026; and

BE IT FURTHER RESOLVED, that the Library Director is authorized to administer the Staff Compensation Scale, including determining individual staff placement and wage adjustments within the approved compensation structure and available Board-approved budget; and

BE IT FURTHER RESOLVED, that the Board of Trustees shall periodically review and approve revisions to the compensation scale as recommended by the Library Director, while compensation for the Library Director shall remain under the authority of the Board of Trustees.

Adopted by the Frankenmuth Wickson District Library Board of Trustees at its regular meeting held on September 14, 2026.

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION APPROVED:

Board President

Date: _____

Board Secretary

Date: _____

Frankenmuth Wickson District Library Staff Positions & Compensation 2026 & 2027

Position		Year 1	Year 2	Year 3	Year 4
Hourly Employees					
Page	Class I	Minimum Wage			
Librarian I	Class II	\$17.00	\$17.75	\$18.50	\$19.50
Librarian II	Class III	\$17.25	\$18.00	\$18.75	\$19.75
Technical Services, ILL, & Communication librarian with Bachelor Degree	Class IV	\$18.00	\$18.72	\$19.47	\$20.50
Adult Service, Early Literacy Specialist, Youth Service Specialist Librarian with Bachelor Degree	Class V	\$19.20	\$20.00	\$20.80	\$21.84
Adult Service, Early Literacy Specialist, Youth Service Specialist Librarian with Mastor Degree in related field or MLIS	Class VI	\$22.00	\$22.88	\$23.80	\$24.75
Building Coordinator/Maintanence		\$20.00	\$20.75	\$21.25	\$22.00
Full-time Salaried Exempt Positions					
Assistant Director		Salary set by the Director in consultation with the Library Board based upon comparable library compensation scales. Library of Michigan Level 3 Staff Certification required			
Director		Salary set by the Library Board of Trustees based upon comparable library compensation scales. Library of Michgan Level 3 Staff Certification required. Preferred Master Degree in MLIS, Business Adminstration, or other related field			
After the 4th year, compensation increases will consist of annual cost of living adjustment + performance raise as decided upon by the Library Board of Trustees.					

This compensation will be reviewed prior to the start of FY29 (July 1, 2028)