FRANKENMUTH WICKSON DISTRICT LIBRARY

AGENDA
Library Board Meeting
Monday, November 9, 2026, 4:00 P.M.

1. Call to order
2. Minutes, October 12, 2026
3. Additions/Corrections to the agenda
4. Payment of Bills/Review of Financial Statements
   October 2026 FY27 Financial Statements

5. Director's Report

6. Unfinished Business -
   6.1 CIP

7. New Business
   7.1 Dan Waskiewicz - Oppenheimer Investments Annual Update
   7.2 Fundraising Letter

8. Comments from Citizens

9. Adjournment

Next Board Meeting December 14, 2026 at 4 p.m.

Frankenmuth Wickson District Library
Board Minutes
October 12, 2026

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

Call to Order: Adele Martin called the meeting to order at 4:00 p.m.

Minutes: Lisa Roethlisberger moved that the minutes be approved. Tom Meyer supported. The motion carried unanimously.

Additions and Corrections: none

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

Director's Report: see attached

Unfinished business: none

New Business:

7.1 Cash Flow Management and Account Consolidation:

Marty Mattlin moved to close the FICA account and move funds to a savings account. Tom Meyer supported. The motion was carried unanimously.

7.2 Capital Improvement:

The board toured the exterior and interior of the library building with Michelle pointing out areas of concern/ need and sharing ideas regarding more efficient use of library spaces.

Comments from Citizens: None

Adjournment: Lisa Roethlisberger made a motion to adjourn. It was seconded by Marty Mattlin. The motion was carried unanimously. Meeting adjourned at 5:54 pm.

Respectfully submitted,

Alicia Hart

The next meeting will be on November 9, 2026 at 4:00 pm

Wickson District Library
Expenses by Vendor Summary
October 2026

	Total
Air Advantage LLC	75.00
Amazon	1,821.86
Blackstone	81.56
City of Frankenmuth	451.85
Consumer's Energy	1,171.57
Frankenmuth Credit Union	3,307.53
Gale Cengage	147.40
Gill-Roy's Hardware	74.43
Ingram Library Services	1,082.64
Kone Inc.	522.57
Lust for Dust	712.50
Molly Made	144.00
Paradise Landscape Development, Inc	425.00
Sanilac Computer Products	220.00
Spectrum Business	202.31
Vassar/Frankenmuth True Value	70.72
White Pine	2,450.44
Not specified	27,274.71
TOTAL	**$40,236.09**

Wickson District Library

Check Detail Report

October 2026

Transaction date	Transaction type	Num	Name	Description	Cleared	Amount
Checking - Five Star						
10/01/2026	Bill Payment (Check)	ACH	Consumer's Energy		Reconciled	-1,140.81
10/01/2026	Bill Payment (Check)	ACH	Consumer's Energy			-1,140.81
10/01/2026	Bill Payment (Check)	ACH	Spectrum Business		Reconciled	-202.31
10/01/2026	Bill Payment (Check)	ACH	Spectrum Business			-202.31
10/01/2026	Bill Payment (Check)	ACH	City of Frankenmuth		Reconciled	-451.85
10/01/2026	Bill Payment (Check)	ACH	City of Frankenmuth			-451.85
10/01/2026	Bill Payment (Check)	To print	Kone Inc.	40098911	Uncleared	-522.57
10/01/2026	Bill Payment (Check)	To print	Kone Inc.			-522.57
10/02/2026	Bill Payment (Check)	7469	Sanilac Computer Products		Uncleared	-220.00
10/02/2026	Bill Payment (Check)	7469	Sanilac Computer Products			-220.00
10/02/2026	Bill Payment (Check)	To print	Gale Cengage		Uncleared	-12.10
10/02/2026	Bill Payment (Check)	To print	Gale Cengage			-12.10
10/08/2026	Bill Payment (Check)	7457	Amazon	60457 8781 025848 9	Uncleared	-1,821.86
10/08/2026	Bill Payment (Check)	7457	Amazon			-1,821.86
10/08/2026	Bill Payment (Check)	To print	Gale Cengage		Uncleared	-135.30
10/08/2026	Bill Payment (Check)	To print	Gale Cengage			-135.30
10/08/2026	Bill Payment (Check)	To print	Ingram Library Services		Uncleared	-17.82
10/08/2026	Bill Payment (Check)	To print	Ingram Library Services			-17.82
10/09/2026	Bill Payment (Check)	To print	Ingram Library Services		Uncleared	-148.96
10/09/2026	Bill Payment (Check)	To print	Ingram Library Services			-148.96
10/12/2026	Bill Payment (Check)	To print	White Pine		Uncleared	-90.00
10/12/2026	Bill Payment (Check)	To print	White Pine			-90.00
10/14/2026	Bill Payment (Check)	ACH	Air Advantage LLC	5332	Reconciled	-75.00
10/14/2026	Bill Payment (Check)	ACH	Air Advantage LLC			-75.00
10/14/2026	Bill Payment (Check)	To print	Ingram Library Services		Uncleared	-211.74
10/14/2026	Bill Payment (Check)	To print	Ingram Library Services			-211.74
10/15/2026	Check	SVCCHRG		Service Charge	Reconciled	-65.35
10/15/2026	Check	SVCCHRG				65.35
10/18/2026	Bill Payment (Check)	To print	Paradise Landscape Development, Inc		Uncleared	-425.00
10/18/2026	Bill Payment (Check)	To print	Paradise Landscape Development, Inc			-425.00
10/18/2026	Bill Payment (Check)	To print	Ingram Library Services		Uncleared	-65.52
10/18/2026	Bill Payment (Check)	To print	Ingram Library Services			-65.52
10/19/2026	Bill Payment (Check)	To print	White Pine		Uncleared	-1,338.08
10/19/2026	Bill Payment (Check)	To print	White Pine			-1,338.08
10/19/2026	Bill Payment (Check)	To print	Ingram Library Services		Uncleared	-62.63
10/19/2026	Bill Payment (Check)	To print	Ingram Library Services			-62.63
10/19/2026	Bill Payment (Check)	To print	Ingram Library Services		Uncleared	-17.28
10/19/2026	Bill Payment (Check)	To print	Ingram Library Services			-17.28
10/20/2026	Bill Payment (Check)	ACH	State of Michigan Withholding	27-0560476	Reconciled	-3,155.63
10/20/2026	Bill Payment (Check)	ACH	State of Michigan Withholding			-3,155.63
10/20/2026	Bill Payment (Check)	7471	Molly Made		Uncleared	-144.00
10/20/2026	Bill Payment (Check)	7471	Molly Made			-144.00
10/21/2026	Bill Payment (Check)	To print	Ingram Library Services		Uncleared	-47.70

Wickson District Library

Check Detail Report

October 2026

Transaction date	Transaction type	Num	Name	Description	Cleared	Amount
10/21/2026	Bill Payment (Check)	To print	Ingram Library Services			-47.70
10/21/2026	Bill Payment (Check)	To print	Ingram Library Services		Uncleared	-17.28
10/21/2026	Bill Payment (Check)	To print	Ingram Library Services			-17.28
10/22/2026	Bill Payment (Check)	ACH	Consumer's Energy		Reconciled	-30.76
10/22/2026	Bill Payment (Check)	ACH	Consumer's Energy			-30.76
10/22/2026	Bill Payment (Check)	To print	White Pine		Uncleared	-1,022.36
10/22/2026	Bill Payment (Check)	To print	White Pine			-1,022.36
10/29/2026	Bill Payment (Check)	To print	Blackstone		Uncleared	-81.56
10/29/2026	Bill Payment (Check)	To print	Blackstone			-81.56
10/29/2026	Bill Payment (Check)	To print	Barking Dog Interpretive Design		Uncleared	-27.00
10/29/2026	Bill Payment (Check)	To print	Barking Dog Interpretive Design			-27.00
10/31/2026	Bill Payment (Check)	ACH	Frankenmuth Credit Union		Uncleared	-3,307.53
10/31/2026	Bill Payment (Check)	ACH	Frankenmuth Credit Union			-3,307.53
10/31/2026	Bill Payment (Check)	To print	Gill-Roy's Hardware		Uncleared	-74.43
10/31/2026	Bill Payment (Check)	To print	Gill-Roy's Hardware			-74.43
10/31/2026	Bill Payment (Check)	To print	Vassar/Frankenmuth True Value		Uncleared	-70.72
10/31/2026	Bill Payment (Check)	To print	Vassar/Frankenmuth True Value			-70.72
10/31/2026	Bill Payment (Check)	To print	Lust for Dust		Uncleared	-712.50
10/31/2026	Bill Payment (Check)	To print	Lust for Dust			-712.50

	TOTAL			
	Actual	Budget	Over Budget	% of Budget
Income				
Donations Control				
Friends of Library Donation		833.32	-833.32	0.0 %
Memorial Donations	225.00	1,000.00	-775.00	22.5 %
Unrestricted Donations	6,819.00	3,333.32	3,485.68	204.57 %
Total for Donations Control	**$7,044.00**	**$5,166.64**	**$1,877.36**	**136.34 %**
Interest	571.42	6,666.68	-6,095.26	8.57 %
Local Grants Received Control				
000-581 FCF Grant		166.68	-166.68	0.0 %
ALA - LTC Grant	10,000.00	3,333.32	6,666.68	300.0 %
White Pine Cooperative Grant	1,386.00	300.00	1,086.00	462.0 %
Total for Local Grants Received Control	**$11,386.00**	**$3,800.00**	**$7,586.00**	**299.63 %**
LOM Cont. Ed Grant	1,800.00		1,800.00	
Lost Books Paid	222.69	300.00	-77.31	74.23 %
Misc. Income	1,232.06	83.32	1,148.74	1478.71 %
Penal Fines	20,238.12	5,333.32	14,904.80	379.47 %
Property Tax Control				
PPT adjustment payment		5,666.68	-5,666.68	0.0 %
Property Tax Adjustments		-100.00	100.00	-0.0 %
Property Tax Blumfield Township		19,807.00	-19,807.00	0.0 %
Property Tax Frankenmuth city		133,725.32	-133,725.32	0.0 %
Property Tax Frankenmuth Twp		53,926.68	-53,926.68	0.0 %
Total for Property Tax Control		**$213,025.68**	**-$213,025.68**	**0.0 %**
Services Copies	1,185.74	666.68	519.06	177.86 %
State Revenue Sharing	4,262.64	2,800.00	1,462.64	152.24 %
Total Income	**$47,942.67**	**$237,842.32**	**-$189,899.65**	**20.16 %**
Gross Profit	**$47,942.67**	**$237,842.32**	**-$189,899.65**	**20.16 %**
Expenses				
Banking Fees	266.90	300.00	-33.10	88.97 %
Building and Grounds Control				
Building Cleaning	3,205.35	5,000.00	-1,794.65	64.11 %
Building Other		33.32	-33.32	0.0 %
Building Projects	2,119.98	5,000.00	-2,880.02	42.4 %
Grounds Lawn Care	1,575.72	3,333.32	-1,757.60	47.27 %
Grounds Snow Removal		1,000.00	-1,000.00	0.0 %
Total for Building and Grounds Control	**$6,901.05**	**$14,366.64**	**-$7,465.59**	**48.04 %**
Collection Control				
Collection Audios	360.43	400.00	-39.57	90.11 %
Collection Books	5,797.54	9,000.00	-3,202.46	64.42 %
Collection DVDs	112.81	333.32	-220.51	33.84 %
Collection Electronic Materials	4,738.59	8,333.32	-3,594.73	56.86 %
Collection Library of Things	762.16	2,000.00	-1,237.84	38.11 %
Collection Periodicals	1,392.80	1,666.68	-273.88	83.57 %
Total for Collection Control	**$13,164.33**	**$21,733.32**	**-$8,568.99**	**60.57 %**

	TOTAL			
	Actual	Budget	Over Budget	% of Budget
Contracted Services Control				
Contracted Services Accounting	220.00	833.32	-613.32	26.4 %
Contracted Services Audit	337.50	2,400.00	-2,062.50	14.06 %
Contracted Services Computers	21,342.86	11,000.00	10,342.86	194.03 %
Contracted Services Equipment	2,546.44	3,333.32	-786.88	76.39 %
Contracted Services Legal		500.00	-500.00	0.0 %
Contracted Services MeL Delv	316.79	200.00	116.79	158.4 %
Total for Contracted Services Control	**$24,763.59**	**$18,266.64**	**$6,496.95**	**135.57 %**
Credit card fees	27.60	41.68	-14.08	66.22 %
Equipment Control				
Equipment Computers	30.00	1,000.00	-970.00	3.0 %
Equipment Furniture	156.24	3,000.00	-2,843.76	5.21 %
Equipment Office Equipment		500.00	-500.00	0.0 %
Total for Equipment Control	**$186.24**	**$4,500.00**	**-$4,313.76**	**4.14 %**
Insurance Control				
Insurance Build/Content/Liab	7,332.00	2,340.00	4,992.00	313.33 %
Insurance Director and Officers	797.00	366.68	430.32	217.36 %
Insurance Worker's Comp	1,213.00	458.32	754.68	264.66 %
Total for Insurance Control	**$9,342.00**	**$3,165.00**	**$6,177.00**	**295.17 %**
Memberships	5,006.53	2,500.00	2,506.53	200.26 %
Misc. Expenses	166.97	533.32	-366.35	31.31 %
Payroll Control				
Fringe Benefits Control				
Employee Benefits 457 Match	899.24	900.00	-0.76	99.92 %
Employee Benefits Pension DC	2,651.51	2,666.68	-15.17	99.43 %
Unfunded pension payment	13,392.00	4,500.00	8,892.00	297.6 %
Total for Fringe Benefits Control	**$16,942.75**	**$8,066.68**	**$8,876.07**	**210.03 %**
Payroll FICA	8,966.40	9,666.68	-700.28	92.76 %
Payroll Salaries & Wages	118,208.03	122,500.00	-4,291.97	96.5 %
Total for Payroll Control	**$144,117.18**	**$140,233.36**	**$3,883.82**	**102.77 %**
Prof Development Staff	3,582.47	2,333.32	1,249.15	153.54 %
Programs Control				
Programs Adult	744.94	1,000.00	-255.06	74.49 %
Programs After School	269.36	433.32	-163.96	62.16 %
Programs All Ages	477.10	500.00	-22.90	95.42 %
Programs Early Childhood	562.19	500.00	62.19	112.44 %
Programs Outreach	172.02	333.32	-161.30	51.61 %
Programs Story Walk	674.50	666.68	7.82	101.17 %
Programs Summer Reading	1,093.97	1,500.00	-406.03	72.93 %
Programs Teen	179.40	233.32	-53.92	76.89 %
Total for Programs Control	**$4,173.48**	**$5,166.64**	**-$993.16**	**80.78 %**
Publicity Control				
Publicity Advertising/Materials	290.80	2,333.32	-2,042.52	12.46 %
Publicity Newsletters Postage		433.32	-433.32	0.0 %
Website	3,248.00	1,000.00	2,248.00	324.8 %
Total for Publicity Control	**$3,538.80**	**$3,766.64**	**-$227.84**	**93.95 %**
Supplies control				
Supplies Office Supplies	952.71	1,333.32	-380.61	71.45 %
Supplies Operating Supplies	1,589.72	1,333.32	256.40	119.23 %
Supplies Postage		333.32	-333.32	0.0 %

	TOTAL			
	Actual	Budget	Over Budget	% of Budget
Total for Supplies control	$2,542.43	$2,999.96	-$457.53	84.75 %
Utilities Control				
Utilities Electricity	3,454.01	5,333.32	-1,879.31	64.76 %
Utilities Gas	94.65	1,666.68	-1,572.03	5.68 %
Utilities Telephone	809.24	1,000.00	-190.76	80.92 %
Utilities Water	1,776.50	1,333.32	443.18	133.24 %
Total for Utilities Control	**$6,134.40**	**$9,333.32**	-$3,198.92	**65.73 %**
Total Expenses	**$223,913.97**	**$229,239.84**	-$5,325.87	**97.68 %**
Net Operating Income	-$175,971.30	**$8,602.48**	-$184,573.78	-2045.59 %
Net Income	-$175,971.30	**$8,602.48**	-$184,573.78	-2045.59 %

Wickson District Library
Balance Sheet
As of Oct 31, 2026

	TOTAL	
	As of Oct 31, 2026	As of Oct 31, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
Business Plus Savings	152,081.19	
Checking - Five Star	22,751.61	45,407.97
Federally Insuranced Account (deleted)	0.00	100,451.36
Frankenmuth Crdit Union Control	0.00	0.00
Oppenheimer Investments	655,793.39	641,383.19
Regular Savings	2,092.00	1,183.37
Wealth Builder (deleted)	0.00	30,372.81
Total Bank Accounts	**$832,718.19**	**$818,798.70**
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 Other Current Assets	**$26,726.81**	**$26,726.81**
Total Current Assets	**$859,445.00**	**$845,525.51**
Total Assets	**$859,445.00**	**$845,525.51**
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	1,859.28	2,213.28
Total Accounts Payable	**$1,859.28**	**$2,213.28**
Other Current Liabilities		
000-239 Health Insurance	0.03	0.03
457 payable	450.36	418.06
Deferred Revenue	16,357.79	11,357.79
Deferred Revenue - 1000 Books	6,266.97	6,266.97
FICA payable	3,729.38	3,083.69
MERS payable	494.68	448.53
State withholding payable	755.22	644.49
Total Other Current Liabilities	**$28,054.43**	**$22,219.56**
Total Current Liabilities	**$29,913.71**	**$24,432.84**
Total Liabilities	**$29,913.71**	**$24,432.84**

Wickson District Library
Balance Sheet
As of Oct 31, 2026

	TOTAL	
	As of Oct 31, 2026	As of Oct 31, 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	-175,971.30	-187,585.20
Total Equity	**$829,531.29**	**$821,092.67**
Total Liabilities and Equity	**$859,445.00**	**$845,525.51**

FRANKENMUTH WICKSON DISTRICT LIBRARY

DIRECTOR'S REPORT

NOVEMBER 2026 • BOARD OF TRUSTEES

• HIGHLIGHTS & ACCOMPLISHMENTS

- Fiction Section weed completed
- Children's section 50% complete
- Audit in process
- Fall programming is underway and winter programming planned
- Attended the Great Michigan Gathering event and have begun grant application
- Attend MLA in Novi, MI – had the opportunity to talk to multiple architect firms, potential new venders, and Hoopla rep.
- Fundraising letter for endowment

• 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.
- Community Book Baskets Outreach and quarterly newsletter
- Yoto Cards and Yoto player system
- Preparing for completing the Libraries Transforming Community Grant – holding off purchases until tax revenue begins.

• LOOKING AHEAD / IDEAS & OPPORTUNITIES

- Exploring idea of hosting our own fundraising event Fall of 2027 – an adult book fair activity.
- 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.
- 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

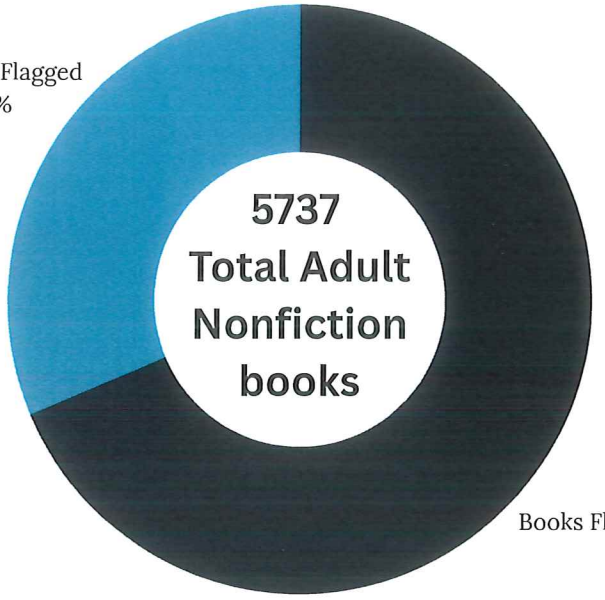
- Unfortunately, a deal with MLive for access to local news (Saginaw news) could not happen.
- Non-Fiction Weeding
- Capital Improvement Plan priorities will inform future facilities discussions and planning.
- FY28 Millage Levy amounts – meeting with DDA

FRANKENMUTH WICKSON DISTRICT LIBRARY

Adult Nonfiction Collection Review

Library Board Discussion

At a Glance



1,801 books

3,936 books

IMPORTANT: Flagged books are not automatically weeded

Report Criteria

- Items added to catalog before October 2022
- Fewer than 3 circulations since May 2021, when we joined the VLC

- Nonfiction circulation typically declines after the new book period, with higher interest in bestsellers, cookbooks, and other popular topics
- Our history section includes many older titles (1960s-1980s) that may still have historical value
- We have access to a broader range of materials through MeL and VLC
- This review raises questions about collection spending, future space use (e.g., smaller possibly relcated non-fiction collection), and alignment with our strategic plan.

FRANKENMUTH WICKSON DISTRICT LIBRARY

DATE

Dear ,

Thank you. Two simple words that carry so much meaning.

For many years, your generosity has been essential to the success of the Frankenmuth Wickson District Library. Your gifts have helped us expand collections, offer engaging programs, introduce new resources, and create a welcoming place for everyone in our community. Quite simply, we would not be the library we are today without you. In August, our community voted to approve an additional library millage, providing much-needed financial stability and allowing us to plan for the future with greater confidence. We are deeply grateful for this investment and the trust our community has placed in us.

Your generosity helped sustain our library for many years. Now, together, we have an opportunity to build a legacy that will support it for generations.

In 2013, Edward and Kay Sue Johanson helped establish the library's endowment funds through the Frankenmuth Community Foundation, recognizing the importance of long-term financial support for the library. We hope to continue their vision by growing these funds to two ambitious goals:

- **Johanson Endowment for Wickson Library: $1,000,000** — Currently at $592,000
- **Johanson Library Capital Improvement Endowment: $500,000** — Currently at $122,000

Our goal is to allow these funds to grow until they reach these milestones, creating sustainable financial resources for the library's future. Imagine a time when endowment earnings helped support community-wide reading initiatives, expanded programs and resources, and improvements to our building. These funds will provide opportunities for future generations while helping us remain responsible stewards of our community's investment.

A gift to an endowment is more than a donation today. It is a gift that continues giving for generations.

Of course, there are many other meaningful ways to support the Wickson Library. Memorial and honorary gifts can celebrate someone special through the purchase of books, while donations toward programs, services, and upcoming capital improvements help us continue enriching our community.

Thank you for believing in the Wickson Library, for helping us grow, and for being part of our story. We look forward to serving our community.

With heartfelt gratitude,

Michelle Duclos
Library Director

To learn more about making a lasting gift to either endowment, please visit the Frankenmuth Community Foundation at www.frankenmuthfoundation.org or contact the library.