FRANKENMUTH WICKSON DISTRICT LIBRARY

AGENDA
Library Board Meeting
Monday, November 17, 2025, 4:00 P.M.

1. Call to order	Lisa Roethlisberger	
2. Minutes, 07/14/2025 meeting	Susan Todd	Action
3. Additions/Corrections of agenda	Lisa Roethlisberger	Action
4. Payment of Bills/Review Financial Statements	Beth Nellenbach	Information
5. Director Report	Michelle Duclos	Information
6. Policy Committee	Michelle Duclos	Information
6.1 Policy Manual Presentation		
7. Strategic Planning Committee	Michelle Duclos	No Update
8. Personnel Committee	Michelle Duclos	No Update
9. Unfinished Business		
9.1 Building Updates	Michelle Duclos	No Update
10. New Business	Michelle Duclos	
10.1 Officers of the Board Nominations	Lisa Roethlisberger	Action

11. Comments from Citizens Lisa Roethlisberger

12. Adjournment Lisa Roethlisberger

Next Board Meeting December 8, 2025, 4:00 PM

Frankenmuth Wickson District Library

Board Minutes

October 10, 2025

In attendance: Alicia Hart, Tom Meyer, Susan Todd, Marty Mattlin, Adele Martin, Beth Nellenbach, Lisa Roethlisberger, Michelle Duclos

Call to Order: Lisa Roethlisberger called the meeting to order at 4:00 p.m.

Minutes: Marty Mattlin moved that the minutes be approved as read. Alicia Hart supported. The motion carried.

Additions and Correction: The date of the September meeting on the agenda was corrected.

Payment of Bills: Beth Nellenbach did a review of the budget year to date and the bills. Adele Martin moved that the bills be paid. Marty Mattlin supported. The motion carried.

Director's Report: see attached

Policy Committee: The Policy Handbook is finished and available for review. A vote to approve the Policy Handbook will be at the November meeting.

Strategic Planning Committee: The board will move the monthly meeting to November 17, 2025 at 4:00 in the Community Room. After the Board meeting, DKR will review information gathered from surveys and focus groups.

Personnel Committee: no update

Unfinished Business:

Building Update: The Community Room is still in progress.

New Business:

The Annual Report in brochure form is being firmed up.

Baker and Taylor, book supplier, is closing October 31, 2025. Michelle Duclos has secured Ingram Sparks to replace Baker and Taylor. They offer the same discounted rate as Baker and Taylor. There will probably be a delay with book shipments as the transition takes place.

Year-End Fundraising: Postcards will be sent to addresses in the Frankenmuth Wickson District Library service area in November. Additionally, Michelle Duclos will send personal letters to former donors. This was effective last year.

Expenses by Vendor Summary

Frankenmuth Wickson District Library

October 1-31, 2025

VENDOR	TOTAL
	23,392.67
Air Advantage LLC	75.00
Amazon	1,690.45
Blackstone	359.78
City of Frankenmuth	773.35
Consumer's Energy	1,057.06
Dan Redford	1,986.25
Deb Caton	500.00
Demco	119.54
Frankenmuth Credit Union	1,646.62
Galaxy Office Machines	350.74
Gale Cengage	689.24
Jennifer Harden	113.34
Kone Inc.	489.75
Lawn Doctor of Mid Michigan	48.00
Masters Touch Carpet Cleaning, LLC	1,800.00
M&P Carpentry LLC	1,500.00
Nuechterlein Electric	1,812.90
Overdrive	458.16
Quality Heating & Plumbing	591.25
Revize Software Systems	600.00
anilac Computer Products	220.00
Spectrum Business	119.96
Turf Tech Lawn Sprinklers	135.00
Turner Technical Services	30.00
Vassar/Frankenmuth True Value	59.40
White Pine	1,468.53
Zehnder and Associates, PC	325.00
TOTAL	**$42,411.99**

Check Detail Report
Frankenmuth Wickson District Library
September 1-November 11, 2025

Transaction date	Num	Name	Cleared	Amount	
09/02/2025	7084	Turf Tech Lawn Sprinklers	Reconciled	-975.00	Sept. expense not approved last meeting
09/01/2025	7085	Amazon	Reconciled	-19.98	Sept. expense not approved last meeting
09/01/2025	7086	Amazon	Reconciled	-1,080.20	Sept. expense not approved last meeting
09/02/2025	7090	Deb Caton	Reconciled	-500.00	Sept. expense not approved last meeting
10/01/2025	7120	Amazon	Reconciled	-1,656.47	Oct Vendor Summary
10/01/2025	7121	Amazon	Reconciled	-13.99	Oct Vendor Summary
10/01/2025	7122	Amazon	Reconciled	-19.99	Oct Vendor Summary
10/01/2025	7126	Deb Caton	Reconciled	-500.00	Oct Vendor Summary
10/08/2025	7127	Gale Cengage	Reconciled	-430.11	Oct Vendor Summary
10/08/2025	7129	Overdrive	Reconciled	-458.16	Oct Vendor Summary
10/01/2025	7134	Sanilac Computer Products	Reconciled	-220.00	Oct Vendor Summary
10/21/2025	7137	Blackstone	Uncleared	-179.89	Oct Vendor Summary
10/21/2025	7138	City of Frankenmuth	Uncleared	-247.39	Oct Vendor Summary
10/21/2025	7139	Demco	Uncleared	-119.54	Oct Vendor Summary
10/21/2025	7140	Galaxy Office Machines	Uncleared	-350.74	Oct Vendor Summary
10/21/2025	7141	Gale Cengage	Uncleared	-22.39	Oct Vendor Summary
10/21/2025	7142	Gale Cengage	Uncleared	-49.59	Oct Vendor Summary
10/21/2025	7143	Gale Cengage	Uncleared	-67.19	Oct Vendor Summary
10/21/2025	7144	Jennifer Harden	Uncleared	-113.34	Oct Vendor Summary
10/21/2025	7145	Kone Inc.	Uncleared	-489.75	Oct Vendor Summary
10/21/2025	7146	Lawn Doctor of Mid Michigan	Uncleared	-48.00	Oct Vendor Summary
10/21/2025	7147	Nuechterlein Electric	Uncleared	-1,184.55	Oct Vendor Summary
10/21/2025	7149	Quality Heating & Plumbing	Uncleared	-591.25	Oct Vendor Summary
10/21/2025	7150	Saginaw County Treasurer	Uncleared	-21.01	4th quarter tax adjustment - balance sheet item
10/21/2025	7151	Turf Tech Lawn Sprinklers	Uncleared	-135.00	Oct Vendor Summary
10/21/2025	7152	White Pine	Uncleared	-1,468.53	Oct Vendor Summary
10/21/2025	7153	Zehnder and Associates, PC	Uncleared	-325.00	Oct Vendor Summary
10/22/2025	7154	Nuechterlein Electric	Uncleared	-628.35	Oct Vendor Summary
10/07/2025	7156	Blackstone	Uncleared	-179.89	Oct Vendor Summary
10/29/2025	7157	Dan Redford	Uncleared	-1,986.25	Oct Vendor Summary
10/24/2025	7159	Gale Cengage	Uncleared	-30.39	Oct Vendor Summary
10/23/2025	7160	Gale Cengage	Uncleared	-89.57	Oct Vendor Summary
10/27/2025	7162	M&P Carpentry LLC	Uncleared	-1,500.00	Oct Vendor Summary
10/15/2025	7163	Masters Touch Carpet Cleaning, LLC	Uncleared	-1,800.00	Oct Vendor Summary
10/27/2025	7165	Revize Software Systems	Uncleared	-600.00	Oct Vendor Summary
10/28/2025	7166	Turner Technical Services	Uncleared	-30.00	Oct Vendor Summary
10/02/2025	7167	Vassar/Frankenmuth True Value	Uncleared	-59.40	Oct Vendor Summary

09/02/2025	ACH	Consumer's Energy	Reconciled	-1,225.42	Sept. expense not approved last meeting
10/01/2025	ACH	Consumer's Energy	Reconciled	-1,024.40	Oct Vendor Summary
10/01/2025	ACH	Spectrum Business	Reconciled	-119.96	Oct Vendor Summary
10/01/2025	ACH	City of Frankenmuth	Reconciled	-525.96	Oct Vendor Summary
10/15/2025	ACH	Air Advantage LLC	Reconciled	-75.00	Oct Vendor Summary
10/31/2025	ACH	Frankenmuth Credit Union	Uncleared	-1,646.62	Oct Vendor Summary
10/21/2025	ACH	State of Michigan Withholding	Reconciled	-2,713.70	State witholding - balance sheet item
10/23/2025	ACH	Consumer's Energy	Reconciled	-32.66	Oct Vendor Summary
10/10/2025	SVCCHRG		Reconciled	-42.88	

Accrual Basis Tuesday, November 11, 2025 03:07 PM GMTZ

Frankenmuth Wickson District Library
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
July 2025 - June 2026

	Oct 2025	Nov 2025	Total			
	Actual	Actual	Actual	Budget	over Budget	% of Budget
Income						
000-402 Property Tax Control			0.00	0.00	0.00	
000-403 PPT adjustment payment			0.00	17,000.00	-17,000.00	0.00%
000-404 Property Tax Adjustments			867.24	-300.00	1,167.24	-289.08%
000-410 Property Tax Blumfield Township			0.00	39,500.00	-39,500.00	0.00%
000-411 Property Tax Frankenmuth city			0.00	283,350.00	-283,350.00	0.00%
000-412 Property Tax Frankenmuth Twp			0.00	115,945.00	-115,945.00	0.00%
Total 000-402 Property Tax Control	**$ 0.00**	**$ 0.00**	**$ 867.24**	**$ 455,495.00**	**-$ 454,627.76**	**0.19%**
000-566 State Revenue Sharing			4,256.98	7,792.00	-3,535.02	54.63%
000-580 Local Grants Received Control			0.00	0.00	0.00	
000-581 FCF Grant			0.00	500.00	-500.00	0.00%
000-587 LOM-LSTA Improving Access to Information Grant			1,972.07	0.00	1,972.07	
580-582 White Pine Cooperative Grant			0.00	900.00	-900.00	0.00%
Total 000-580 Local Grants Received Control	**$ 0.00**	**$ 0.00**	**$ 1,972.07**	**$ 1,400.00**	**$ 572.07**	**140.86%**
000-626 Services Copies	183.60		847.61	2,000.00	-1,152.39	42.38%
000-656 Lost Books Paid	14.99		276.47	900.00	-623.53	30.72%
000-657 Book Fines			41.19	0.00	41.19	
000-660 Penal Fines			22,369.83	12,000.00	10,369.83	186.42%
000-665 Interest	159.75		4,897.87	29,000.00	-24,102.13	16.89%
000-673 Donations Control			0.00	0.00	0.00	
000-674 Friends of Library Donation			20.00	2,500.00	-2,480.00	0.80%
000-675 Memorial Donations	50.00		325.00	2,000.00	-1,675.00	16.25%
000-677 Unrestricted Donations	7,600.00		14,687.74	20,000.00	-5,312.26	73.44%
Total 000-673 Donations Control	**$ 7,650.00**	**$ 0.00**	**$ 15,032.74**	**$ 24,500.00**	**-$ 9,467.26**	**61.36%**
000-689 Misc. Income			279.00	250.00	29.00	111.60%
000-690 Johanson Fund			0.00	15,000.00	-15,000.00	0.00%
Total Income	**$ 8,008.34**	**$ 0.00**	**$ 50,841.00**	**$ 548,337.00**	**-$ 497,496.00**	**9.27%**
Gross Profit	**$ 8,008.34**	**$ 0.00**	**$ 50,841.00**	**$ 548,337.00**	**-$ 497,496.00**	**9.27%**
Expenses						
790-702 Payroll Control			0.00	0.00	0.00	
790-709 Payroll Salaries & Wages	21,038.97		104,633.10	309,595.60	-204,962.50	33.80%
790-710 Payroll FICA	1,590.37		7,927.95	23,684.06	-15,756.11	33.47%
790-711 Fringe Benefits Control			0.00	0.00	0.00	
790-712 Employee Benefits 457 Match	179.62		840.79	2,320.00	-1,479.21	36.24%
790-713 Employee Benefits Pension DC	538.84		2,522.28	7,000.00	-4,477.72	36.03%
790-714 Unfunded pension payment			12,180.00	15,000.00	-2,820.00	81.20%
Total 790-711 Fringe Benefits Control	**$ 718.46**	**$ 0.00**	**$ 15,543.07**	**$ 24,320.00**	**-$ 8,776.93**	**63.91%**
Total 790-702 Payroll Control	**$ 23,347.80**	**$ 0.00**	**$ 128,104.12**	**$ 357,599.66**	**-$ 229,495.54**	**35.82%**
790-727 Equipment Control			0.00	0.00	0.00	
790-728 Equipment Carpet			0.00	0.00	0.00	
790-729 Equipment Computers	148.96		8,764.96	15,000.00	-6,235.04	58.43%
790-730 Equipment Furniture	149.99		149.99	2,000.00	-1,850.01	7.50%

790-732 Equipment Office Equipment		46.34	46.34	900.00	-853.66	5.15%
Total 790-727 Equipment Control	$ 298.95	$ 46.34	$ 8,961.29	$ 17,900.00	-$ 8,938.71	50.06%
790-739 Supplies control			0.00	0.00	0.00	
790-740 Supplies Office Supplies	692.79	15.27	1,082.25	3,000.00	-1,917.75	36.08%
790-741 Supplies Operating Supplies	393.99	18.99	1,166.75	3,000.00	-1,833.25	38.89%
790-742 Supplies Postage			195.99	1,000.00	-804.01	19.60%
Total 790-739 Supplies control	$ 1,086.78	$ 34.26	$ 2,444.99	$ 7,000.00	-$ 4,555.01	34.93%
790-749 Publicity Control			0.00	0.00	0.00	
790-750 Publicity Advertising/Materials	94.99		319.99	2,500.00	-2,180.01	12.80%
790-751 Publicity Newsletters Postage			0.00	1,000.00	-1,000.00	0.00%
790-752 Website	600.00		15,148.00	15,000.00	148.00	100.99%
Total 790-749 Publicity Control	$ 694.99	$ 0.00	$ 15,467.99	$ 18,500.00	-$ 3,032.01	83.61%
790-782 White Pine Cooperative Grants			-486.00	0.00	-486.00	
790-789 Collection Control			0.00	0.00	0.00	
790-790 Collection Books	1,267.57	2,104.45	7,733.73	20,000.00	-12,266.27	38.67%
790-791 Collection Audios	359.78		1,157.02	2,000.00	-842.98	57.85%
790-792 Collection DVDs	7.45		61.66	750.00	-688.34	8.22%
790-794 Collection Periodicals			940.79	2,500.00	-1,559.21	37.63%
790-795 Collection Library of Things		84.45	408.90	1,000.00	-591.10	40.89%
790-796 Collection Electronic Materials	2,557.29		6,721.44	16,000.00	-9,278.56	42.01%
Total 790-789 Collection Control	$ 4,192.09	$ 2,188.90	$ 17,023.54	$ 42,250.00	-$ 25,226.46	40.29%
790-801 Misc. Expenses	69.48		560.38	1,000.00	-439.62	56.04%
790-802 Banking Fees	42.88		182.75	1,500.00	-1,317.25	12.18%
790-803 Credit card fees	20.13		43.38	125.00	-81.62	34.70%
790-809 Contracted Services Control			0.00	0.00	0.00	
790-810 Contracted Services Accounting	325.00		850.00	1,800.00	-950.00	47.22%
790-811 Contracted Services Audit			0.00	7,000.00	-7,000.00	0.00%
790-812 Contracted Services Legal			892.50	1,000.00	-107.50	89.25%
790-813 Contracted Services Writer	500.00	500.00	2,500.00	6,000.00	-3,500.00	41.67%
790-814 Contracted Services MeL Delv			3,130.28	600.00	2,530.28	521.71%
790-815 Contracted Services Equipment	840.49		2,346.12	7,200.00	-4,853.88	32.59%
790-816 Contracted Services Computers	325.00		18,681.28	30,000.00	-11,318.72	62.27%
790-817 Contract Services Strategic Planning/Marketing	1,986.25		5,958.75	9,000.00	-3,041.25	66.21%
Total 790-809 Contracted Services Control	$ 3,976.74	$ 500.00	$ 34,358.93	$ 62,600.00	-$ 28,241.07	54.89%
790-819 Insurance Control			0.00	0.00	0.00	
790-820 Insurance Build/Content/Liab			6,445.00	6,380.00	65.00	101.02%
790-821 Insurance Director and Officers			798.00	1,000.00	-202.00	79.80%
790-822 Insurance Worker's Comp			1,014.00	1,240.00	-226.00	81.77%
Total 790-819 Insurance Control	$ 0.00	$ 0.00	$ 8,257.00	$ 8,620.00	-$ 363.00	95.79%
790-849 Programs Control			0.00	0.00	0.00	
790-850 Programs All Ages		144.85	447.98	1,500.00	-1,052.02	29.87%
790-851 Programs Adult	153.31	26.98	425.11	2,500.00	-2,074.89	17.00%
790-852 Programs Teen	93.80		567.65	1,000.00	-432.35	56.77%
790-853 Programs After School	131.15	12.22	262.60	1,000.00	-737.40	26.26%
790-854 Programs Early Childhood	91.48	62.16	229.65	1,000.00	-770.35	22.97%
790-855 Programs Summer Reading			1,049.54	4,500.00	-3,450.46	23.32%
790-856 Programs Outreach			323.30	500.00	-176.70	64.66%
790-857 Programs Story Walk			615.51	1,000.00	-384.49	61.55%
790-858 Programs Little Free			0.00	0.00	0.00	

Total 790-849 Programs Control	$ 469.74	$ 246.21	$ 3,921.34	$ 13,000.00	-$ 9,078.66	30.16%
790-919 Utilities Control			0.00	0.00	0.00	
790-920 Utilities Electricity	1,024.40		4,201.38	9,000.00	-4,798.62	46.68%
790-921 Utilities Gas	32.66		91.93	4,000.00	-3,908.07	2.30%
790-922 Utilities Telephone	119.96		599.80	1,800.00	-1,200.20	33.32%
790-923 Utilities Water	525.96		1,256.02	3,100.00	-1,843.98	40.52%
Total 790-919 Utilities Control	**$ 1,702.98**	**$ 0.00**	**$ 6,149.13**	**$ 17,900.00**	**-$ 11,750.87**	**34.35%**
790-929 Building and Grounds Control			0.00	0.00	0.00	
790-931 Grounds Lawn Care	183.00		3,249.00	4,500.00	-1,251.00	72.20%
790-932 Grounds Snow Removal			180.00	2,500.00	-2,320.00	7.20%
790-933 Grounds Parking Lot Maintenance			0.00	0.00	0.00	
790-934 Grounds Pest Control			0.00	0.00	0.00	
790-941 Building Cleaning	1,924.55		5,002.04	10,000.00	-4,997.96	50.02%
790-942 Building Projects	3,963.55		5,743.75	100,000.00	-94,256.25	5.74%
790-945 Building Other	247.39		247.39	100.00	147.39	247.39%
Total 790-929 Building and Grounds Control	**$ 6,318.49**	**$ 0.00**	**$ 14,422.18**	**$ 117,100.00**	**-$ 102,677.82**	**12.32%**
790-960 Prof Development Staff	190.94	361.80	1,562.74	2,000.00	-437.26	78.14%
790-961 Memberships			1,022.99	6,500.00	-5,477.01	15.74%
Total Expenses	**$ 42,411.99**	**$ 3,377.51**	**$ 241,996.75**	**$ 673,594.66**	**-$ 431,597.91**	**35.93%**
Net Operating Income	**-$ 34,403.65**	**-$ 3,377.51**	**-$ 191,155.75**	**-$ 125,257.66**	**-$ 65,898.09**	**152.61%**
Net Income	**-$ 34,403.65**	**-$ 3,377.51**	**-$ 191,155.75**	**-$ 125,257.66**	**-$ 65,898.09**	**152.61%**

Balance Sheet

Frankenmuth Wickson District Library

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
000-000 Frankenmuth Crdit Union Control	0.00
000-001 Checking - Five Star	47,771.33
000-002 Federally Insuranced Account	100,451.36
000-003 Regular Savings	1,183.37
000-004 Wealth Builder	30,372.81
000-030 BAIRD INVESTMENTS	
000-031 BAIRD MONEY MARKET	0.00
000-032 BAIRD CD -1	0.00
000-033 BAIRD CD-2	0.00
000-034 BAIRD CD-3	0.00
000-035 BAIRD CD-4	0.00
Total for 000-030 BAIRD INVESTMENTS	**$0.00**
000-036 Oppenheimer Investments	639,885.56
Total for Bank Accounts	**$819,664.43**
Accounts Receivable	
Other Current Assets	
000-007 Imprest Cash	100.00
000-123 Prepaid Expenses	0.00
000-220 Due from City of Frankenmuth	0.00
000-221 Due From County	16,426.19
000-223 Due From State	4,001.20
Total for Other Current Assets	**$20,527.39**
Total for Current Assets	**$840,191.82**
Other Assets	
Total for Assets	**$840,191.82**

Balance Sheet

Frankenmuth Wickson District Library

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
000-202 Accounts Payable	960.36
Total for Accounts Payable	**$960.36**
Other Current Liabilities	
000-235 FICA payable	6,830.80
000-236 State withholding payable	644.49
000-237 MERS payable	448.53
000-238 457 payable	418.06
000-239 Health Insurance	0.03
000-360 Deferred Revenue	11,358.20
000-361 Deferred Revenue - 1000 Books	6,266.97
Total for Other Current Liabilities	**$25,967.08**
Total for Current Liabilities	**$26,927.44**
Total for Liabilities	**$26,927.44**
Equity	
000-371 Major Repair Reserves	150,000.0
000-372 Technology Sinking Fund	30,000.00
000-373 Outreach/Special Project	107,000.00
30000 Opening Balance Equity	0.00
790-858 Programs 1000 Books	0.00
000-370 Fund Balance	714,042.62
Net Income	-187,778.24
Total for Equity	**$813,264.38**
Total for Liabilities and Equity	**$840,191.82**

November 2025
Directors Report

FRANKENMUTH WICKSON DISTRICT LIBRARY

Adminstration

- Annual Report
- Fundraising
- Policy Handbook
- LOM Conference
- Grant Writing
- Book Supply Issues
- Polaris ILL training and migration
- Audit
- State Aid
- LOM-Finance Program

Collection Development

- Inventory
- CE - Catlogging

Facilities

- Community Room Remodel
- Broken Window - Replacement
- Basement Cleanout
- Mossner Local History
- After Hours Access

Marketing

- Frankenmuth Living - Nov 12
- Monthly Newsletter
- Logo completed
- Website Development in progress

Programs

- Fall Programming
- Memory Care Cafe
- Welcome Baby
- 100 Books Before Highschool
- 40 Books in 4 year
- Family/Community Read Program

Human Resources

- Assistant Director
- Building Coordinator