FRANKENMUTH WICKSON DISTRICT LIBRARY
359 S. Franklin St.
Frankenmuth, MI 48734
989-652-8323
wicksonlibrary.org

AGENDA
Library Board Meeting
Monday, September 8, 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	Action
a. Employee Handbook Approval		
7. Strategic Planning Committee	Michelle Duclos	Information
8. Personnel Committee	Michelle Duclos	No Update
9. Unfinished Business		
9.1 Building Updates	Michelle Duclos	Information
10. New Business	Michelle Duclos	No Update
10.1 Summer Reading Stats		
10.2 Welcome Baby: Growing Readers from Day One Grant		
10.3 Community Read initiatives		
11. Comments from Citizens	Lisa Roethlisberger	
12. Adjournment	Lisa Roethlisberger	

Next Board Meeting October 13, 2025, 4:00 PM

Frankenmuth Wickson District Library

Board Minutes

July 14, 2025

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

Call to Order: Lisa Roethlisberger called the meeting to order at 4:02 p.m.

Minutes: Susan Todd moved that the minutes be accepted with a date correction. Tom Meyer supported. The motion carried.

Additions and Correction: Ashlyn Duclos added to the agenda.

Payment of Bills: Michelle Duclos did a review of the bills. Adele Martin moved the bills be paid. Marty Mattlin supported. The motion carried.

Director's Report: on file

Policy Committee: Resolution 2025-3 Amending the Employee Handbook to Remove Health Insurance Provisions was introduced. Lisa Roethlisberger moved to amend the Handbook. Tom Meyer supported. A voice vote was taken. The resolution passed 6-0. The motion carried.

Strategic Planning Committee: dkr Marketing's proposal for the Strategic Plan Development was presented to the Board. The total cost is $7945.00. Marty Mattlin moved that dkr be hired and the 2025-2026 budget be amended to reflect this expense. Adele Martin supported. The motion carried.

Personnel Committee: no update

Unfinished Business:

Story Walk: The bases are installed.

Building Updates: A proposed change in the Mossner Room will include Local History. Michelle Duclos will contact the Mossner family for input.

New Business:

Personnel: A Librarian 1/Marketing position will be posted.

Ashlyn Duclos has been hired as a back up page for the fall.

Long Term Budget Projections: Minimum wage increases will affect future budgets.

There was a discussion about a potential millage.

Balance Sheet

Frankenmuth Wickson District Library

As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF AUGUST 31, 2025	AS OF AUGUST 31, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
000-000 Frankenmuth Crdit Union Control		
000-001 Checking - Five Star	75,486.37	72,542.37
000-002 Federally Insuranced Account	175,158.57	520,589.40
000-003 Regular Savings	1,183.28	10.03
000-004 Wealth Builder	5,371.02	110,256.72
000-030 BAIRD INVESTMENTS	0	0
000-031 BAIRD MONEY MARKET		26,147.90
000-032 BAIRD CD -1		50,000.00
000-033 BAIRD CD-2		50,000.00
000-034 BAIRD CD-3		50,000.00
000-035 BAIRD CD-4		50,000.00
Total for 000-030 BAIRD INVESTMENTS	**0**	**$226,147.90**
000-036 Oppenheimer Investments	635,775.69	
Total for Bank Accounts	**$892,974.93**	**$929,546.42**
Accounts Receivable		
Other Current Assets		
000-007 Imprest Cash	100.00	100.00
000-123 Prepaid Expenses	12,739.37	
000-220 Due from City of Frankenmuth		
000-221 Due From County	16,426.19	16,426.19
000-223 Due From State	4,001.20	4,001.20
Total for Other Current Assets	**$33,266.76**	**$20,527.39**
Total for Current Assets	**$926,241.69**	**$950,073.81**
Fixed Assets		
Other Assets		
Total for Assets	**$926,241.69**	**$950,073.81**

Balance Sheet

Frankenmuth Wickson District Library

As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF AUGUST 31, 2025	AS OF AUGUST 31, 2024 (PY)
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 Accounts Payable	5,402.60	2,456.42
Total for Accounts Payable	**$5,402.60**	**$2,456.42**
Credit Cards		
Other Current Liabilities		
000-235 FICA payable	8,854.33	4,998.60
000-236 State withholding payable	2,045.78	1,692.87
000-237 MERS payable	1,234.29	448.53
000-238 457 payable	1,041.92	318.06
000-239 Health Insurance	0.03	0.03
000-360 Deferred Revenue	11,358.20	19,358.20
000-361 Deferred Revenue - 1000 Books	6,266.97	6,266.97
Total for Other Current Liabilities	**$30,801.52**	**$33,083.26**
Total for Current Liabilities	**$36,204.12**	**$35,539.68**
Long-term Liabilities		
Total for Liabilities	**$36,204.12**	**$35,539.68**
Equity		
000-371 Major Repair Reserves	150,000.00	150,000.00
000-372 Technology Sinking Fund	30,000.00	30,000.00
000-373 Outreach/Special Project	107,000.00	107,000.00
30000 Opening Balance Equity		
790-858 Programs 1000 Books		
Retained Earnings	714,042.62	706,676.95
Net Income	-111,005.05	-79,142.82
Total for Equity	**$890,037.57**	**$914,534.13**
Total for Liabilities and Equity	**$926,241.69**	**$950,073.81**

Expenses by Vendor Summary

Frankenmuth Wickson District Library

July 1-31, 2025

VENDOR	TOTAL
	32,909.71
Air Advantage LLC	75.00
Amazon	1,396.28
Baker & Taylor	1,534.60
Blackstone	354.97
City of Frankenmuth	215.82
Clearly Manageable, LLC	125.00
Consumer's Energy	835.36
Dan Redford	3,972.50
Deb Caton	500.00
Frankenmuth Community Education	50.00
Frankenmuth Credit Union	1,102.21
Gale Cengage	171.15
Jennifer Harden	33.99
Kone Inc.	489.75
Lawn Doctor of Mid Michigan	48.00
Lust for Dust	781.25
MCLS	3,255.28
MERS of Michigan	12,180.00
Michigan Library Association	486.00
Molly Made	80.00
MPLC	175.74
Overdrive	2,518.83
Playaway Products	138.68
Revize Software Systems	14,200.00
Spectrum Business	239.92
Turner Technical Services	8,643.00
Valley Library Consortium	12,405.00
Vassar/Frankenmuth True Value	82.71
White Pine	202.91
Zehnder and Associates, PC	325.00
TOTAL	**$99,528.66**

Check Detail Report
Frankenmuth Wickson District Library
July 1-31, 2025

Transaction date	Num	Name	Cleared	Amount
07/01/2025	7001	Amazon	Reconciled	-40.87
07/01/2025	7000	Amazon	Reconciled	-323.30
07/01/2025	6999	Amazon	Reconciled	-922.24
07/01/2025	6998	Amazon	Reconciled	-9.30
07/01/2025	ACH	Spectrum Business	Uncleared	-119.96
07/01/2025	7032	Playaway Products	Reconciled	-69.34
07/01/2025	7013	Deb Caton	Reconciled	-500.00
07/01/2025	7037	Valley Library Consortium	Reconciled	-12,405.00
07/01/2025	7025	MCLS	Reconciled	-125.00
07/01/2025	7040	Zehnder and Associates, PC	Reconciled	-325.00
07/01/2025	7010	Clearly Manageable, LLC	Reconciled	-125.00
07/01/2025	7036	Turner Technical Services	Reconciled	-8,616.00
07/01/2025	7026	MCLS	Reconciled	-3,130.28
07/01/2025	7039	White Pine	Reconciled	-202.91
07/01/2025	7028	Michigan Library Association	Reconciled	-486.00
07/01/2025	7058	Lust for Dust	Reconciled	-781.25
07/01/2025	7063	Turner Technical Services	Reconciled	-27.00
07/01/2025	7060	MPLC	Reconciled	-175.74

07/21/2025	7078	Frankenmuth Community Education	Uncleared	-50.00
07/21/2025	7071	Baker & Taylor	Reconciled	-221.05
07/23/2025	7052	Dan Redford	Reconciled	-3,972.50
07/23/2025	7080	Lawn Doctor of Mid Michigan		-48.00
07/24/2025	7079	Gale Cengage	Reconciled	-28.79
07/24/2025	ACH	Consumer's Energy	Reconciled	-18.90
07/25/2025	7074	Blackstone	Reconciled	-172.70
07/28/2025	7069	Baker & Taylor		-276.77
07/28/2025	7072	Blackstone	Reconciled	-182.27
07/29/2025	7068	Baker & Taylor	Uncleared	-88.44
07/30/2025	7067	Baker & Taylor	Reconciled	-128.65
07/31/2025	7082	Vassar/Frankenmuth True Value	Reconciled	-82.71
07/31/2025	ACH	Frankenmuth Credit Union	Reconciled	-1,102.21
			66,520.06	

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Expenses by Vendor Summary

Frankenmuth Wickson District Library

August 1-31, 2025

VENDOR	TOTAL
	35,707.79
Air Advantage LLC	75.00
Amazon	1,057.07
Baker & Taylor	498.83
Blackstone	35.99
City of Frankenmuth	229.02
Consumer's Energy	1,153.99
Deb Caton	500.00
Demco	203.49
Experienced Window Cleaning	210.00
Foster Swift Collins and Smith PC	892.50
Frankenmuth Chamber of Commerce	200.00
Frankenmuth Credit Union	2,482.54
Gale Cengage	131.71
Lawn Doctor of Mid Michigan	48.00
Lust for Dust	625.00
Overdrive	948.41
Sanilac Computer Products	75.00
Spectrum Business	119.96
Summit Companies	915.88
Turf Tech Lawn Sprinklers	975.00
urner Technical Services	30.00
Zehnder and Associates, PC	200.00
TOTAL	**$47,315.18**

Check Detail Report
Frankenmuth Wickson District Library
August 1-31, 2025

date	Num	Name	Cleared	Amount
08/01/2025	ACH	Spectrum Business	Reconciled	-119.96
08/01/2025	ACH	Spectrum Business		-119.96
08/01/2025	ACH	City of Frankenmuth	Reconciled	-229.02
08/01/2025	ACH	City of Frankenmuth		-229.02
08/01/2025	7081	Lust for Dust	Reconciled	-625.00
08/01/2025	7081	Lust for Dust		-625.00
08/01/2025	7065	Amazon	Reconciled	-32.79
08/01/2025	7065	Amazon		-32.79
08/01/2025	7066	Amazon	Reconciled	-1,024.28
08/01/2025	7066	Amazon		-1,024.28
08/01/2025	ACH	Consumer's Energy	Reconciled	-1,135.10
08/01/2025	ACH	Consumer's Energy		-1,135.10
08/07/2025	7077	Foster Swift Collins and Smith PC	Reconciled	-892.50
08/07/2025	7077	Foster Swift Collins and Smith PC		-892.50
08/07/2025	7093	Gale Cengage	Uncleared	-27.20
08/07/2025	7093	Gale Cengage		-27.20
08/07/2025	7094	Gale Cengage	Uncleared	-27.19
08/07/2025	7094	Gale Cengage		-27.19
08/08/2025	7076	Demco	Reconciled	-203.49
08/08/2025	7076	Demco		-203.49
08/10/2025	7075	Deb Caton	Reconciled	-500.00
08/10/2025	7075	Deb Caton		-500.00
08/11/2025	7100	Sanilac Computer Products	Uncleared	-75.00
08/11/2025	7100	Sanilac Computer Products		-75.00

September 2025
Directors Report

Adminstration

- Strategic Planning Outreach
- Employee Handbook
- Library Policies
- Molina Health Care Grant
- Noon Rotary Grant
- LTC - Grant
- Dollar General Family Literacy Grant

Collection Development

- Library Edition of Ancestry
- Wall Street Journal Online
- Youth Magazines

Facilities

- Community Room Remodel
- Flex Office Space
- Continue basement clean out
- Mossner Local History Room
- After Hours Access

Marketing

- Frankenmuth Living
- Community Survey
- Monthly Newsletter
- Logo and Website work has begun. Initial meetings and back end work being completed

Programs

- Summer Reading Stats
- Fall Programming
  - Story Time
  - Neighbor Week
- Welcome Baby
- 100 Books Before Highschool
- 40 Books in 4 year
- Family/Community Read Program

Human Resources

- Hired Communication Librarian - Kirsten Bierlein-Hollenback
- Building Coordinator Update