



AGENDA
Library Board Meeting
Monday, December 8, 2025, 4:00 P.M.

1. Call to order	Lisa Roethlisberger	
2. Minutes, 11/17/2025 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 Approval		
7. Strategic Planning Committee	Michelle Duclos	Information
8. Personnel Committee	Michelle Duclos	Action
9. Unfinished Business		
10. Building Updates	Michelle Duclos	Information
11. New Business	Michelle Duclos	
11.1 Millage	Michelle Duclos	
11.2 2026 Board Meeting Date	Michelle Duclos	
11. Comments from Citizens	Lisa Roethlisberger	
12. Adjournment	Lisa Roethlisberger	

Next Board Meeting January 12, 2025, 4:00 PM

Frankenmuth Wickson District Library

Board Minutes

November 17, 2025

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

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

Minutes: Alicia Hart moved the minutes be accepted with the corrected date. Tom Meyer supported. The motion carried.

Additions and Corrections: none

Payment of Bills: Marty Mattlin moved that the bills be paid. Susan Todd supported. The motion carried.

Director's Report: attached

Policy Committee: no update

Strategic Planning Committee: no update

Personnel Committee: no update

Building: no update

New Business: Officers Board Nominations:

Lisa Roethlisberger nominated Adele Martin for Vice President. Marty Mattlin supported the nomination. Adele Martin was unanimously elected Vice President.

Lisa Roethlisberger nominated Beth Nellenbach for Treasurer. Tom Meyer supported the nomination. Beth Nellenbach was unanimously elected Treasurer.

Lisa Roethlisberger nominated Susan Todd for Secretary. Tom Meyer supported the nomination. Susan Todd was unanimously elected Secretary.

Marty Mattlin nominated Lisa Roethlisberger for President. Tom Meyer supported the nomination. Lisa Roethlisberger was unanimously elected President.

Comments from Citizens: tabled until December meeting

Adjournment: Lisa Roethlisberger adjourned the meeting at 4:22 p.m. Alicia Hart supported. The motion carried.

December 2025 Directors Report



FRANKENMUTH
WICKSON
DISTRICT LIBRARY



Staff Comments for Strategic Plan Focus Group

- Improved staff work area, with dedicated staff spaces/offices to work on quiet tasks that require focus/concentration
- Dedicated Library of Things display/area
- More community meeting space
- After-hours accessible community meeting room(s)
- Comfortable/accessible furniture that is modular/moveable and includes seating pods
- Digital outdoor sign
- New carpet with padding – many employees have plantar fasciitis and I am sure part of it is because we stand on cement all day
- Improved line of site (lower/see-through stacks)
- True quiet areas (soundproof) so that the rest of the library can function as a lively place without interrupting others
- A substitute pool to cover when staff is on vacation/sick
- Improved IT services
- Staff building maintenance/light cleaning person
- More windows (energy efficient/uv blocking)
- Incorporate green/sustainable features (i.e. bee hives, bat houses, butterfly garden, solar panels, etc.) and improved outdoor spaces for programs/reading/relaxing
- An evening Friends of the Library group responsible for fundraising
- Improved lighting throughout. We need lighting zones, we do not need bright white fluorescent lights in the entire space – work area is too bright (for the most part)
- Improved safety features – we are trapped in our workspace and need more emergency exits and more cameras throughout (too many blind spots)
- Book lockers for before and after-hours pickup
- Employee lounge/lunch area with dedicated lunch time
- Staff team building/morale boosting activities 2-4 times/year
- Better organizational system for the basement – shelving units/locked closets
- Reorganized stacks – more room for large print/less room for non-fiction (our non-fiction collection is small and looks dismal taking up so much space)
- Business cards for all staff (can have generic for some staff)
- Dedicated phone extensions for programmers, cataloging, supervisor(s) with voicemail
- Hierarchical/organizational chart – our staff has grown
- A consistent, reliable provider of building and cleaning of all areas
- A person or service to do regular deep cleaning
- Higher quality dramatic plan and toys (think Children's Museums)

Job Title: Assistant Director

Location: Frankenmuth Wickson District Library, Frankenmuth, MI

Reports To: Library Director

Status: Full-Time / Exempt

Salary Range: Competitive, based on experience and qualifications

Position Summary

The Assistant Director supports the Library Director in the planning, organization, and administration of all library services, operations, and programs. This leadership role involves supervisory, administrative, and professional responsibilities that ensure the smooth functioning of daily operations and the advancement of the library's mission. Key duties include coordinating library-wide services related to programming, outreach, long-range planning, and statistical evaluation. The Assistant Director works closely with the Library Director to develop and implement policies, goals, and procedures that align with community needs. This position also plays a central role in fostering a welcoming environment, enhancing customer service, and promoting a wide variety of initiatives and programs. In the absence of the Library Director, the Assistant Director assumes responsibility for library leadership.

Key Responsibilities

Leadership & Administration

- Assist in planning, organizing, and supervising library operations and services.
- Serve as acting Director in the absence of the Library Director.
- Assist the Library Director with planning and evaluating the library's annual budget.
- Assist the Library Director in developing goals and objectives in support of the Strategic Plan.
- Work with the Library Director to develop, implement, and evaluate annual and long-term goals.
- Assist with staff emergency training and disaster planning.

Staffing & Supervision

- Foster a collaborative and inclusive work culture.
- Lead staff meetings and professional development initiatives.
- Hire, train, supervise, evaluate, and provide guidance to staff in collaboration with the Library Director.
- Provide recommendations to the Library Director based on staff consultations.
- Create and maintain the staff schedule for Shelving Pages.

General

- Develop annual goals with Library Director.
 - Write, implement, or provide input for grants.
 - Actively engage in self-directed professional development.
 - Perform other duties as assigned.
-

Qualifications

Education & Experience

- Bachelor's degree required; Master's in Library & Information Science (MLS/MLIS) from an ALA-accredited program preferred.
- Minimum of 3 years of progressively responsible professional experience in a public library.
- At least 1 year of experience involving budget, management, or supervisory responsibilities.
- Demonstrated knowledge of library principles, procedures, and best practices.

Leadership & Management Skills

- Ability to hire, train, supervise, and evaluate staff; coordinate workloads and schedules; and maintain high standards of service.
- Strong leadership, organizational, and interpersonal skills.
- Ability to foster a collaborative, inclusive, and service-oriented work culture.
- Experience in conflict resolution, problem-solving, and exercising sound judgment.

Communication & Public Service

- Strong written and oral communication skills; ability to communicate effectively.
- Ability to work effectively and courteously with the public and staff of all ages and backgrounds.
- Knowledge of the local community and its needs.

Technical & Analytical Skills

- Proficiency with library systems (ILS and OPAC), Microsoft Office/Outlook, and digital tools (e.g., Canva, Mailchimp).
- Familiarity with both print and non-print collections.
- Ability to use and manage digital content, electronic devices, and emerging technologies.
- Ability to identify and analyze complex issues, develop recommendations, and prioritize tasks.

Frankenmuth Wickson District Library

Accounts

Income

	Current Year				Next Fiscal Year					
	2022/2023	2023/2024	2024/2025	Est 2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
000-402 Property Tax Control										
000-403 PPT adjustment payment	\$18,252.00	\$18,582.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00
000-404 Property Tax Adjustments	-\$123.00	-\$144.49	-\$300.00	-\$300.00	-\$300.00	-\$300.00	-\$300.00	-\$300.00	-\$300.00	-\$300.00
000-410 Property Tax Blumfield Township	\$35,441.00	\$37,511.00	\$36,000.00	\$38,000.00	\$39,500.00	\$40,900.00	\$42,300.00	\$43,780.00	\$45,312.00	\$46,897.00
000-411 Property Tax Frankenmuth city	\$238,933.00	\$253,325.00	\$273,734.00	\$265,000.00	\$283,350.00	\$294,684.00	\$306,472.00	\$318,731.00	\$331,480.00	\$344,739.00
000-412 Property Tax Frankenmuth Twp	\$99,112.00	\$103,903.00	\$111,152.00	\$110,000.00	\$115,945.00	\$120,582.00	\$125,414.00	\$130,430.00	\$135,647.00	\$141,072.00
	\$391,615.00	\$413,176.51	\$437,586.00	\$429,700.00	\$455,495.00	\$472,866.00	\$490,886.00	\$509,641.00	\$529,139.00	\$549,408.00
000-544 LOM Cont. Ed Grant	\$0.00	\$1,600.00	\$1,900.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-566 State Revenue Sharing	\$7,055.00	\$7,897.00	\$7,792.00	\$7,792.00	\$7,792.00	\$7,869.00	\$7,792.00	\$7,947.00	\$8,027.00	\$8,127.00
000-580 Local Grants Received Control										
000-583 Dollar General Literacy Grant	\$0.00	\$4,189.00	\$311.00	\$311.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-584 Nickless Memorial Foundation	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-585 Wickson Link Foundation	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-586 ALA - LTC 2 Grant	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-587 LOM-LSTA Improving Access to Ir	\$0.00	\$0.00	\$13,719.00	\$13,719.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
580-582 White Pine Cooperative Grant	\$615.00	\$2,615.00	\$615.00	\$615.00	\$900.00	\$900.00	\$900.00	\$900.00	\$900.00	\$900.00
000-581 FCF Grant	\$0.00	\$1,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
000-626 Services Copies	\$2,635.00	\$2,381.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
000-656 Lost Books Paid	\$1,004.00	\$564.00	\$900.00	\$900.00	\$900.00	\$900.00	\$900.00	\$900.00	\$900.00	\$900.00
000-657 Book Fines	\$2,340.00	\$2,236.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-660 Penal Fines	\$11,593.00	\$16,426.00	\$11,000.00	\$11,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
000-665 Interest	\$4,916.00	\$14,658.00	\$10,000.00	\$10,000.00	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00
000-673 Donations Control										
000-674 Friends of Library Donation	\$3,800.00	\$5,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
000-675 Memorial Donations	\$219,925.00	\$1,518.00	\$13,000.00	\$13,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
000-676 Restricted Donations	\$3,953.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-677 Unrestricted Donations	\$20,495.00	\$22,446.00	\$34,000.00	\$34,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
000-689 Misc. Income	\$622.42	\$864.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
000-690 Johanson Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$670,568.42	\$509,570.51	\$547,573.00	\$539,687.00	\$548,337.00	\$550,785.00	\$568,728.00	\$587,638.00	\$607,216.00	\$627,585.00
Expense										
790-708 Payroll Expenses Control	\$240,882.00	\$272,691.00	\$349,689.82	\$349,689.82	\$357,599.66	\$379,797.00	\$393,425.00	\$409,162.00	\$425,528.00	\$442,550.00
790-727 Equipment Control										
790-728 Equipment Carpet	\$0.00	\$0.00	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00
790-729 Equipment Computers	\$3,078.00	\$8,143.00	\$2,000.00	\$2,000.00	\$15,000.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$3,000.00
790-730 Equipment Furniture	\$41,414.00	\$27,601.00	\$2,000.00	\$2,000.00	\$2,000.00	\$10,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
790-731 Equipment Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
790-732 Equipment Office Equipment	\$408.00	\$807.38	\$900.00	\$900.00	\$900.00	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
	\$44,900.00	\$36,551.38	\$13,900.00	\$13,900.00	\$17,900.00	\$14,500.00	\$5,500.00	\$6,000.00	\$31,000.00	\$6,000.00
790-739 Supplies control										
790-740 Supplies Office Supplies	\$2,616.00	\$2,997.00	\$3,000.00	\$3,000.00	\$3,000.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$5,000.00

790-858 Programs Little Free	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$8,815.00	\$15,888.00	\$25,250.00	\$25,250.00	\$0.00	\$13,000.00	\$18,000.00	\$18,000.00	\$19,500.00	\$19,500.00	\$19,500.00	\$19,500.00
790-919 Utilities Control												
790-920 Utilities Electricity	\$8,222.00	\$7,741.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$10,000.00	\$11,000.00	\$11,500.00	\$12,000.00	\$12,000.00	\$12,500.00
790-921 Utilities Gas	\$3,472.00	\$2,435.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,500.00	\$4,750.00	\$5,000.00	\$5,250.00	\$5,500.00	\$5,500.00
790-922 Utilities Telephone	\$960.00	\$960.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
790-923 Utilities Water	\$2,626.00	\$2,918.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,300.00	\$3,500.00	\$3,700.00	\$3,900.00	\$3,900.00	\$4,000.00
	\$15,280.00	\$14,054.00	\$17,900.00	\$17,900.00	\$17,900.00	\$17,900.00	\$19,800.00	\$21,250.00	\$22,200.00	\$23,150.00	\$23,150.00	\$24,000.00
790-929 Building and Grounds Control												
790-931 Grounds Lawn Care	\$3,896.00	\$3,480.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
790-932 Grounds Snow Removal	\$1,225.00	\$1,445.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,750.00	\$2,750.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,250.00
790-933 Grounds Parking Lot Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
790-934 Grounds Pest Control	\$831.00	\$511.00	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
790-941 Building Cleaning	\$8,726.00	\$10,166.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
790-942 Building Projects	\$29,915.00	\$74,132.00	\$11,000.00	\$21,000.00	\$10,000.00	\$100,000.00	\$10,000.00	\$10,000.00	\$100,000.00	\$10,000.00	\$100,000.00	\$100,000.00
790-945 Building Other	\$71.00	\$95.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
	\$44,664.00	\$89,829.00	\$27,850.00	\$37,850.00	\$117,100.00	\$27,850.00	\$27,850.00	\$118,100.00	\$28,100.00	\$118,350.00	\$28,100.00	\$118,350.00
790-960 Prof Development Staff	\$145.00	\$8,526.00	\$7,000.00	\$7,000.00	\$2,000.00	\$2,000.00	\$4,000.00	\$2,000.00	\$4,000.00	\$2,000.00	\$4,000.00	\$4,000.00
790-961 Memberships	\$5,095.00	\$4,754.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$7,000.00	\$7,000.00	\$7,250.00	\$7,250.00	\$7,250.00	\$7,250.00
	\$5,240.00	\$13,280.00	\$13,500.00	\$13,500.00	\$8,500.00	\$11,000.00	\$11,000.00	\$9,000.00	\$11,250.00	\$9,250.00	\$11,250.00	\$11,250.00
Total Expense	\$458,725.00	\$561,344.46	\$585,664.82	\$595,664.82	\$664,594.66	\$609,972.00	\$614,310.00	\$729,373.00	\$683,390.00	\$781,424.00	\$683,390.00	\$781,424.00
Total Net Income or Loss	\$211,843.42	-\$51,773.95	-\$38,091.82	-\$55,977.82	-\$116,257.66	-\$116,257.66	-\$59,187.00	-\$45,582.00	-\$141,735.00	-\$76,174.00	-\$153,839.00	-\$153,839.00
Net Change to Fund Balance	\$211,843.42	-\$51,773.95	-\$38,091.82	-\$55,977.82	-\$116,257.66	-\$116,257.66	-\$59,187.00	-\$45,582.00	-\$141,735.00	-\$76,174.00	-\$153,839.00	-\$153,839.00
Beginning Fund Balance	\$871,071.00	\$1,082,914.42	\$1,031,140.47	\$1,031,140.47	\$1,031,140.47	\$1,031,140.47	\$975,162.65	\$975,162.65	\$975,162.65	\$975,162.65	\$975,162.65	\$975,162.65
Ending Fund Balance	\$1,082,914.42	\$1,031,140.47	\$993,048.65	\$975,162.65	\$914,882.81	\$914,882.81	\$815,975.65	\$815,975.65	\$683,440.65	\$508,998.65	\$354,359.65	\$200,520.65

**Frankenmuth Wickson District Library
Five-Year Budget Projection Summary and Context
Fiscal Years 2026/2027 through 2030/2031**

Background and Purpose

This five-year budget projection provides an informed look at anticipated revenues and expenditures for the Frankenmuth Wickson District Library. The projection is intended to support the Library Board in making data-driven decisions that maintain the library's current level of high-quality services while planning for future financial sustainability. It aligns with our mission to be a welcoming hub for learning, access, and community engagement.

The budget projection also complements our ongoing efforts to develop both a short-term strategic plan and a long-term vision for the library, ensuring that our financial planning reflects the evolving needs of our community.

Key Assumptions

1. Payroll and Wages

- Michigan Minimum Wage increases to \$15/hour in 2027.
- A 4% annual increase is assumed for minimum wage from FY2028 onward.
- All staff positions receive the same 4% annual increase to maintain wage equity and preserve the salary gap between high school Pages and Librarian I staff.
- FY2027/2028 includes larger percentage increases for certain positions to realign salaries post-minimum wage hike.

2. Revenue Projections

- **Property Tax Revenue:** Assumes a 4% annual increase.
- **DDA Tax Capture:** Assumes 5-6% annual increase in property tax revenue captured by the Downtown Development Authority.
- **State Aid:** Assumes no increase due to expected budgetary constraints at the state level.
- **Penal Fines:** Assumed to remain stable.
- **Other Revenues:** Conservative increases for interest, unrestricted donations, and Friends of the Library support.

3. Programming Budget

- FY2023/2024: \$13,000 total for 374 programs (avg. \$35 per program / \$1.90 per attendee).
- Future projection: Increase to \$18,000, still a modest \$50 per program / ~\$2.70 per attendee.
- Assumes the library will maintain its current volume and quality of programming.

4. Operational Expenses

- Insurance premiums: Assumed 10% annual increase.
- Utilities, Building & Grounds: Annual increases included.

Strategic Planning Connection

This budget projection is closely tied to:

- **Short-Term Strategic Plan (in development):** Focused on community feedback and service optimization.
- **Long-Term Visioning Plan (in progress):** Addressing anticipated shifts in library usage and role over the next 20 years.

As community needs evolve, these plans will guide responsible investment in services, infrastructure, and access.

Conclusion

The Frankenmuth Wickson District Library remains committed to delivering excellent value to our residents. Our ability to continue doing so depends on proactive planning and a shared understanding of the financial landscape we face. This five-year budget projection provides transparency and serves as the foundation for informed decisions about the library's future.

We recommend serious consideration of additional millage support to maintain and grow our community impact.

Prepared for the Library Board of Trustees

Frankenmuth Wickson District Library

July 2025

2026 Meetings

BOARD OF TRUSTEES

January 12

March 9

April 13

May 11

June 8

July 13

September 14

October 12

November 9

December 14

4pm Library Community Room



Expenses by Vendor Summary
Frankenmuth Wickson District Library
November 1-30, 2025

VENDOR	TOTAL
	24,577.80
Air Advantage LLC	75.00
Amazon	2,515.71
City of Frankenmuth	249.54
Consumer's Energy	869.83
Deb Caton	500.00
Frankenmuth Credit Union	3,409.78
Jennifer Harden	110.60
Michelle Duclos	251.20
Spectrum Business	160.00
TOTAL	\$32,719.46

Check Detail Report

Frankenmuth Wickson District Library

November 1-December 8, 2025

Transaction date	Num	Name	Cleared	Amount
11/01/2025	7155	Amazon	Reconciled	-2,515.71
11/01/2025	7155	Amazon		-2,515.71
11/01/2025	ACH	City of Frankenmuth	Reconciled	-249.54
11/01/2025	ACH	City of Frankenmuth		-249.54
11/01/2025	ACH	Spectrum Business	Reconciled	-160.00
11/01/2025	ACH	Spectrum Business		-160.00
11/03/2025	ACH	Consumer's Energy	Reconciled	-717.61
11/03/2025	ACH	Consumer's Energy		-717.61
11/04/2025	ACH	Air Advantage LLC	Reconciled	-75.00
11/04/2025	ACH	Air Advantage LLC		-75.00
11/10/2025	7158	Deb Caton	Reconciled	-500.00
11/10/2025	7158	Deb Caton		-500.00
11/10/2025	7164	Michelle Duclos	Uncleared	-251.20
11/10/2025	7164	Michelle Duclos		-251.20
11/10/2025	7161	Jennifer Harden	Reconciled	-110.60
11/10/2025	7161	Jennifer Harden		-110.60
11/10/2025	SVCCHRG		Reconciled	-42.96
11/10/2025	SVCCHRG			42.96
11/24/2025	ACH	Consumer's Energy	Reconciled	-152.22
11/24/2025	ACH	Consumer's Energy		-152.22
11/30/2025	ACH	Frankenmuth Credit Union	Uncleared	-3,409.78
11/30/2025	ACH	Frankenmuth Credit Union		-3,409.78
12/01/2025	ACH	Consumer's Energy	Uncleared	-665.49
12/01/2025	ACH	Consumer's Energy		-665.49

Monday, December 08, 2025 05:11 PM GMTZ

Balance Sheet

Frankenmuth Wickson District Library

As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
000-000 Frankenmuth Crdit Union Control	0.00
000-001 Checking - Five Star	40,692.12
000-002 Federally Insuranced Account	100,555.13
000-003 Regular Savings	15.00
000-004 Wealth Builder	15,376.74
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	642,838.48
Total for Bank Accounts	\$799,477.47
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	\$820,004.86
Other Assets	
Total for Assets	\$820,004.86

Profit and Loss
 Frankenmuth Wickson District Library
 July 1-November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 - NOV 30 2025	JUL 1 - NOV 30 2024 (PY)
Income		
000-402 Property Tax Control		
000-404 Property Tax Adjustments	867.24	
Total for 000-402 Property Tax Control	\$867.24	
000-566 State Revenue Sharing	4,256.98	4,001.20
000-580 Local Grants Received Control		
000-587 LOM-LSTA Improving Access to Information Grant	1,972.07	
000-589 Molina Health Care	5,000.00	
000-581 FCF Grant		500.00
000-583 Dollar General Literacy Grant		311.00
000-586 ALA - LTC 2 Grant		10,000.00
580-582 White Pine Cooperative Grant		300.00
Total for 000-580 Local Grants Received Control	\$6,972.07	\$11,111.00
000-626 Services Copies	1,073.93	1,094.75
000-656 Lost Books Paid	332.43	195.27
000-657 Book Fines	41.19	1,070.20
000-660 Penal Fines	22,369.83	16,426.19
000-665 Interest	7,973.81	8,368.81
000-673 Donations Control		
000-674 Friends of Library Donation	20.00	
000-675 Memorial Donations	325.00	865.00
000-677 Unrestricted Donations	16,937.74	7,999.00
Total for 000-673 Donations Control	\$17,282.74	\$8,864.00
000-689 Misc. Income	1,216.00	397.84
Total for Income	\$62,386.22	\$51,529.26
Gross Profit	\$62,386.22	\$51,529.26
Expenses		
790-702 Payroll Control		
790-709 Payroll Salaries & Wages	126,770.32	117,805.25
790-710 Payroll FICA	9,602.31	12,663.59
790-711 Fringe Benefits Control		
790-712 Employee Benefits 457 Match	1,020.41	924.25
790-713 Employee Benefits Pension DC	3,061.12	2,772.66
790-714 Unfunded pension payment	12,180.00	10,668.00
Total for 790-711 Fringe Benefits Control	\$16,261.53	\$14,364.91
Total for 790-702 Payroll Control	\$152,634.16	\$144,833.75
790-727 Equipment Control		
790-729 Equipment Computers	8,764.96	

Profit and Loss
 Frankenmuth Wickson District Library
 July 1-November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 - NOV 30 2025	JUL 1 - NOV 30 2024 (PY)
790-849 Programs Control		
790-850 Programs All Ages	599.02	318.88
790-851 Programs Adult	792.18	795.43
790-852 Programs Teen	577.96	289.79
790-853 Programs After School	262.60	242.38
790-854 Programs Early Childhood	291.01	349.23
790-855 Programs Summer Reading	1,049.54	985.21
790-856 Programs Outreach	323.30	1,257.31
790-857 Programs Story Walk	615.51	
Total for 790-849 Programs Control	\$4,511.12	\$4,238.23
790-919 Utilities Control		
790-920 Utilities Electricity	4,918.99	3,956.82
790-921 Utilities Gas	244.15	151.12
790-922 Utilities Telephone	759.80	439.80
790-923 Utilities Water	1,505.56	1,601.58
Total for 790-919 Utilities Control	\$7,428.50	\$6,149.32
790-929 Building and Grounds Control		
790-931 Grounds Lawn Care	3,249.00	1,009.00
790-932 Grounds Snow Removal	180.00	
790-941 Building Cleaning	5,019.63	3,491.25
790-942 Building Projects	5,743.75	800.70
790-945 Building Other	247.39	
Total for 790-929 Building and Grounds Control	\$14,439.77	\$5,300.95
790-960 Prof Development Staff	2,050.88	4,560.74
790-961 Memberships	1,022.99	6,238.97
Total for Expenses	\$271,338.70	\$230,440.76
Net Operating Income	-\$208,952.48	-\$178,911.50
Net Other Income		
Net Income	-\$208,952.48	-\$178,911.50

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

	Nov 2025		Dec 2025		Total		% of Budget
	Actual		Actual		Budget	over 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	
000-589 Molina Health Care	5,000.00		5,000.00		0.00	5,000.00	
580-582 White Pine Cooperative Grant			0.00		900.00	-900.00	0.00%
Total 000-580 Local Grants Received Control	\$ 5,000.00	\$ 0.00	\$ 6,972.07	\$ 1,400.00	\$ 5,572.07	498.01%	
000-626 Services Copies	226.32		1,073.93		2,000.00	-926.07	53.70%
000-656 Lost Books Paid	55.96		332.43		900.00	-567.57	36.94%
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	123.02		7,973.81		29,000.00	-21,026.19	27.50%
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			325.00		2,000.00	-1,675.00	16.25%
000-677 Unrestricted Donations	2,250.00		16,937.74		20,000.00	-3,062.26	84.69%
Total 000-673 Donations Control	\$ 2,250.00	\$ 0.00	\$ 17,282.74	\$ 24,500.00	-\$ 7,217.26	70.54%	
000-689 Misc. Income	937.00		1,216.00		250.00	966.00	486.40%
000-690 Johanson Fund			0.00		15,000.00	-15,000.00	0.00%
Total Income	\$ 8,592.30	\$ 0.00	\$ 62,386.22	\$ 548,337.00	-\$ 485,950.78	11.38%	
Gross Profit	\$ 8,592.30	\$ 0.00	\$ 62,386.22	\$ 548,337.00	-\$ 485,950.78	11.38%	
Expenses							
790-702 Payroll Control			0.00		0.00	0.00	
790-709 Payroll Salaries & Wages	22,137.22		126,770.32		309,595.60	-182,825.28	40.95%
790-710 Payroll FICA	1,674.36		9,602.31		23,684.06	-14,081.75	40.54%
790-711 Fringe Benefits Control			0.00		0.00	0.00	
790-712 Employee Benefits 457 Match	179.62		1,020.41		2,320.00	-1,299.59	43.98%
790-713 Employee Benefits Pension DC	538.84		3,061.12		7,000.00	-3,938.88	43.73%
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	\$ 16,261.53	\$ 24,320.00	-\$ 8,058.47	66.86%	
Total 790-702 Payroll Control	\$ 24,530.04	\$ 0.00	\$ 152,634.16	\$ 357,599.66	-\$ 204,965.50	42.68%	
790-727 Equipment Control			0.00		0.00	0.00	
790-728 Equipment Carpet			0.00		0.00	0.00	

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	\$ 835.99	\$ 0.00	\$ 4,511.12	\$ 13,000.00	-\$ 8,488.88	34.70%
790-919 Utilities Control			0.00	0.00	0.00	
790-920 Utilities Electricity	717.61	665.49	6,302.09	9,000.00	-2,697.91	70.02%
790-921 Utilities Gas	152.22	506.65	750.80	4,000.00	-3,249.20	18.77%
790-922 Utilities Telephone	160.00		759.80	1,800.00	-1,040.20	42.21%
790-923 Utilities Water	249.54		1,505.56	3,100.00	-1,594.44	48.57%
Total 790-919 Utilities Control	\$ 1,279.37	\$ 1,172.14	\$ 9,318.25	\$ 17,900.00	-\$ 8,581.75	52.06%
790-929 Building and Grounds Control			0.00	0.00	0.00	
790-931 Grounds Lawn Care			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	17.59		5,019.63	10,000.00	-4,980.37	50.20%
790-942 Building Projects			5,743.75	100,000.00	-94,256.25	5.74%
790-945 Building Other			247.39	100.00	147.39	247.39%
Total 790-929 Building and Grounds Control	\$ 17.59	\$ 0.00	\$ 14,439.77	\$ 117,100.00	-\$ 102,660.23	12.33%
790-960 Prof Development Staff	849.94		2,050.88	2,000.00	50.88	102.54%
790-961 Memberships			1,022.99	6,500.00	-5,477.01	15.74%
Total Expenses	\$ 32,719.46	\$ 1,172.14	\$ 273,228.45	\$ 673,594.66	-\$ 400,366.21	40.56%
Net Operating Income	-\$ 24,127.16	-\$ 1,172.14	-\$ 210,842.23	-\$ 125,257.66	-\$ 85,584.57	168.33%
Net Income	-\$ 24,127.16	-\$ 1,172.14	-\$ 210,842.23	-\$ 125,257.66	-\$ 85,584.57	168.33%

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Expenses by Vendor Summary
Frankenmuth Wickson District Library
November 1-30, 2025

VENDOR	TOTAL
	24,577.80
Air Advantage LLC	75.00
Amazon	2,515.71
City of Frankenmuth	249.54
Consumer's Energy	869.83
Deb Caton	500.00
Frankenmuth Credit Union	3,409.78
Jennifer Harden	110.60
Michelle Duclos	251.20
Spectrum Business	160.00
TOTAL	\$32,719.46

Check Detail Report
Frankenmuth Wickson District Library
November 1-December 8, 2025

Transaction date	Num	Name	Cleared	Amount
11/01/2025	7155	Amazon	Reconciled	-2,515.71
11/01/2025	7155	Amazon		-2,515.71
11/01/2025	ACH	City of Frankenmuth	Reconciled	-249.54
11/01/2025	ACH	City of Frankenmuth		-249.54
11/01/2025	ACH	Spectrum Business	Reconciled	-160.00
11/01/2025	ACH	Spectrum Business		-160.00
11/03/2025	ACH	Consumer's Energy	Reconciled	-717.61
11/03/2025	ACH	Consumer's Energy		-717.61
11/04/2025	ACH	Air Advantage LLC	Reconciled	-75.00
11/04/2025	ACH	Air Advantage LLC		-75.00
11/10/2025	7158	Deb Caton	Reconciled	-500.00
11/10/2025	7158	Deb Caton		-500.00
11/10/2025	7164	Michelle Duclos	Uncleared	-251.20
11/10/2025	7164	Michelle Duclos		-251.20
11/10/2025	7161	Jennifer Harden	Reconciled	-110.60
11/10/2025	7161	Jennifer Harden		-110.60
11/10/2025	SVCCHRG		Reconciled	-42.96
11/10/2025	SVCCHRG			42.96
11/24/2025	ACH	Consumer's Energy	Reconciled	-152.22
11/24/2025	ACH	Consumer's Energy		-152.22
11/30/2025	ACH	Frankenmuth Credit Union	Uncleared	-3,409.78
11/30/2025	ACH	Frankenmuth Credit Union		-3,409.78
12/01/2025	ACH	Consumer's Energy	Uncleared	-665.49
12/01/2025	ACH	Consumer's Energy		-665.49

Monday, December 08, 2025 05:11 PM GMTZ

Balance Sheet
 Frankenmuth Wickson District Library
 As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
000-000 Frankenmuth Crdit Union Control	0.00
000-001 Checking - Five Star	40,692.12
000-002 Federally Insuranced Account	100,555.13
000-003 Regular Savings	15.00
000-004 Wealth Builder	15,376.74
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	642,838.48
Total for Bank Accounts	\$799,477.47
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	\$820,004.86
Other Assets	
Total for Assets	\$820,004.86

Profit and Loss
 Frankenmuth Wickson District Library
 July 1-November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 - NOV 30 2025	JUL 1 - NOV 30 2024 (PY)
Income		
000-402 Property Tax Control		
000-404 Property Tax Adjustments	867.24	
Total for 000-402 Property Tax Control	\$867.24	
000-566 State Revenue Sharing	4,256.98	4,001.20
000-580 Local Grants Received Control		
000-587 LOM-LSTA Improving Access to Information Grant	1,972.07	
000-589 Molina Health Care	5,000.00	
000-581 FCF Grant		500.00
000-583 Dollar General Literacy Grant		311.00
000-586 ALA - LTC 2 Grant		10,000.00
580-582 White Pine Cooperative Grant		300.00
Total for 000-580 Local Grants Received Control	\$6,972.07	\$11,111.00
000-626 Services Copies	1,073.93	1,094.75
000-656 Lost Books Paid	332.43	195.27
000-657 Book Fines	41.19	1,070.20
000-660 Penal Fines	22,369.83	16,426.19
000-665 Interest	7,973.81	8,368.81
000-673 Donations Control		
000-674 Friends of Library Donation	20.00	
000-675 Memorial Donations	325.00	865.00
000-677 Unrestricted Donations	16,937.74	7,999.00
Total for 000-673 Donations Control	\$17,282.74	\$8,864.00
000-689 Misc. Income	1,216.00	397.84
Total for Income	\$62,386.22	\$51,529.26
Gross Profit	\$62,386.22	\$51,529.26
Expenses		
790-702 Payroll Control		
790-709 Payroll Salaries & Wages	126,770.32	117,805.25
790-710 Payroll FICA	9,602.31	12,663.59
790-711 Fringe Benefits Control		
790-712 Employee Benefits 457 Match	1,020.41	924.25
790-713 Employee Benefits Pension DC	3,061.12	2,772.66
790-714 Unfunded pension payment	12,180.00	10,668.00
Total for 790-711 Fringe Benefits Control	\$16,261.53	\$14,364.91
Total for 790-702 Payroll Control	\$152,634.16	\$144,833.75
790-727 Equipment Control		
790-729 Equipment Computers	8,764.96	

Profit and Loss
 Frankenmuth Wickson District Library
 July 1-November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 - NOV 30 2025	JUL 1 - NOV 30 2024 (PY)
790-849 Programs Control		
790-850 Programs All Ages	599.02	318.88
790-851 Programs Adult	792.18	795.43
790-852 Programs Teen	577.96	289.79
790-853 Programs After School	262.60	242.38
790-854 Programs Early Childhood	291.01	349.23
790-855 Programs Summer Reading	1,049.54	985.21
790-856 Programs Outreach	323.30	1,257.31
790-857 Programs Story Walk	615.51	
Total for 790-849 Programs Control	\$4,511.12	\$4,238.23
790-919 Utilities Control		
790-920 Utilities Electricity	4,918.99	3,956.82
790-921 Utilities Gas	244.15	151.12
790-922 Utilities Telephone	759.80	439.80
790-923 Utilities Water	1,505.56	1,601.58
Total for 790-919 Utilities Control	\$7,428.50	\$6,149.32
790-929 Building and Grounds Control		
790-931 Grounds Lawn Care	3,249.00	1,009.00
790-932 Grounds Snow Removal	180.00	
790-941 Building Cleaning	5,019.63	3,491.25
790-942 Building Projects	5,743.75	800.70
790-945 Building Other	247.39	
Total for 790-929 Building and Grounds Control	\$14,439.77	\$5,300.95
790-960 Prof Development Staff	2,050.88	4,560.74
790-961 Memberships	1,022.99	6,238.97
Total for Expenses	\$271,338.70	\$230,440.76
Net Operating Income	-\$208,952.48	-\$178,911.50
Net Other Income		
Net Income	-\$208,952.48	-\$178,911.50

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

	Nov 2025	Dec 2025	Total			% of Budget
	Actual	Actual	Actual	Budget	over 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	
000-589 Molina Health Care	5,000.00		5,000.00	0.00	5,000.00	
580-582 White Pine Cooperative Grant			0.00	900.00	-900.00	0.00%
Total 000-580 Local Grants Received Control	\$ 5,000.00	\$ 0.00	\$ 6,972.07	\$ 1,400.00	\$ 5,572.07	498.01%
000-626 Services Copies	226.32		1,073.93	2,000.00	-926.07	53.70%
000-656 Lost Books Paid	55.96		332.43	900.00	-567.57	36.94%
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	123.02		7,973.81	29,000.00	-21,026.19	27.50%
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			325.00	2,000.00	-1,675.00	16.25%
000-677 Unrestricted Donations	2,250.00		16,937.74	20,000.00	-3,062.26	84.69%
Total 000-673 Donations Control	\$ 2,250.00	\$ 0.00	\$ 17,282.74	\$ 24,500.00	-\$ 7,217.26	70.54%
000-689 Misc. Income	937.00		1,216.00	250.00	966.00	486.40%
000-690 Johanson Fund			0.00	15,000.00	-15,000.00	0.00%
Total Income	\$ 8,592.30	\$ 0.00	\$ 62,386.22	\$ 548,337.00	-\$ 485,950.78	11.38%
Gross Profit	\$ 8,592.30	\$ 0.00	\$ 62,386.22	\$ 548,337.00	-\$ 485,950.78	11.38%
Expenses						
790-702 Payroll Control			0.00	0.00	0.00	
790-709 Payroll Salaries & Wages	22,137.22		126,770.32	309,595.60	-182,825.28	40.95%
790-710 Payroll FICA	1,674.36		9,602.31	23,684.06	-14,081.75	40.54%
790-711 Fringe Benefits Control			0.00	0.00	0.00	
790-712 Employee Benefits 457 Match	179.62		1,020.41	2,320.00	-1,299.59	43.98%
790-713 Employee Benefits Pension DC	538.84		3,061.12	7,000.00	-3,938.88	43.73%
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	\$ 16,261.53	\$ 24,320.00	-\$ 8,058.47	66.86%
Total 790-702 Payroll Control	\$ 24,530.04	\$ 0.00	\$ 152,634.16	\$ 357,599.66	-\$ 204,965.50	42.68%
790-727 Equipment Control			0.00	0.00	0.00	
790-728 Equipment Carpet			0.00	0.00	0.00	

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	\$ 835.99	\$ 0.00	\$ 4,511.12	\$ 13,000.00	-\$ 8,488.88	34.70%
790-919 Utilities Control			0.00	0.00	0.00	
790-920 Utilities Electricity	717.61	665.49	6,302.09	9,000.00	-2,697.91	70.02%
790-921 Utilities Gas	152.22	506.65	750.80	4,000.00	-3,249.20	18.77%
790-922 Utilities Telephone	160.00		759.80	1,800.00	-1,040.20	42.21%
790-923 Utilities Water	249.54		1,505.56	3,100.00	-1,594.44	48.57%
Total 790-919 Utilities Control	\$ 1,279.37	\$ 1,172.14	\$ 9,318.25	\$ 17,900.00	-\$ 8,581.75	52.06%
790-929 Building and Grounds Control			0.00	0.00	0.00	
790-931 Grounds Lawn Care			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	17.59		5,019.63	10,000.00	-4,980.37	50.20%
790-942 Building Projects			5,743.75	100,000.00	-94,256.25	5.74%
790-945 Building Other			247.39	100.00	147.39	247.39%
Total 790-929 Building and Grounds Control	\$ 17.59	\$ 0.00	\$ 14,439.77	\$ 117,100.00	-\$ 102,660.23	12.33%
790-960 Prof Development Staff	849.94		2,050.88	2,000.00	50.88	102.54%
790-961 Memberships			1,022.99	6,500.00	-5,477.01	15.74%
Total Expenses	\$ 32,719.46	\$ 1,172.14	\$ 273,228.45	\$ 673,594.66	-\$ 400,366.21	40.56%
Net Operating Income	-\$ 24,127.16	-\$ 1,172.14	-\$ 210,842.23	-\$ 125,257.66	-\$ 85,584.57	168.33%
Net Income	-\$ 24,127.16	-\$ 1,172.14	-\$ 210,842.23	-\$ 125,257.66	-\$ 85,584.57	168.33%

Friday, Dec 05, 2025 10:16:43 AM GMT-8 - Accrual Basis

BOARD OF TRUSTEES

FRANKENMUTH WICKSON DISTRICT LIBRARY

RESOLUTION NO. 2025-4

Adoption of the 12/08/2025 Policy Manual and Repeal of Prior Manual

WHEREAS, the Frankenmuth Wickson District Library maintains a Policy Manual to guide the governance, administration, and operations of the Library; and

WHEREAS, the current Policy Manual contains sections that are outdated, incomplete, or no longer reflect the Library's practices and legal requirements; and

WHEREAS, the Director, staff, and Board of Trustees have completed a comprehensive revision of the Library's policies, resulting in a new Policy Manual dated December 8, 2025; and

WHEREAS, the Board of Trustees finds it necessary and appropriate to repeal the prior Policy Manual in its entirety and adopt the updated Policy Manual as the official policies of the Library;

NOW, THEREFORE, BE IT RESOLVED, that the Frankenmuth Wickson District Library Board of Trustees hereby repeals the existing Policy Manual in its entirety.

BE IT FURTHER RESOLVED, that the new Policy Manual dated December 8, 2025, is hereby adopted as the official Policy Manual of the Frankenmuth Wickson District Library.

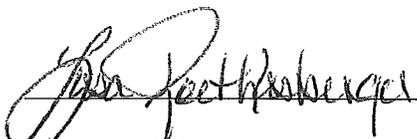
BE IT FURTHER RESOLVED, that this resolution shall take immediate effect upon adoption, and all printed and electronic copies of the prior Policy Manual shall be replaced with the newly adopted version.

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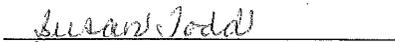
ABSENT: —

RESOLUTION DECLARED ADOPTED.



Lisa Roethlisberger, President

Date: 12/8/2025



Susan Todd, Secretary

Date: 12/8/2025