



AGENDA
Library Board Meeting
Monday, February 16, 2026 4:00 P.M.

1. Call to order	Lisa Roethlisberger	
2. Minutes, 01/12/2026 meeting	Susan Todd	Action
3. Additions/Corrections of agenda	Lisa Roethlisberger	Action
4. Payment of Bills/Review Financial Statements	Beth Nellenbach	Information
4.1 Frankenmuth Community Foundation		
4.2 Oppenheimer Statement		
5. Director Report	Michelle Duclos	Information
6. Strategic Planning Committee	Michelle Duclos	Information
7. Unfinished Business		
9. Building Updates	Michelle Duclos	Information
10. New Business	Michelle Duclos	
10.1 Drinking Fountain		
10.2 Budget Amendment		
10.3 Board Appointments		
10.4 Personnel Committee		
10.5 Millage		
11. Comments from Citizens	Lisa Roethlisberger	
12. Adjournment	Lisa Roethlisberger	

Next Board Meeting March 9, 2026, 4:00 PM

Frankenmuth Wickson District Library

Board Minutes

January 12, 2026

In attendance: Adele Martin, Marty Mattlin, Susan Todd, Seth Partridge, Tom Meyer, Beth Nellenbach, Alicia Hart and Lisa Roethlisberger (remote) *did not vote*

Call to Order: Adele Martin called the meeting to order at 4:02p.m.

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

Additions and Corrections: none

Payment of Bills: Beth Nellenbach reviewed the bills. Tom Meyer moved the bills be paid. Marty Mattlin supported. The motion carried.

Director's Report: see attached

Strategic Planning Committee: The board reviewed the 3 to 5 year Strategic Action Plan provided by dkr.

Unfinished Business:

The Community Room still not completed.

New Business:

Strategic Action Plan and Millage:

Discussion on additional funding to continue library services with a potentially larger space.

Comments from Citizens: none

Adjournment: Adele Martin adjourned the meeting at 5:49 p.m. Tom Meyer moved the meeting be adjourned. Marty Mattlin supported. The motion carried.

Respectfully submitted,

Susan Todd

The next board meeting will be on February 16, 2026 in the Community Room at 4:00 p.m.

Expenses by Vendor Summary - January

Frankenmuth Wickson District Library

VENDOR	TOTAL	Notes
	38,276	Payroll
Abbey Hillman	180	Used toys for the library
Air Advantage LLC	75	internet
Amazon	1,219	operations, books, DVDs, adult programming (memory care)
Blackstone	28	CDs, book supplies
Bob McCubbin	35	towel bar reimbursement @ Vassar builder
City of Frankenmuth	216	Water
Consumer's Energy	1,471	Energy (717) & Gas (753)
Deb Caton	500	Writing & Editing
FlutterBee Education Group	1,014	books
Foster Swift Collins and Smith PC	179	Lawyer fees - correspondence on municipal financial advisors, bond process and millages
Gale Cengage	379	LT Grant Books
Gardner, Provenzano, Thomas, & Lupow	170	Audit Fee
Ingram Library Services	831	books
Kone Inc.	523	Elevator maintenance 1/1/2026 - 3/31/2026
Lawn Doctor of Mid Michigan	348	Prepayment of lawn services
Lust for Dust	781	Cleaning
Michelle Duclos	1,500	OPEN to discuss - water fountain
Molly Made	300	Adult programming - cookie decorating class
Nuechterlein Electric	1,168	Parking Lot light upgrade
Overdrive	1,083	ebooks & audiobooks
Spectrum Business	160	phone
Summit Technology Services	2,055	adult section camera, switches for new cameras, monthly 365 Microsoft billing (\$30)
The Creative Company	491	books
TOTAL	52,980	

Expenses by Vendor Summary
 Frankenmuth Wickson District Library
 January 1-31, 2026

VENDOR	TOTAL
	38,275.51
Abbey Hillman	180.00
Air Advantage LLC	75.00
Amazon	1,219.35
Blackstone	27.99
Bob McCubbin	34.97
City of Frankenmuth	215.82
Consumer's Energy	1,470.82
Deb Caton	500.00
FlutterBee Education Group	1,013.65
Foster Swift Collins and Smith PC	178.50
Gale Cengage	378.84
Gardner, Provenzano, Thomas, & Lupow	169.75
Ingram Library Services	830.70
Kone Inc.	522.57
Lawn Doctor of Mid Michigan	348.23
Lust for Dust	781.25
Michelle Duclos	1,500.00
Molly Made	300.00
Nuechterlein Electric	1,168.00
Overdrive	1,082.75
Spectrum Business	160.00
Summit Technology Services	2,054.95
The Creative Company	491.25
TOTAL	\$52,979.90

Check Detail Report
Frankenmuth Wickson District Library
January 1-February 12, 2026

Transaction date	Num	Name	Memo/Description	Cleared	Amount
01/01/2026	7213	Amazon	60457 8781 025848 9	Reconciled	-1,219.35
01/01/2026	7213	Amazon			-1,219.35
01/01/2026	7225	Kone Inc.	40098911	Uncleared	-522.57
01/01/2026	7225	Kone Inc.			-522.57
01/01/2026	7229	The Creative Company		Uncleared	-491.25
01/01/2026	7229	The Creative Company			-491.25
01/01/2026	7220	FlutterBee Education Group		Uncleared	-857.06
01/01/2026	7220	FlutterBee Education Group			-857.06
01/02/2026	ACH	Consumer's Energy		Reconciled	-717.61
01/02/2026	ACH	Consumer's Energy			-717.61
01/06/2026	7201	Lust for Dust		Reconciled	-781.25
01/06/2026	7201	Lust for Dust			-781.25
01/06/2026	ACH	Spectrum Business		Reconciled	-160.00
01/06/2026	ACH	Spectrum Business			-160.00
01/06/2026	7216	Blackstone		Uncleared	-27.99
01/06/2026	7216	Blackstone			-27.99
01/10/2026	7195	Deb Caton		Reconciled	-500.00
01/10/2026	7195	Deb Caton			-500.00
01/10/2026	7218	Bob McCubbin		Uncleared	-34.97
01/10/2026	7218	Bob McCubbin			-34.97
01/12/2026	7223	Gale Cengage		Uncleared	-144.80
01/12/2026	7223	Gale Cengage			-144.80
01/12/2026	SVCCHRG		Service Charge	Reconciled	-54.80
01/12/2026	SVCCHRG				54.80

01/14/2026	7222	Foster Swift Collins and Smith PC	Millage	Uncleared	-178.50
01/14/2026	7222	Foster Swift Collins and Smith PC			-178.50
01/14/2026	7226	Lawn Doctor of Mid Michigan		Uncleared	-348.23
01/14/2026	7226	Lawn Doctor of Mid Michigan			-348.23
01/14/2026	7232	SummIT Technology Services		Uncleared	-224.99
01/14/2026	7232	SummIT Technology Services			-224.99
01/15/2026	ACH	Air Advantage LLC	5332	Reconciled	-75.00
01/15/2026	ACH	Air Advantage LLC			-75.00
01/17/2026	7221	FlutterBee Education Group		Uncleared	-134.22
01/17/2026	7221	FlutterBee Education Group			-134.22
01/17/2026	7224	Ingram Library Services		Uncleared	-243.07
01/17/2026	7224	Ingram Library Services			-243.07
01/20/2026	7215	Abbey Hillman		Reconciled	-180.00
01/20/2026	7215	Abbey Hillman			-180.00
01/20/2026	7231	Nuechterlein Electric		Uncleared	-1,168.00
01/20/2026	7231	Nuechterlein Electric			-1,168.00
01/20/2026	ACH	State of Michigan Withholding 27-0560476		Reconciled	-2,016.21
01/20/2026	ACH	State of Michigan Withholding			-2,016.21
01/23/2026	7245	SummIT Technology Services		Uncleared	-30.00
01/23/2026	7245	SummIT Technology Services			-30.00
01/25/2026	7242	Gardner, Provenzano, Thomas, & Lupow		Uncleared	-169.75
01/25/2026	7242	Gardner, Provenzano, Thomas, & Lupow			-169.75
01/26/2026	7227	Michelle Duclos	Drinking fountain Bottle Filler	Uncleared	-1,500.00
01/26/2026	7227	Michelle Duclos			-1,500.00
01/26/2026	ACH	Consumer's Energy		Reconciled	-753.21
01/26/2026	ACH	Consumer's Energy			-753.21

01/27/2026	ACH	City of Frankenmuth		Reconciled	-215.82
01/27/2026	ACH	City of Frankenmuth			-215.82
01/27/2026	7233	SummiT Technology Services		Uncleared	-1,799.96
01/27/2026	7233	SummiT Technology Services			-1,799.96
01/27/2026	7241	FlutterBee Education Group		Uncleared	-22.37
01/27/2026	7241	FlutterBee Education Group			-22.37
01/30/2026	7244	Molly Made		Uncleared	-300.00
01/30/2026	7244	Molly Made			-300.00
02/01/2026	7240	Deb Caton		Uncleared	-500.00
02/01/2026	7240	Deb Caton			-500.00
02/01/2026	ACH	City of Frankenmuth		Uncleared	-215.82
02/01/2026	ACH	City of Frankenmuth			-215.82
02/01/2026	ACH	Spectrum Business		Uncleared	-160.00
02/01/2026	ACH	Spectrum Business			-160.00
02/02/2026	ACH	Consumer's Energy		Uncleared	-1,268.45
02/02/2026	ACH	Consumer's Energy			-1,268.45
02/03/2026	7239	Dan Redford		Uncleared	-1,986.25
02/03/2026	7239	Dan Redford			-1,986.25
02/03/2026	7243	Lust for Dust		Uncleared	-625.00
02/03/2026	7243	Lust for Dust			-625.00
02/10/2026	7234	Ingram Library Services		Uncleared	-1,033.33
02/10/2026	7234	Ingram Library Services			-1,033.33
02/10/2026	7235	Overdrive	1856-1003	Uncleared	-1,467.20
02/10/2026	7235	Overdrive			-1,467.20
02/10/2026	7236	Gale Cengage		Uncleared	-369.40
02/10/2026	7236	Gale Cengage			-369.40
02/11/2026	7237	Amazon	60457 8781 025848 9	Uncleared	-3,326.39
02/11/2026	7237	Amazon			-3,326.39

Thursday, February 12, 2026 10:00 PM GMTZ

INCOME STATEMENT

	JUL 1 2025 - JAN 31 2026	JUL 1 2024 - JAN 31 2025 (PY)	Difference	Notes
Income				
000-402 Property Tax Control				
000-404 Property Tax Adjustments	786	(78)	864	
000-410 Property Tax Blumfield Township	17,650		17,650	45% of budget received
000-411 Property Tax Frankenmuth city	138,064	110,862	27,202	49% of budget received
000-412 Property Tax Frankenmuth Twp	64,335	67,716	(3,381)	55% of budget received
Total for 000-402 Property Tax Control	220,836	178,501	42,336	49% of budget received
000-566 State Revenue Sharing	4,257	4,001	256	
000-580 Local Grants Received Control				
000-581 FCF Grant	500	500	-	
000-587 LOM-LSTA Improving Access to Information Grant	1,972		1,972	
000-589 Molina Health Care	5,000		5,000	
000-583 Dollar General Literacy Grant		311	(311)	
000-586 ALA - LTC 2 Grant		10,000	(10,000)	
580-582 White Pine Cooperative Grant		300	(300)	
Total for 000-580 Local Grants Received Control	7,472	11,111	(3,639)	LTC2 Grant complete, Molina & LSTA Grant active in current year
000-626 Services Copies	1,540	1,483	57	
000-656 Lost Books Paid	471	325	146	
000-657 Book Fines	41	1,115	(1,074)	Change in policy
000-660 Penal Fines	22,370	16,426	5,944	Increase in fines from PY
000-665 Interest	13,553	9,687	3,866	Increase in interest
000-673 Donations Control				
000-674 Friends of Library Donation	20		20	
000-675 Memorial Donations	1,900	1,230	670	
000-677 Unrestricted Donations	49,196	33,919	15,277	Increase in donations from PY
Total for 000-673 Donations Control	51,116	35,149	15,967	
000-689 Misc. Income	1,308	445	862	
000-544 LOM Cont. Ed Grant		1,800	(1,800)	
Total for Income	322,965	260,043	62,922	
Gross Profit	322,965	260,043	62,922	
Expenses				
790-702 Payroll Control				
790-709 Payroll Salaries & Wages	179,590	170,153	9,437	5.5% increase from PY
790-710 Payroll FICA				
790-711 Fringe Benefits Control	17,289	16,629	660	
790-712 Employee Benefits 457 Match	1,462	1,365	97	
790-713 Employee Benefits Pension DC	3,600	3,312	288	
790-714 Unfunded pension payment	12,180	10,668	1,512	Increase in required yearly pension payment Pension fund ratio is 81% funded for 12/31/24 & 12/31/2023
Total for 790-711 Fringe Benefits Control	17,242	15,345	1,897	
Total for 790-702 Payroll Control	214,121	202,128	11,994	
790-727 Equipment Control				
790-729 Equipment Computers	8,765	450	8,315	Increase from PY due to patrons computer replacement
790-730 Equipment Furniture	150		150	
790-732 Equipment Office Equipment	46		46	
Total for 790-727 Equipment Control	8,961	450	8,511	
790-739 Supplies control				
790-740 Supplies Office Supplies	1,966	1,675	291	
790-741 Supplies Operating Supplies	2,239	1,934	305	
790-742 Supplies Postage	452	253	199	
Total for 790-739 Supplies control	4,657	3,863	794	
790-749 Publicity Control				
790-750 Publicity Advertising/Materials	1,570	1,780	(210)	
790-751 Publicity Newsletters Postage	1,185	815	370	
790-752 Website	15,244	96	15,148	Website not done in PY
Total for 790-749 Publicity Control	17,999	2,692	15,308	
790-782 White Pine Cooperative Grants 790-789 Collection Control	(486)		(486)	
790-790 Collection Books	12,836	14,281	(1,445)	
790-791 Collection Audios	1,816	1,413	403	
790-792 Collection DVDs	258	594	(336)	
790-794 Collection Periodicals	1,136	1,539	(404)	
790-795 Collection Library of Things	463	1,966	(1,503)	

790-796 Collection Electronic Materials	14,612	11,830	2,782	Primarily due to adding the Wall Street Journal online and Yoto (kid friendly audio player).
Total for 790-789 Collection Control	31,120	31,624	(504)	
790-801 Misc. Expenses	1,075	661	415	
790-802 Banking Fees	318	594	(276)	
790-803 Credit card fees	59	38	21	
790-809 Contracted Services Control				
790-810 Contracted Services Accounting	1,175	1,100	75	
790-811 Contracted Services Audit	5,871	5,910	(39)	
790-812 Contracted Services Legal	1,071	2,219	(1,148)	Nonrecurring services in the PY
790-813 Contracted Services Writer	3,500	3,850	(350)	
790-814 Contracted Services MeL Delv	260	260	-	
790-815 Contracted Services Equipment	4,825	3,821	1,004	
790-816 Contracted Services Computers	21,561	19,655	1,907	
790-817 Contract Services Strategic Planning/Marketing	5,959		5,959	Strategic planning
Total for 790-809 Contracted Services Control	44,222	36,814	7,407	
790-819 Insurance Control				
790-820 Insurance Build/Content/Liab	6,445	5,755	690	
790-821 Insurance Director and Officers	798	798	-	
790-822 Insurance Worker's Comp	1,014	1,018	(4)	
Total for 790-819 Insurance Control	8,257	7,571	686	
790-849 Programs Control 790-850 Programs All Ages	1,085	854	231	
790-851 Programs Adult	1,565	2,376	(812)	
790-852 Programs Teen	578	417	161	
790-853 Programs After School	333	361	(27)	
790-854 Programs Early Childhood	1,403	510	893	
790-855 Programs Summer Reading	1,388	985	402	
790-856 Programs Outreach	323	1,487	(1,163)	
790-857 Programs Story Walk	616		616	
790-859 Welcome Baby Bag Program	1,044		1,044	New Grant spending (Molina)
Total for 790-849 Programs Control	8,334	6,990	1,344	
790-919 Utilities Control				
790-920 Utilities Electricity	6,302	5,084	1,218	Increase in electrical bill from PY
790-921 Utilities Gas	1,504	1,095	409	
790-922 Utilities Telephone	1,080	680	400	
790-923 Utilities Water	1,937	2,029	(91)	
Total for 790-919 Utilities Control	10,823	8,887	1,936	
790-929 Building and Grounds Control 790-931 Grounds Lawn Care	3,597	1,929	1,668	Current Year: Prepayment of lawn care (300); Sprinkler system fixed (\$1,195); \$800 for Yorex (trimming bushes, power washing ,repairing the stone pathway)
790-932 Grounds Snow Removal	1,401	756	645	
790-941 Building Cleaning	7,261	4,380	2,881	Mainly carpet cleaning (1,800)
790-942 Building Projects	12,172	3,560	8,612	Community room work
790-945 Building Other	247		247	
Total for 790-929 Building and Grounds Control	24,679	10,625	14,054	
790-960 Prof Development Staff	2,051	5,209	(3,158)	
790-961 Memberships	5,240	6,239	(999)	
Total for Expenses	381,430	324,384	57,046	
Net Operating Income	(58,465)	(64,341)	5,876	
Net Other Income			-	
Net Income	(58,465)	(64,341)	5,876	

Per budget sheet (Net Income)	(82,678)
February Net Income in budget sheet	(22,718)
March Net Income in budget sheet	(1,495)
Reconciliation to Jan Income Statement	(58,465)

BALANCE SHEET

Assets
Current Assets

	Jan 31, 2026	Dec 31, 2025	Difference	Notes
Bank Accounts				
000-000 Frankenmuth Crdit Union Control				
000-001 Checking - Five Star	194,203	57,876	136,326	Property taxes received offset by Jan expenses paid
000-002 Federally Insuranced Account	100,723	100,638	85	
000-003 Regular Savings	15	15	0	
000-004 Wealth Builder	15,384	15,381	3	
000-030 BAIRD INVESTMENTS				
000-031 BAIRD MONEY MARKET	-	-	-	
000-032 BAIRD CD -1	-	-	-	
000-033 BAIRD CD-2	-	-	-	
000-034 BAIRD CD-3	-	-	-	
000-035 BAIRD CD-4	-	-	-	
Total for 000-030 BAIRD INVESTMENTS	-	-	-	
000-036 Oppenheimer Investments	646,763	642,838	3,924	Interest
Total for Bank Accounts	957,087	816,749	140,339	
Other Current Assets 000-007 Imprest Cash				
000-123 Prepaid Expenses	100	100	-	
000-220 Due from City of Frankenmuth	-	-	-	
000-221 Due From County	22,370	16,426	5,944	
000-223 Due From State	4,257	4,001	256	
Total for Other Current Assets	26,727	20,527	6,199	
Total for Current Assets	983,814	837,276	146,538	
Total for Assets				
	983,814	837,276	146,538	
Accounts Payable				
000-202 Accounts Payable	4,611	960	3,650	
Total for Accounts Payable	4,611	960	3,650	
Other Current Liabilities 000-235 FICA payable				
000-236 State withholding payable	8,553	6,839	1,715	
000-237 MERS payable	1,006	2,010	(1,005)	
000-238 457 payable	1,234	449	786	
000-238 457 payable	942	418	524	
000-239 Health Insurance	0	0	-	
000-360 Deferred Revenue	11,358	11,358	(0)	
000-361 Deferred Revenue - 1000 Books	6,267	6,267	-	
Total for Other Current Liabilities	29,360	27,341	2,019	
Total for Current Liabilities	33,971	28,301	5,670	
Total for Liabilities	33,971	28,301	5,670	
Equity				
000-371 Major Repair Reserves	150,000	150,000	-	
000-372 Technology Sinking Fund	30,000	30,000	-	
000-373 Outreach/Special Project	107,000	107,000	-	
30000 Opening Balance Equity	-	-	-	
790-858 Programs 1000 Books	-	-	-	
000-370 Fund Balance	721,308	714,043	7,266	
Net Income	(58,465)	(192,068)	133,603	Income received in Jan reduced loss shown last month
Total for Equity	949,844	808,975	140,868	
Total for Liabilities and Equity	983,814	837,276	146,538	

Cash balance @ Jan 31, 2025
Total Equity @ Jan 31, 2025

944,919
929,336



Frankenmuth

COMMUNITY FOUNDATION

JOHANSON ENDOWMENT FOR WICKSON LIBRARY

Activity Statement
For the Period Ending December 31, 2025

Director
359 S. Franklin
Frankenmuth, MI 48734

Fund Activity	Statement Period	Year-to-Date
	10/1/25 to 12/31/25	1/1/25 to 12/31/25
Beginning Fund Balance	\$131,832.44	\$119,913.07
Additions to Fund:		
Donations	750.00	1,250.00
Interest & Dividends	1,119.74	3,079.36
Trustee and Investment Fees	(371.76)	(1,293.26)
Unrealized Gain or Loss	637.84	11,719.23
Total Additions to Fund	\$2,135.82	\$14,755.33
Disbursements from Fund:		
Admin Fees	233.38	933.52
Payment Processing/Credit Card Fee Expenses	1.17	1.17
Total Disbursements from Fund	\$234.55	\$934.69
Ending Total Fund Balance	\$133,733.71	\$133,733.71
Spendable Balance		\$25,006.74



JOHANSON ENDOWMENT FOR WICKSON LIBRARY CAPITAL IMPROVEMENT

Activity Statement
For the Period Ending December 31, 2025

Director
359 S. Franklin
Frankenmuth, MI 48734

Fund Activity	Statement Period 10/1/25 to 12/31/25	Year-to-Date 1/1/25 to 12/31/25
Beginning Fund Balance	\$116,454.14	\$106,358.33
Additions to Fund:		
Interest & Dividends	988.09	2,721.31
Trustee and Investment Fees	(328.29)	(1,143.24)
Unrealized Gain or Loss	563.67	10,362.21
Total Additions to Fund	\$1,223.47	\$11,940.28
Disbursements from Fund:		
Admin Fees	207.00	828.00
Total Disbursements from Fund	\$207.00	\$828.00
Ending Total Fund Balance	\$117,470.61	\$117,470.61
Spendable Balance		\$21,368.84

Financial Professional

WASKIEWICZ, DANIEL
V4M
(989) 652-3251

Office Serving Your Account

130 MAYER ROAD
FRANKENMUTH, MI 48734

For the Period: 01/01/26 - 01/31/26
Last Statement: 12/31/25

Account Number: XXX-XXX4189

Special Message

Assets maturing during the next 60 days appear at the end of this statement.

Since you are receiving this monthly statement in paper format, we want you to also know that we provide electronic notifications for all documents not limited to only statements and confirms. You will be able to retrieve your documents at any time, and take comfort in knowing that your personal information is not being mailed. We encourage you to 'Go Green' as we all do our part to protect our environment. Please speak to your Advisor about our Client Access program. Thank you!

Oppenheimer is acting in a Brokerage capacity for this account.

7434010661 PRESORT PBPS031 <
FRANKENMUTH, JAMES E WICKSON
DISTRICT LIBRARY
ATTN DIRECTOR
359 S FRANKLIN ST
FRANKENMUTH MI 48734-1599

Portfolio Summary

	This Period 01/31/26	Previous Period 12/31/25	Estimated Annual Income
Advantage Bank Deposits*	\$257,774.17	\$1,740.15	\$515.54
Corporate Bonds	0.00	151,881.81	0.00
Certificates of Deposit	389,784.72	490,084.06	15,253.00
Total Asset Value	\$647,558.89	\$643,706.02	\$15,768.54

Net Value of Accrued Interest \$8,911.20 \$11,353.85**

Total Asset Value does not include Direct Investments, Accrued Interest or unpriced securities.

* Eligible for FDIC insurance up to standard maximum insurance amounts; Not SIPC insured.

** Accrued interest total as of the last business day of the month. (May not represent full month accrued interest.)

Income Summary

Reportable	This Period	Year to Date
Advantage Bank Dep Interest	\$0.15	\$0.15
Corporate Accrued Int Received	1,342.50	1,342.50
Corporate Interest	3,013.70	3,013.70
Total Reportable	\$4,356.35	\$4,356.35

February 2026 Directors Report





January 20, 2026

Frankenmuth Wickson District Library
359 S. Franklin Street
Frankenmuth MI 48734

Michelle Duclos (989) 652-8323
wicksonlibrary@gmail.com

Scope of Work – Upgrade Current Alarm System Bring Fire Protection Up to Code

- 1- Digital Monitoring Products (DMP) XR550 Burglary/ Fire/ Access Control Panel
- 1- Control Panel Battery Backup Unit
- 1- Point of Connection to Network for Communication (primary path)
- 1- LTE Cellular (Backup for Network)
- 1- DMP Keypad (arm/disarm burglary and reset fire alarm system)
- 10- System Sensor Smoke Detectors (replace all on current alarm & add where needed)
- 5- BG-12 Manual Pull Stations (each exit door)
- 4- System Sensor Heat Detectors (kitchen, basement, two in 2nd floor mechanical room)
- 9- System Sensor LED Red Horn Strobes
- 3- System Sensor LED Red Strobes (each bathroom)
- 1- Altronix 6amp Power Supply
- 1- A/C Loss Notification

Current Burglary Devices will be Connected to New System

Installation Fee Including 1-year Warranty on all new parts = **\$9375.00**
Monthly Monitoring Fee = **\$48.00 per month with 60-month agreement**

****Due to changing market dynamics, our quote validity period has been altered to 90 days****

A timeline will be established once an approval is received, and parts availability is confirmed by manufacturer.

Sincerely,

Chris Graves
Ace American Alarm Co.
1-800-262-5256/ 989-777-8390
AceAmericanAlarmSalesDepart@gmail.com

*want keys
ask Chris*

*capital improvement
endowment*

*ask about
yearly check*

*Can
Chris
check fire
activation*

Michelle

From: Alyssa Black <a.black@dkrmarketing.com>
Sent: Thursday, February 12, 2026 4:28 PM
To: Michelle; Dan Redford
Subject: Quick idea to explore together

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Michelle,

I hope you're doing well! We've really appreciated the partnership with Wickson and have been thinking about the next phase of work - especially as you move toward refining the mission and vision.

We're currently piloting a new engagement tool called Converge, and Wickson came to mind as a thoughtful partner to test it with. On our end, we're evaluating how it performs in a real community setting, and we're optimistic that it will generate meaningful, usable data. At the same time, we believe it could genuinely support you as you gather stakeholder input.

The idea would be a 90-minute live engagement session with staff, board, and a few community voices. Participants respond to a handful of open-ended prompts, and the platform synthesizes shared themes in real time. It's structured but still feels conversational and engaging.

There's no cost - we'd simply be looking for honest feedback as we continue refining the approach.

If you're open to it, we'd love to set up a short call to sketch out whether it makes sense for Wickson right now. I'm happy to coordinate schedules and share a bit more background on what we're envisioning.

Appreciate you as always,
Alyssa

--

Alyssa Black
Senior Communications Manager
DKR Marketing

Mobile: +1 989.214.3771
Email: a.black@dkrmarketing.com
Website: www.dkrmarketing.com
Join us on [LinkedIn](#) and [Facebook](#)!





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

February 13, 2026

2025/2026 Budget Amendment

Income Information:

We project a total income of \$576,309.07 for the 2025/2026 fiscal year. This includes revenue from property taxes, PPT adjustments, State Aid, service fees, interest earned on investments, and donations.

This increase to the proposed Income is from Unrestricted Donations received, and the Molina Health Care Grant for the Welcome Baby Bags. There is a reduction in Interest because CD rates have dropped.

Expense Information:

Payroll Control:

Increase in Payroll control due to the increase in salary for the assistant director and more hours being worked by Cataloging due to the implementation of the new ILS system Polaris.

Equipment Control: During the fire in the building next door, neither the library's smoke alarms nor the alarm system were triggered. This raised significant concerns about the reliability and responsiveness of our current systems. It has been known that our security system requires upgrades; however, any updates to the existing alarm system would also necessitate bringing the fire alarm system into compliance with current codes and standards.

The proposed new security system will address these concerns by fully updating both the intrusion alarm and fire alarm systems. In addition, the new system will provide remote access capabilities for monitoring and managing the community room, improving overall safety, security, and operational efficiency.

Supplies Control:

Operating supplies have been increased due to rising costs and shipping costs for our supplies.

Publicity Control:

Increase in advertising materials to cover the cost of promotional items for the Bavarian Festival Parade and printing cost for flyers for summer reading.

Collection Control:

Significant increases to both audio books and electronic materials.

Contracted Services:

Increase in contracted legal services for the proposed upcoming millage language development.

Program Control:

Adult Programs was increased due to specific donations made for the Memory Care Café. Early Childhood programs increased due to the Rotary donation and match for a total of \$3500 for new toys and light table for the children's wing. A new Program of Welcome Baby Bag has been added to the budget.

Utilities Control:

Utility costs are higher than anticipated in the initial budget.

Building and Grounds Control:

Lawn Care costs are greater than expected due to the repairs to the sprinkler system and repairing the hardscape picnic area in the front of the library.

Funds were moved from Building Project to Equipment security. Ongoing projects – the Community Room Remodel, basement clean out, and potential Mossner Family History room. Donations were received for the Mossner Family History room.

Professional Development:

It has been increased to cover the cost of attending the MLA in October 2025.

Memberships Control:

Increase dues for professional memberships for additional staff members to be part of organization

Basement Remodel:

The library director will actively seek additional funding opportunities for this capital improvement project to minimize impact of remodel to fund balance; however the remodel space is both necessary for additional staff work area and patron use area.

Frankenmuth Wickson District Library
Approved

1st Budget	2nd Budget
Jun-25	Feb-26
2025/2026	2025/2026

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 Township	\$39,500.00	\$39,500.00
000-411 Property Tax Frankenmuth city	\$283,350.00	\$283,350.00
000-412 Property Tax Frankenmuth Twp	\$115,945.00	\$115,945.00
	\$455,495.00	\$455,495.00
000-544 LOM Cont. Ed Grant	\$0.00	\$0.00
000-566 State Revenue Sharing	\$7,792.00	\$7,792.00
000-580 Local Grants Received Control		
000-583 Dollar General Literacy Grant	\$0.00	\$0.00
000-584 Nickless Memorial Foundation	\$0.00	\$0.00
000-585 Wickson Link Foundation	\$0.00	\$0.00
000-586 ALA - LTC 2 Grant	\$0.00	\$0.00
000-587 LOM-LSTA Improving Access to Ir	\$0.00	\$1,972.07
580-582 White Pine Cooperative Grant	\$900.00	\$900.00
000-581 FCF Grant	\$500.00	\$500.00
000-589 Molina Health Care	\$0.00	\$5,000.00
000-626 Services Copies	\$2,000.00	\$2,000.00
000-656 Lost Books Paid	\$900.00	\$900.00
000-657 Book Fines	\$0.00	\$0.00
000-660 Penal Fines	\$12,000.00	\$12,000.00
000-665 Interest	\$29,000.00	\$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	\$2,000.00
000-676 Restricted Donations	\$0.00	\$0.00
000-677 Unrestricted Donations	\$20,000.00	\$50,000.00
000-689 Misc. Income	\$250.00	\$250.00
000-690 Johanson Fund	\$15,000.00	\$15,000.00
Total Income	\$548,337.00	\$576,309.07
Expense		
66900 Reconciliation Discrepancies		
790-702 Payroll Control		
790-709 Payroll Salaries & Wages	\$309,595.60	\$313,000.00
790-710 Payroll FICA	\$23,684.06	\$24,000.00
790-711 Fringe Benefits Control		

790-712 Employee Benefits 457 Match	\$2,320.00	\$2,500.00
790-713 Employee Benefits Pension DC	\$7,000.00	\$7,500.00
790-714 Unfunded pension payment	\$15,000.00	\$13,000.00
790-715 Health Insurance		
790-708 Payroll Expenses Control	\$357,599.66	\$360,000.00
790-727 Equipment Control		
790-728 Equipment Carpet	\$0.00	\$0.00
790-729 Equipment Computers	\$15,000.00	\$15,000.00
790-730 Equipment Furniture	\$2,000.00	\$2,000.00
790-731 Equipment Security	\$0.00	\$12,000.00
790-732 Equipment Office Equipment	\$900.00	\$900.00
	\$17,900.00	\$29,900.00
790-739 Supplies control		
790-740 Supplies Office Supplies	\$3,000.00	\$3,000.00
790-741 Supplies Operating Supplies	\$3,000.00	\$4,000.00
790-742 Supplies Postage	\$1,000.00	\$1,000.00
	\$7,000.00	\$8,000.00
790-749 Publicity Control		
790-750 Publicity Advertising/Materials	\$2,500.00	\$3,500.00
790-751 Publicity Newsletters Postage	\$1,000.00	\$1,300.00
790-752 Website	\$15,000.00	\$15,600.00
	\$18,500.00	\$20,400.00
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
	\$0.00	\$0.00
790-789 Collection Control		
790-790 Collection Books	\$20,000.00	\$20,000.00
790-791 Collection Audios	\$2,000.00	\$3,000.00
790-792 Collection DVDs	\$750.00	\$750.00
790-794 Collection Periodicals	\$2,500.00	\$2,500.00
790-795 Collection Library of Things	\$1,000.00	\$1,000.00
790-796 Collection Electronic Materials	\$16,000.00	\$20,000.00
	\$42,250.00	\$47,250.00
790-801 Misc. Expenses	\$1,000.00	\$1,600.00
790-802 Banking Fees	\$1,500.00	\$900.00
790-803 Credit card fees	\$125.00	\$125.00
	\$2,625.00	\$2,625.00
790-809 Contracted Services Control		
790-810 Contracted Services Accounting	\$1,800.00	\$1,800.00
790-811 Contracted Services Audit	\$7,000.00	\$7,000.00
790-812 Contracted Services Legal	\$1,000.00	\$3,500.00

790-813 Contracted Services Writer	\$6,000.00	\$6,000.00
790-814 Contracted Services MeL Delv	\$600.00	\$600.00
790-815 Contracted Services Equipment	\$7,200.00	\$7,200.00
790-816 Contracted Services Computers	\$30,000.00	\$30,000.00
	\$53,600.00	\$56,100.00
790-819 Insurance Control		
790-820 Insurance Build/Content/Liab	\$6,380.00	\$6,380.00
790-821 Insurance Director and Officers	\$1,000.00	\$1,000.00
790-822 Insurance Worker's Comp	\$1,240.00	\$1,240.00
	\$8,620.00	\$8,620.00
790-849 Programs Control		
790-850 Programs All Ages	\$1,500.00	\$1,500.00
790-851 Programs Adult	\$2,500.00	\$3,150.00
790-852 Programs Teen	\$1,000.00	\$1,000.00
790-853 Programs After School	\$1,000.00	\$1,000.00
790-854 Programs Early Childhood	\$1,000.00	\$4,500.00
790-855 Programs Summer Reading	\$4,500.00	\$4,500.00
790-856 Programs Outreach	\$500.00	\$1,000.00
790-857 Programs Story Walk	\$1,000.00	\$1,000.00
790-858 Programs Little Free	\$0.00	\$0.00
Programs Welcome Baby		\$5,000.00
	\$13,000.00	\$22,650.00
790-919 Utilities Control		
790-920 Utilities Electricity	\$9,000.00	\$12,000.00
790-921 Utilities Gas	\$4,000.00	\$4,000.00
790-922 Utilities Telephone	\$1,800.00	\$1,920.00
790-923 Utilities Water	\$3,100.00	\$3,300.00
	\$17,900.00	\$21,220.00
790-929 Building and Grounds Control		
790-931 Grounds Lawn Care	\$4,500.00	\$6,500.00
790-932 Grounds Snow Removal	\$2,500.00	\$2,500.00
790-933 Grounds Parking Lot Maintenanc	\$0.00	\$0.00
790-934 Grounds Pest Control	\$0.00	\$0.00
790-941 Building Cleaning	\$10,000.00	\$10,000.00
790-942 Building Projects	\$100,000.00	\$83,000.00
790-945 Building Other	\$100.00	\$100.00
	\$117,100.00	\$102,100.00
790-960 Prof Development Staff	\$2,000.00	\$2,500.00
790-961 Memberships	\$6,500.00	\$7,500.00
	\$8,500.00	\$10,000.00
Total Expense	\$664,594.66	\$688,865.00

Total Net Income or Loss	-\$116,257.66	-\$112,555.93
Net Change to Fund Balance	-\$116,257.66	-\$112,555.93
Beginning Fund Balance		
Ending Fund Balance	-\$116,257.66	-\$112,555.93

Wickson District Library Board of Trustees 2025-2026 Fiscal Year

Name	Role	Address	City	Zip	Phone Number	Email	Occupation	Term	Contact
Tom Meyer	Trustee	740 Hamilton Dr	Frankenmuth	48734	989-714-6298	tmeyer@frankenmuthcity.com	healthcare	2026 City	✓
Seth Partridge	Trustee	730 Hamilton Dr	Frankenmuth	48734	989-233-8964	stollibraytrustee@gmail.com	healthcare	2026 City	✓
Adele Martin	VP	10011 Bradley Rd	Frankenmuth	48734	989-233-5992	amartin4441@gmail.com	business	2028 school	✓
Marty Martin	Trustee	500 Sunburst	Frankenmuth	48734	989-860-1703	martinpm@yahoo.com	retired	2028 school	✓
Beth Nellenbach	Treasurer	7105 Lewis Rd	Vassar	48734	248-310-4901	enellenbach@gmail.com	finance	2026 school	✓
Alica Hart	Trustee	201 Block St	Frankenmuth	48734	989-598-5054	alicia@luddinsurance.com	teacher	2027 City	
Lisa Roethlisberger	President	7436 E Holland Rd	Saginaw	48601	989-295-6236	lrbarger87@gmail.com	finance	2028 school	
Susan Todd	Secretary	670 Wren Rd	Frankenmuth	48734	989-652-6164	drakemommy@aol.com	retired	2027 City	

Retire
July 2027

City appointment 6/1/2026
School appt 7/1/2026

Core Question

What is the appropriate millage amount to:

- Eliminate the current operating deficit
- Absorb rising operational costs
- Support future staffing needs tied to growth and space expansion
- Provide flexibility for long-term sustainability

Millage Scenarios Under Consideration

- +0.25 mills = 150k-200k/year – probably not sufficient for growth
- +0.50 mills = 300k-400k/year
- +0.85 mills (doubling the existing rate) = 510k-675k/year
- Potentially higher, depending on long-term needs

This decision must consider both today's gap and tomorrow's growth.

Fiscal Year	Projected Taxable Value	Revenue @ 0.85	DDA Revenue to Library	+0.25 Mil	+0.50 Mil	+0.85 Mil
2025/2026	\$602,316,857	\$511,969	(\$69k)	\$442,969	+\$150,579	+\$301,158
2026/2027	\$626,409,531	\$532,448	(\$72k)	\$460,448	+\$156,602	+\$313,205
2027/2028	\$651,465,912	\$553,746	(\$75k)	\$478,746	+\$162,866	+\$325,733
2028/2029	\$677,524,549	\$575,896	(\$78k)	\$497,896	+\$169,381	+\$338,762
2029/2030	\$704,625,531	\$598,932	(\$81k)	\$517,932	+\$176,156	+\$352,313
2030/2031	\$732,810,553	\$622,889	(\$84k)	\$538,889	+\$183,203	+\$366,405
2031/2032			(\$87k)	\$588,217		
(+ new homes)	\$794,372,975	\$675,217			+\$198,593	+\$397,186
						+\$675,217

Projected Annual Library Tax per Home (Tax Burden)

Millage	Library Tax on \$150,000 Taxable Value	\$200,000 Taxable Value
0.85 mills (current)	\$127.50/year	\$170/year
1.10 mills (+0.25)	\$165.00/year	\$220/year
1.35 mills (+0.50)	\$202.50/year	\$270/year
1.70 mills (+0.85)	\$255.00/year	\$340/year

Frankenmuth Wickson District Library

Strategic Decision Summary for the Board of Trustees

Purpose of this Document

This summary is intended to support the Library Board of Trustees as we enter the *final phase of the Strategic Plan*, while simultaneously determining:

- The amount of a new operating millage to pursue in the August 2026 election, and
- The best approach to funding near-term capital improvements (roof, HVAC, and potential building expansion).

This document is designed to *supplement* the detailed materials prepared by DKR Marketing, not replace them. It highlights the **core realities, decisions, and guiding questions** before the Board.

1. Current Financial Reality

- Beginning in **FY 2025/2026**, the library will operate at an **annual net loss of approximately \$50,000**, even **without expanding services, staffing, hours, or programs**.
- This projected deficit is expected to **grow** due to:
 - Rising costs of goods and services
 - Inflationary pressures on staffing, collections, utilities, and technology

Current Millage Snapshot

- **Existing millage:** 0.85 mills (rolled back to **0.843** due to Headlee)
- **Annual revenue from current millage:** \approx \$455,500
- **Percent of operating budget covered:** \approx 75-80% depending on grants and donations

Maintaining the status quo is **not financially sustainable**.

2. Community Expectations (DKR Findings)

Community surveys and focus groups clearly indicate:

- **Strong support for the library as it exists today**

- Reductions to staffing, hours, collections, or programming would be very poorly received
- Strong demand for **additional space**, with priority given to:
 - Community meeting rooms
 - Study rooms
 - Reading and seating areas
 - A dedicated teen space
 - A larger children's area

Conclusion: The community expects the library to *maintain and grow*, not contract.

3. Growth Pressures: Population & Use

- Frankenmuth is projected to add approximately **215 new homes over the next 7-10 years**
- This represents roughly a **10% population increase**
- New homes will increase library usage, program demand, and collection needs

Revenue from Growth Alone Is Not Sufficient

- Even with 215 new homes:
 - Estimated additional revenue at **0.85 mills** ≈ **\$23,000–\$27,000 annually**
- This growth:
 - Does **not** offset the existing operating deficit
 - Does **not** fund service expansion
 - Does **not** account for increased demand from new residents

Growth increases strain before it meaningfully increases revenue.

4. Strategic Direction: Operating Millage

The Board has already made a key enabling decision:

Balancing the operating budget will require pursuing a new operating millage.

Core Question

What is the appropriate millage amount to:

- Eliminate the current operating deficit
- Absorb rising operational costs
- Support future staffing needs tied to growth and space expansion
- Provide flexibility for long-term sustainability

Millage Scenarios Under Consideration

- +0.25 mills = 150k-200k/year – probably not sufficient for growth
- +0.50 mills = 300k-400k/year
- +0.85 mills (doubling the existing rate) = 510k-675k/year
- Potentially higher, depending on long-term needs

This decision must consider both today's gap and tomorrow's growth.

Fiscal Year	Projected Taxable Value	Revenue @ 0.85	DDA Revenue	Revenue to Library	+0.25 Mil	+0.50 Mil	+0.85 Mil
2025/2026	\$602,316,857	\$511,969	(\$69k)	\$442,969	+\$150,579	+\$301,158	+\$511,969
2026/2027	\$626,409,531	\$532,448	(\$72k)	\$460,448	+\$156,602	+\$313,205	+\$532,448
2027/2028	\$651,465,912	\$553,746	(\$75k)	\$478,746	+\$162,866	+\$325,733	+\$553,746
2028/2029	\$677,524,549	\$575,896	(\$78k)	\$497,896	+\$169,381	+\$338,762	+\$575,896
2029/2030	\$704,625,531	\$598,932	(\$81k)	\$517,932	+\$176,156	+\$352,313	+\$598,932
2030/2031	\$732,810,553	\$622,889	(\$84k)	\$538,889	+\$183,203	+\$366,405	+\$622,889
2031/2032			(\$87k)	\$588,217			
(+ new homes)	\$794,372,975	\$675,217			+\$198,593	+\$397,186	+\$675,217

Projected Annual Library Tax per Home (Tax Burden)

Millage	Library Tax on \$150,000 Taxable Value	\$200,000 Taxable Value
0.85 mills (current)	\$127.50/year	\$170/year
1.10 mills (+0.25)	\$165.00/year	\$220/year
1.35 mills (+0.50)	\$202.50/year	\$270/year
1.70 mills (+0.85)	\$255.00/year	\$340/year

What This Means for Homeowners (\$150,000 Taxable Value)

- At current millage (0.85), the library portion is about \$128/year, or \$10.70/month
- A 0.25 mill increase adds about \$37/year (~\$3/month)
- A 0.50 mill increase adds about \$75/year (~\$6/month)
- An 0.85 mill increase adds about \$127/year (~\$11/month)

These numbers illustrate the library tax impact alone — not the full property tax bill.

5. Capital Reality: Building & Infrastructure

Known Capital Needs (Next 2–3 Years)

- Roof replacement
- HVAC system replacement

Additional Reality

- The library has **outgrown its current space**
- Expansion or major reconfiguration is increasingly necessary to:
 - Support collections
 - Provide adequate public and staff space
 - Accommodate future growth

Unknowns Still to Be Determined

- Cost of renovation vs. addition
- Size and scope appropriate for a 10% population increase
- Timeline for phased improvements

An architectural feasibility and cost study will be needed, though it will **not be completed before ballot language deadlines**, requiring informed estimates.

. Capital Funding Options

Option 1: Capital Campaign (Preferred) as stated by DKR

- Aligns with community values and library history
- Minimizes tax burden
- Preserves operating millage for operations

Option 2: Bond (Secondary / Supplemental)

- **Non-voted bond** issued by the Board and repaid through millage revenue
- **OR a voter-approved bond**, which may face fatigue if closely following a millage election

Key Consideration:

The new operating millage should be sized so that it *could*, if necessary, support a **small bond**, without guaranteeing that a bond will be used.

7. Strategic Priorities to Protect and Expand

As confirmed by DKR Marketing and community feedback, priorities include:

- Maintaining and expanding a **robust physical collection**
- Strengthening **nonfiction and new materials**
- Preserving access to **trusted news and digital information sources**
- Supporting the community's values through:
 - A strong Christian collection
 - Local history and genealogy resources
- Expanding outreach to:
 - Assisted living and memory care facilities
 - Families, teens, and children
- Supporting partnerships with:
 - City of Frankenmuth
 - Local schools
 - Chamber of Commerce
 - Local businesses

In addition to programming

All of these priorities require **adequate staffing, space, and operating funds**.

8. Key Questions for the Board to Address

1. What operating millage level best ensures long-term sustainability?
 2. How much financial flexibility should the millage provide for future growth?
 3. Can the millage be sized to allow for a **small bond if absolutely necessary**?
 4. What balance should be struck between capital campaigns and debt financing?
 5. What size and scope of library best serves Frankenmuth's next 10–20 years?
-

Director's Recommendation (Preliminary)

- Pursue a new operating millage sufficient to stabilize operations and plan for growth
- Prioritize capital campaigns for major building improvements
- Maintain the ability—*but not the obligation*—to use a **small bond** if required
- Reduce reliance on annual fundraising letters for operations following millage approval, while continuing targeted fundraising (e.g., Summer Reading)
- Obtaining a larger new millage allows flexibility to take less of existing 0.85 millage which in turn means less funds captured by DDA and a smaller impact of tax burden to our community.
- The DDA captures between 12-15% of our budget but the library is only 2-3% of their budget – if going to take less of existing millage communication with the DDA is necessary to maintain a positive relationship between municipalities. In a conversation with the chairman of the DDA board and Dan Hopp in 2023 their recommendation was to go for a new millage.

Clear decisions now will determine the library's ability to serve Frankenmuth faithfully for decades to come.

Appendix A: Millage Decision Matrix for 20 years

Criteria	+0.50 Mills	+0.85 Mills
Addresses current \$50K operating deficit	✓ Yes	✓ Yes
Absorbs inflation & rising service costs	⓪ Partially	✓ Strongly
Supports additional staffing for growth	⓪ Limited	✓ Yes
Supports expanded hours/services	⓪ Limited	✓ Yes
Provides flexibility for future needs	⓪ Moderate	✓ High
Ability to support small bond if needed	⓪ Tight margin	✓ More feasible
Community affordability (monthly impact)	✓ Lower impact	⓪ Moderate impact
Risk of returning for another millage	⓪ Moderate–High	✓ Lower
Alignment with 10% population growth	⓪ Adequate short-term	✓ Strong long-term

Summary:

A **0.50 mill increase** stabilizes operations but leaves margin for growth, capital financing, or inflationary pressure. A **0.85 mill increase** provides sustainability, flexibility, and reduces the likelihood of returning to voters in the near future.

Appendix B: Draft Strategic & Financial Timeline

Jan-Feb 2026

- Finalize Strategic Plan (DKR)
- Board discussion: millage range and capital philosophy
- Begin preliminary capital needs assessment (roof, HVAC, space)

Mar - Apr 2026

- Finalize millage amount and ballot language
- Public education and community outreach
- August 2026: Millage election

Late 2026–2027

- If millage passes:
 - Stabilize operating budget
 - Address staffing pressures
 - Begin architectural feasibility study
- Launch capital campaign planning (if pursued) – how long do we do a capital campaign
- If millage fails in August 2026
 - Immediately need to reduce hours/staff/programs
 - Seek another millage election November 2026

2027–2028

- Finalize building expansion or renovation scope – addressing roof and HVAC and other needed capital improvements that are due
- Determine whether bond financing is required

2028–2030

- Implement phased building expansion or renovation
 - Hire additional staff aligned with expanded space and services
 - Scale collections, programming, and outreach to meet community growth
-

Appendix C: Millage and Bond Information

Michelle

From: Hogan, Scott <SHogan@fosterswift.com>
Sent: Monday, December 15, 2025 11:22 AM
To: Seurnyck, Anne; Michelle
Cc: Spendlove, Amanda
Subject: RE: Request for Guidance on Millage Proposal and Bond Options
Attachments: Timeline_Events for Bond Issue.DOCX

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Michelle—

Thanks for talking with us today. I have attached my very general guideline I prepared for myself regarding the bond process. Each circumstance is unique. And it does not cover voted millage bonds, although many of the steps are the same. Also, as a general rule, the district library board does not have to adopt or publish a notice of intent to issue bonds.

I think the sooner the Library retains a municipal financial advisor, the better. I like Warren Creamer of MFCI (231-357-8793) and RJ Naughton of PFM Advisors (734-794-2531). Both are very good, have lots of contacts and are very knowledgeable. They can help with determining the amount of the millage, the bonds, marketing the bonds, structure of the bonds and lots of other stuff.

Also, to issue bonds, the Library either has to have a Qualifying Statement Letter from the Michigan Department of Treasury authorizing the issuance of bonds without further Treasury approval, or else the Library will have to seek specific approval by Treasury of a specific bond issuance. Submitting the form for getting a Qualifying Statement Letter is much easier than seeking Treasury approval of a particular bond issue. The Library's auditors can possibly help with submitting for a Qualifying Statement Letter and certainly a municipal financial advisor can help with that. I looked on Treasury's website, and it looks like the Library does not yet have a Qualifying Statement Letter.

Note that if or when we get to actually doing the bond process, then our fee is a flat fee based on the size of the bond, and can be paid with the bond money (in other words, when determining the bond amount, the municipal financial advisor will include costs of issuing the bonds (such as attorney fees, municipal financial advisory fees, etc).

I know you will have more questions, and I am happy to answer them. Thanks.

Scott H. Hogan
Attorney
Foster Swift Collins & Smith PC
1700 East Beltline, N.E., Suite 200
Grand Rapids, MI 49525-7044
Phone: 616.726.2207
Fax: 616.726.2299
shogan@fosterswift.com
www.fosterswift.com

From: Seuryneck, Anne <ASeuryneck@fosterswift.com>
Sent: Tuesday, December 9, 2025 5:09 PM
To: Michelle <Michelle@wicksonlibrary.org>
Cc: Hogan, Scott <SHogan@fosterswift.com>; Spendlove, Amanda <ASpendlove@fosterswift.com>
Subject: RE: Request for Guidance on Millage Proposal and Bond Options [IMAN-LEGAL.FID167408]

Michelle:

We would be happy to assist with both the millage and bond questions. I have copied Scott Hogan here because Scott does the bond work for libraries. When would you be available for a zoom call?

Anne M. Seuryneck
Attorney
Foster Swift Collins & Smith PC
1700 East Beltline, NE, Suite 200
Grand Rapids, MI 49525
Phone: 616.726.2240
Fax: 517.367.7196
aseuryneck@fosterswift.com
www.fosterswift.com

From: Michelle <Michelle@wicksonlibrary.org>
Sent: Tuesday, December 9, 2025 2:07 PM
To: Seuryneck, Anne <ASeuryneck@fosterswift.com>
Subject: Request for Guidance on Millage Proposal and Bond Options

[CAUTION - EXTERNAL EMAIL] DO NOT reply, click links, or open attachments unless you have verified the sender and know the content is safe.

Hi Anne,

The Library Board of Trustees would like to begin exploring the process for pursuing an additional operating millage for the Frankenmuth Wickson District Library. We currently have a 0.85 millage in perpetuity, so this would be a new millage request. Could you advise us on the next steps and outline the process we should be prepared for?

In addition to the millage, the Board is also considering the possibility of a major renovation, addition, or new building in the coming years. We would appreciate your guidance on what bonding options may be available to us, as well as the typical procedures and considerations involved in pursuing a bond (understanding that this would not be for this election cycle).

Please let me know what additional information you may need from us and whether it would be helpful to schedule a phone or Zoom meeting to discuss this further. This will be the first time the Board and I have gone through either a millage or bonding process, so your expertise will be invaluable.

Michelle Duclos, Director

Frankenmuth Wickson District Library

359 S. Franklin Street
Frankenmuth, MI 48734
989-652-8323
www.wicksonlibrary.org

Never Underestimate *The Big Importance of Small Things* ~ Matt Haig, *The Midnight Library*



DISCLAIMER/CONFIDENTIALITY: This communication, along with any documents, files or attachments, is intended only for the use of the addressee and may contain legally privileged and confidential information. Any document attached is a legal document and should not be changed or altered without the knowledge and approval of legal counsel. The sender takes no responsibility for any alterations, additions, revisions or deletions to any such document. Due to software and printer variations, documents printed at the recipient's location may vary from the original printed document.

TIMELINE/EVENTS FOR A BOND ISSUE

1. Check for a Qualifying Statement.
2. Adopt a Resolution Authorizing Reimbursement (this allows the Municipality to reimburse itself out of the bond proceeds for project costs paid out of the general fund).
3. Adopt a Resolution to Publish a Notice of Intent to Issue Bonds.
 - a) adopt the resolution (can be at the same meeting as the reimbursement resolution).
 - b) publish a notice of intent to issue bonds in a local newspaper.
 - c) after publication, electors have 45 days to file a petition calling for a referendum on the bonds.
 - d) if no petition is timely filed in the 45-day period, the Municipality may adopt a resolution authorizing the issuance of general obligation, limited tax bonds.
4. Adopt a Resolution Authorizing the Issuance of Bonds - authorizing either a competitive sale or a private placement with a bank.
5. If a private placement bond, the Municipality will need to reach an agreement with a bank on interest rates and payment terms.
 - a) less complicated and quicker than a competitive sale.
 - b) interest rate may be higher than a competitive sale, but less expensive for costs.
 - c) can usually close within one month after the Municipality adopts the resolution authorizing the bonds.
 - d) typically shorter term than competitive sale bonds - 15 years or less.
6. If a competitive sale bond, it usually takes 2-4 months after adopting the authorizing resolution.
 - a) prepare a Preliminary Official Statement - information regarding Municipality finances, demographics, etc. This needs Continuing a Disclosure Undertaking form, an opinion letter, an issue price certificate and a notice of sale.
 - b) obtain a rating from Standard & Poors.

- c) publish a notice of sale (Bond Buyer magazine).
- d) set a time and place for bids.
- e) order of sale to be signed on date of sale (alert client).
- f) closing.
- g) must have a financial advisor to assist the Municipality.
- h) more expensive to conduct a competitive sale, but usually a lower interest rate.

81845:00002:4600789-1

Appendix D: Industry Standards and Estimated Cost of Building Addition/Remodel

*Referenced from Library Design, MCD Architects, Daniels and Zernack Architects, Michigan Library Association

Current Building Size - 14,400 sq ft (unsure if this includes basement)

Estimated building addition -11,000 sq ft

Space Type	Typical Area per Population (Approx.)
Collections	0.5 – 0.8 sq ft per capita
Reading/Study Areas	0.8 – 1.5 sq ft per capita
Public Computers / Tech Labs	Variable based on service
Meeting/Program Room	5 – 10% of total library area
Children's Area	Often 20–25% of public space (varies)

Example: Frankenmuth population ~8,000.

If using 1.2 sq ft per capita for reading/study:

$1.2 \times 8,000 = \sim 9,600$ sq ft for reading/study alone

Core Library Operations:

ADA compliance and accessibility

Fire safety

Adequate staff work areas

Space for children services

Essential collections and quiet study area

Wants for our Community

Lounge area/café area (this limits food in library)

Maker Space

Area of display cases and special exhibits

Second Community room – space for up to 75 people

Small Study/Collaboration rooms

Local History Room

Bigger Teen Space

Larger Children area

Circulation desks on all floors

More access out of building/improve lines of sights

1ST Floor FOL book Sale area

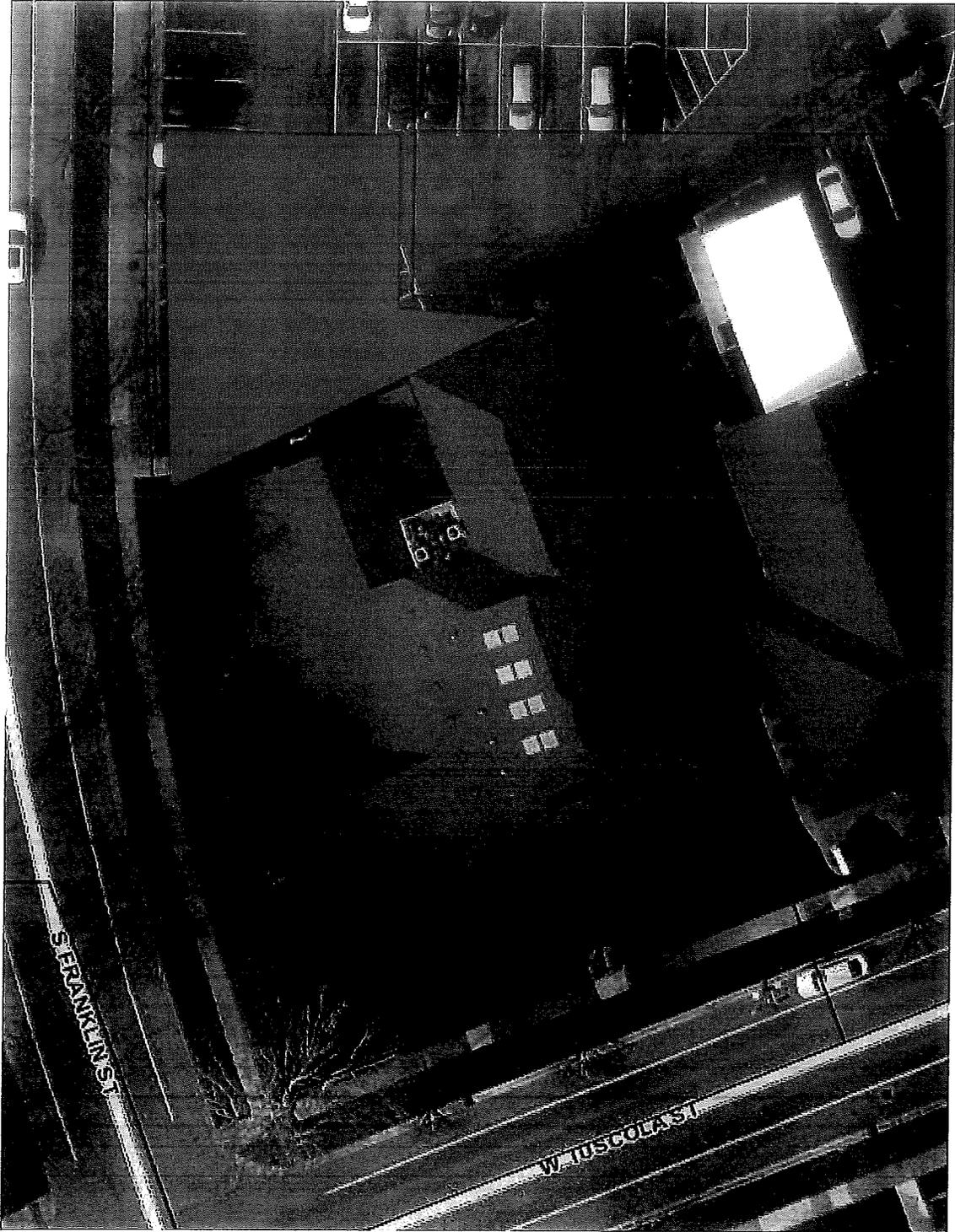
Estimated cost –

Architect Feasibility – preliminary estimates/prospective floor plan, building renderings for capital campaign - \$50,000

Building plans (Architect, Civil Engineer, Structural Engineer, MEP Engineer) about 5% of total cost of building so approximately \$300,000 with a rough building estimate of \$6,000,000.00

Price to build per square foot \$350-500 per square foot (slightly cheaper for areas being remodeled)

Furniture – purchasing of new book cases, lounge furniture and computer desk (reusing what can be reused) \$50 -\$55 per square foot



Michelle

From: Stephen Zampardo <szampardo@frankenmuthcity.gov>
Sent: Tuesday, January 6, 2026 2:13 PM
To: Michelle
Cc: Bridget Smith
Subject: Re: Potential Library Remodel/Addition

Michelle,

I apologize, you are permitted to construct a building to the height of 45 feet.

The previous zoning of this property did not allow for this.

On Tue, Jan 6, 2026 at 1:16 PM Michelle <Michelle@wicksonlibrary.org> wrote:

Thanks Stephen,

I appreciate your quick response. While this is unfortunate it is exactly the type of information I was seeking so I can put together a plan. I am curious why we cannot go higher as we have a hotel across the street that is taller. Thank you for outlining the potential area that we could build if we decide to move forward.

Michelle Duclos, Director

Frankenmuth Wickson District Library

359 S. Franklin Street

Frankenmuth, MI 48734

989-652-8323

www.wicksonlibrary.org

Never Underestimate *The Big Importance of Small Things* ~ Matt Haig, The Midnight Library



From: Stephen Zampardo <szampardo@frankenmuthcity.gov>
Sent: Tuesday, January 6, 2026 12:22 PM
To: Michelle <Michelle@wicksonlibrary.org>
Cc: Bridget Smith <bsmith@frankenmuthcity.com>
Subject: Potential Library Remodel/Addition

Hi Michelle,

Unfortunately because of some circumstances, you are rather limited in your building space for an addition to your existing structure. To be more specific:

We have to follow B-2 Zoning codes which state side yard setbacks must be at least two feet away from the property line. The neighboring parcel to the East shows part of their property overlapping behind your building which constricts your buildable space a bit. Additionally, to make sure you stay within required parking allotment you cannot go too far into the parking lot.

Additionally, your building is currently at the maximum height and cannot go higher for a third level.

I have attached an image depicting all of this below. The (roughly) buildable space is highlighted in red. I have also attached the memo(s) from the previous addition that was done on your building in 1998.

If you have further questions regarding this please let me know.

Thank you.

Michelle

From: Mike Setzer <msetzer@villageofbirchrun.com>
Sent: Tuesday, January 6, 2026 11:59 AM
To: Michelle; Stephen Zampardo; Building Code
Cc: pkerns@frankenmuthcity.com; Bridget Smith
Subject: RE: Potential Library Remodel/Addition

Michelle, your licensed design professional will need to determine what Code they will be utilizing to design this addition and/or remodel. The remodel portion of the project should utilize the current Michigan Rehabilitation Code for Existing Buildings. The Alteration Level of the remodel will determine if a fire suppression system will be required. The new addition will utilize the current Michigan Building Code, which will also determine if a fire suppression system will be required. Another way to get away from fire suppression would be fire barriers and self-closing fire rated doors at the separation. Again, it will be up to your design professional. If fire suppression will be required, you will need water pressure calculations from the City of Frankenmuth. Please contact our office with any further questions or concerns.

Thanks

Michael Setzer
Building & Zoning Administrator
12060 Heath Street
P. O. Box 371
Birch Run, MI. 48415
(989) 624-5711
(989) 624-9681 fax

From: Phillip Kerns <pkerns@frankenmuthcity.gov>
Sent: Tuesday, January 6, 2026 9:43 AM
To: Michelle <Michelle@wicksonlibrary.org>; Stephen Zampardo <szampardo@frankenmuthcity.com>; Mike Setzer <msetzer@villageofbirchrun.com>; Building Code <buildingcode@frankenmuthcity.com>
Cc: pkerns@frankenmuthcity.com; Bridget Smith <bsmith@frankenmuthcity.com>
Subject: Re: Potential Library Remodel/Addition

Michelle - I have copied Zoning Adm. Stephen Zampardo on this and our Building Official Mike Setzer on construction print needs for their responses to help your planning.

On Mon, Jan 5, 2026 at 3:17 PM Michelle <Michelle@wicksonlibrary.org> wrote:

Hi Phil,

I hope you are well. The Frankenmuth Wickson District Library is in the very early stages of exploring a long-term plan for our building. We have outgrown our current space and are beginning to consider the feasibility of a potential expansion—either adding an additional story or possibly expanding the building footprint on the first floor, which would impact the existing parking lot.

At this stage, we are simply gathering information. I am hoping to better understand what limitations or allowances exist related to parking lot encroachment, zoning or site restrictions, and what types of infrastructure or code-related updates might be required if an addition were pursued (for example, fire suppression systems, parking lot lighting, or other compliance considerations).

We are not yet certain whether an addition would be financially feasible, so this is very much a first-step, exploratory conversation. Before reaching out to an architect, I would appreciate the opportunity to meet and gain a clearer understanding of the logistical and regulatory considerations involved.

Thank you for your time, and I look forward to your guidance.

Best regards,

Michelle Duclos, Director

Frankenmuth Wickson District Library

359 S. Franklin Street

Frankenmuth, MI 48734

989-652-8323

www.wicksonlibrary.org

Never Underestimate *The Big* Importance of *Small Things* ~ Matt Haig, *The Midnight Library*



BOARD OF TRUSTEES
FRANKENMUTH WICKSON DISTRICT LIBRARY

RESOLUTION NO. 2026-1

Resolution to Seek Voter Approval of a New Additional 0.85 Mill Operating Millage for 20 Years and to Retain Legal Counsel for Ballot Preparation

WHEREAS, the Frankenmuth Wickson District Library is committed to providing quality library services, programs, materials, technology access, and facilities to the residents of its service area; and

WHEREAS, current funding levels are no longer sufficient to maintain the Library's existing level of operations, staffing, services, and capital improvement projects; and

WHEREAS, the Board of Trustees has determined that additional operating revenue is necessary to sustain and enhance library services for the community; and

WHEREAS, the Board desires to seek voter approval of a new additional operating millage in the amount of 0.85 mills, to be levied for a period of twenty (20) years, for the purpose of funding library operations and capital improvement projects;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Frankenmuth Wickson District Library hereby authorizes the pursuit of a new additional 0.85 mill operating millage to be levied for twenty (20) years, to be submitted to the appropriate municipalities for placement on the August 2026 election ballot.

BE IT FURTHER RESOLVED, that the Board authorizes the retention of legal counsel to prepare the necessary ballot language and documentation for submission to the appropriate municipal clerks and election authorities.

BE IT FURTHER RESOLVED, that in the event the proposed millage is not approved by voters at the August 2026 election, the Board authorizes submission of the appropriate ballot language for placement on the November 2026 election ballot.

BE IT FURTHER RESOLVED, that Library administration is directed to take all necessary actions consistent with this resolution and applicable Michigan law to facilitate compliance with all election requirements.

YAYS: 6

NAYS: 1

ABSENT: 1

RESOLUTION DECLARED ADOPTED.

Lisa Roethlisberger, President

Date: Lisa Roethlisberger

Susan Todd, Secretary

Date: Susan Todd

FRANKENMUTH WICKSON DISTRICT LIBRARY

RESOLUTION NO. 2026-2

**RESOLUTION APPROVING FIRST BUDGET AMENDMENT
2025/2026 OPERATING BUDGET**

WHEREAS, the Frankenmuth Wickson District Library Board of Trustees adopted the 2025/2026 Operating Budget; and

WHEREAS, it is necessary to amend the adopted budget to reflect adjustments in revenues and/or expenditures to ensure the continued and effective operation of the Library; and

WHEREAS, the proposed amendments have been reviewed and presented to the Library Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Frankenmuth Wickson District Library Board of Trustees hereby approves the First Budget Amendment to the 2025/2026 Operating Budget as presented.

BE IT FURTHER RESOLVED, that the Library Director is authorized and directed to implement the approved budget amendments and make the necessary adjustments to the Library's financial records.

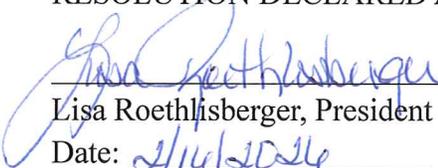
Adopted this 16th day of February, 2026.

YAYS: 7

NAYS: 0

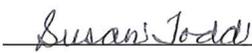
ABSENT: 1

RESOLUTION DECLARED ADOPTED



Lisa Roethlisberger, President

Date: 2/16/2026



Susan Todd, Secretary

Date: 2/16/2026