



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

AGENDA
 Library Board Meeting
 Monday, July 14, 2025, 4:00 P.M.

- | | | |
|--|---------------------|-------------|
| 1. Call to order | Lisa Roethlisberger | |
| 2. Minutes, 06/9/2025 meeting | Susan Todd | Action |
| 3. Additions/Corrections of agenda | Lisa Roethlisberger | Action |
| <i>Ask for</i> ✓ 4. Payment of Bills/Review Financial Statements | Beth Nellenbach | Information |
| 5. Director Report | Michelle Duclos | Information |
| ✓ 6. Policy Committee | Michelle Duclos | Action |
| ✓ a. Employee Handbook Updates - <i>health insurance</i> | | |
| ✓ 7. Strategic Planning Committee | Michelle Duclos | Information |
| ✓ a. DKR Marketing | | |
| ✓ 8. Personnel Committee | Michelle Duclos | No Update |
| 9. Unfinished Business | | |
| 9.1 Story Walk | Michelle Duclos | Information |
| 9.2 Building Updates | Michelle Duclos | Information |
| 10. New Business <i>↳ Mossner Study</i> | Michelle Duclos | No Update |
| 10.1 Personnel <i>↳ Community room</i> | Michelle Duclos | Information |
| ✓ Librarian 1/Marketing Open Position | | |
| 10.2 Long Term Budget Projections | Michelle Duclos | Information |
| 10.3 Accessibility | Michelle Duclos | Information |
| ✓ Community Room | | |
| ✓ Book Lockers | | |
| 10.4 August Board Meeting 8/11/2025 | Michelle Duclos | Action |
| 11. Comments from Citizens | Lisa Roethlisberger | |
| 12. Adjournment <i>5:45 pm</i> | Lisa Roethlisberger | |

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

Frankenmuth Wickson District Library

Board Minutes

June ⁹/~~8~~, 2025

In Attendance: Beth Nellenbach, Lisa Roethlisberger, Tom Meyer, Alicia Hart, Marty Mattlin, Michelle Duclos

Call to Order: Lisa Roethlisberger called the meeting to order at 4:05 p.m.

Minutes: Tom Meyer moved they be accepted. Lisa Roethlisberger seconded. The motion carried.

Additions/Corrections of Agenda: There were no additions or corrections to the agenda.

Payment of Bills/Review Financial Statements: Treasurer Nellenbach and Michelle Duclos reviewed the bills and financial statements for April and May. Tom Meyer moved that the bills be paid, seconded by Alicia Hart. The motion carried. Resolution 2025-1 titled "Resolution to Adopt Budget and Set Millage Rate" was approved on May 12. Signatures on L-4029 were obtained at this meeting.

Director's Report: See attached document.

Policy Committee: No update.

Strategic Planning Committee: No update.

Personnel Committee: No update.

Unfinished Business: No update.

New Business:

Personnel issues were discussed.

Final Budget FY24/25 was presented. Marty Mattlin moved that it be accepted as presented, seconded by Alicia Hart. Motion carried.

Insurance for the building was discussed. The Board instructed the Director to increase the commercial property insurance on the library building to \$5 million (\$5,000,000).

Library Fines Resolution 2025-2 was presented and discussed. Lisa Roethlisberger moved that it be adopted, seconded by Marty Mattlin. Motion carried.

Comments from Citizens: None

Adjournment: Moved by Lisa Roethlisberger to adjourn the meeting. Seconded by Alicia Hart. Motion carried. Meeting adjourned at 5:43 p.m.

Respectfully submitted,

Marty Mattlin (Subbing for Susan Todd)

Next meeting: Monday, July 14, 2025 at 4:00 p.m.

Balance Sheet

Frankenmuth Wickson District Library

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF JUNE 30, 2024 (PY)	AS OF JUNE 30, 2025
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
000-202 Accounts Payable	960.36	1,782.84
Total for Accounts Payable	\$960.36	\$1,782.84
Credit Cards		
Other Current Liabilities		
000-235 FICA payable	2,880.97	7,333.20
000-236 State withholding payable	1,754.81	2,142.77
000-237 MERS payable	448.53	448.53
000-238 457 payable	318.06	318.06
000-239 Health Insurance	0.03	0.03
000-360 Deferred Revenue	29,669.20	11,358.20
000-361 Deferred Revenue - 1000 Books	6,266.97	6,266.97
Total for Other Current Liabilities	\$41,338.57	\$27,867.76
Total for Current Liabilities	\$42,298.93	\$29,650.60
Long-term Liabilities		
Total for Liabilities	\$42,298.93	\$29,650.60
Equity		
000-370 Fund Balance	861,562.09	706,676.95
Net Income	-47,885.14	6,606.84
000-371 Major Repair Reserves	150,000.00	150,000.00
000-372 Technology Sinking Fund	30,000.00	30,000.00
000-373 Outreach/Special Project		107,000.00
30000 Opening Balance Equity		
790-858 Programs 1000 Books		
Total for Equity	\$993,676.95	\$1,000,283.79
Total for Liabilities and Equity	\$1,035,975.88	\$1,029,934.39

Balance Sheet

Frankenmuth Wickson District Library

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF JUNE 30, 2024 (PY)	AS OF JUNE 30, 2025
Assets		
Current Assets		
Bank Accounts		
000-000 Frankenmuth Crdit Union Control		
000-001 Checking - Five Star	93,137.99	55,636.60
000-002 Federally Insuranced Account	644,521.68	274,762.30
000-003 Regular Savings	10.00	1,183.26
000-004 Wealth Builder	35,243.60	30,353.75
000-030 BAIRD INVESTMENTS	0	0
000-031 BAIRD MONEY MARKET	25,770.24	
000-032 BAIRD CD -1	50,000.00	
000-033 BAIRD CD-2	50,000.00	
000-034 BAIRD CD-3	50,000.00	
000-035 BAIRD CD-4	50,000.00	
Total for 000-030 BAIRD INVESTMENTS	\$225,770.24	0
000-036 Oppenheimer Investments		634,731.72
Total for Bank Accounts	\$998,683.51	\$996,667.63
Accounts Receivable		
Other Current Assets		
000-007 Imprest Cash	100.00	100.00
000-123 Prepaid Expenses	16,764.98	12,739.37
000-220 Due from City of Frankenmuth		
000-221 Due From County	16,426.19	16,426.19
000-223 Due From State	4,001.20	4,001.20
Total for Other Current Assets	\$37,292.37	\$33,266.76
Total for Current Assets	\$1,035,975.88	\$1,029,934.39
Fixed Assets		
Other Assets		
Total for Assets	\$1,035,975.88	\$1,029,934.39

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

VENDOR	TOTAL
	26,118.70
Air Advantage LLC	75.00
Amazon	773.88
Baker & Taylor	1,267.56
Blackstone	132.18
City of Frankenmuth	215.82
Consumer's Energy	761.41
Coupar Creations	295.24
Frankenmuth Chamber of Commerce	500.00
Frankenmuth Credit Union	5,623.80
Galaxy Office Machines	753.29
Gale Cengage	556.63
Kristen Gere	117.60
Lawn Doctor of Mid Michigan	119.00
Matt Hotchkiss	1,066.71
M&P Carpentry LLC	2,013.51
Newton-Johnson Plumbing & Heating	469.87
Paradise Landscape Development, Inc	180.00
PBC Guru	2,500.00
Playaway Products	129.18
Premier Promotions	1,457.45
Saginaw County Treasurer	74.22
Spectrum Business	119.96
Turner Technical Services	27.00
Vassar/Frankenmuth True Value	26.08
TOTAL	\$45,374.09

Check Detail Report

Frankenmuth Wickson District Library

May 1-July 11, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	CLEARED	AMOUNT
14934					
06/16/2025	Bill Payment (Check)	ACH	Air Advantage LLC	Reconciled	-75.00
06/16/2025	Bill Payment (Check)	ACH	Air Advantage LLC		-75.00
Total for 14934					-\$150.00
14996					
07/01/2025	Bill Payment (Check)	ACH	City of Frankenmuth	Uncleared	-237.40
07/01/2025	Bill Payment (Check)	ACH	City of Frankenmuth		-237.40
Total for 14996					-\$474.80
14998					
07/01/2025	Bill Payment (Check)	ACH	Spectrum Business	Uncleared	-119.96
07/01/2025	Bill Payment (Check)	ACH	Spectrum Business		-119.96
Total for 14998					-\$239.92
15038					
05/31/2025	Bill Payment (Check)	ACH	Frankenmuth Credit Union	Reconciled	-4,751.39
05/31/2025	Bill Payment (Check)	ACH	Frankenmuth Credit Union		-4,751.39
Total for 15038					-\$9,502.78
15040					
06/09/2025	Bill Payment (Check)	ACH	Frankenmuth Credit Union	Reconciled	-5,000.00
06/09/2025	Bill Payment (Check)	ACH	Frankenmuth Credit Union		-5,000.00
Total for 15040					-\$10,000.00
15042					
06/30/2025	Bill Payment (Check)	ACH	Frankenmuth Credit Union	Uncleared	-1,286.17
06/30/2025	Bill Payment (Check)	ACH	Frankenmuth Credit Union		-1,286.17
Total for 15042					-\$2,572.34
15044					
06/25/2025	Bill Payment (Check)	ACH	Consumer's Energy	Reconciled	-107.67
06/25/2025	Bill Payment (Check)	ACH	Consumer's Energy		-107.67
Total for 15044					-\$215.34
14877					
05/12/2025	Check	SVCCHRG		Reconciled	-43.20
05/12/2025	Check	SVCCHRG			43.20
Total for 14877					\$0.00
15035					
06/10/2025	Check	SVCCHRG		Reconciled	-43.04
06/10/2025	Check	SVCCHRG			43.04
Total for 15035					\$0.00
Total for 000-001 Checking - Five Star					-\$178,866.36
TOTAL					-\$178,866.36

Check Detail Report

Frankenmuth Wickson District Library

May 1-July 11, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	CLEARED	AMOUNT
15052					
07/11/2025	Bill Payment (Check)	7047	Baker & Taylor	Uncleared	-351.44
07/11/2025	Bill Payment (Check)	7047	Baker & Taylor		-351.44
Total for 15052					-\$702.88
15051					
07/11/2025	Bill Payment (Check)	7048	Gale Cengage	Uncleared	-471.04
07/11/2025	Bill Payment (Check)	7048	Gale Cengage		-471.04
Total for 15051					-\$942.08
14732					
05/01/2025	Bill Payment (Check)	ACH	Spectrum Business	Reconciled	-119.96
05/01/2025	Bill Payment (Check)	ACH	Spectrum Business		-119.96
Total for 14732					-\$239.92
14734					
05/01/2025	Bill Payment (Check)	ACH	City of Frankenmuth	Reconciled	-229.02
05/01/2025	Bill Payment (Check)	ACH	City of Frankenmuth		-229.02
Total for 14734					-\$458.04
14764					
05/15/2025	Bill Payment (Check)	ACH	Air Advantage LLC	Reconciled	-75.00
05/15/2025	Bill Payment (Check)	ACH	Air Advantage LLC		-75.00
Total for 14764					-\$150.00
14831					
05/01/2025	Bill Payment (Check)	ACH	Consumer's Energy	Reconciled	-589.26
05/01/2025	Bill Payment (Check)	ACH	Consumer's Energy		-589.26
Total for 14831					-\$1,178.52
14833					
06/02/2025	Bill Payment (Check)	ACH	Consumer's Energy	Reconciled	-653.74
06/02/2025	Bill Payment (Check)	ACH	Consumer's Energy		-653.74
Total for 14833					-\$1,307.48
14837					
05/27/2025	Bill Payment (Check)	ACH	Consumer's Energy	Reconciled	-245.78
05/27/2025	Bill Payment (Check)	ACH	Consumer's Energy		-245.78
Total for 14837					-\$491.56
14885					
06/01/2025	Bill Payment (Check)	ACH	City of Frankenmuth	Reconciled	-215.82
06/01/2025	Bill Payment (Check)	ACH	City of Frankenmuth		-215.82
Total for 14885					-\$431.64
14906					
05/23/2025	Bill Payment (Check)	ACH	Spectrum Business	Reconciled	-119.96
05/23/2025	Bill Payment (Check)	ACH	Spectrum Business		-119.96
Total for 14906					-\$239.92

Check Detail Report

Frankenmuth Wickson District Library

May 1-July 11, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	CLEARED	AMOUNT
14946					
06/06/2025	Bill Payment (Check)	7031	PBC Guru	Uncleared	-2,500.00
06/06/2025	Bill Payment (Check)	7031	PBC Guru		-2,500.00
Total for 14946					-\$5,000.00
15000					
07/01/2025	Bill Payment (Check)	7032	Playaway Products	Uncleared	-69.34
07/01/2025	Bill Payment (Check)	7032	Playaway Products		-69.34
Total for 15000					-\$138.68
14990					
06/27/2025	Bill Payment (Check)	7033	Premier Promotions	Uncleared	-1,457.45
06/27/2025	Bill Payment (Check)	7033	Premier Promotions		-1,457.45
Total for 14990					-\$2,914.90
14950					
06/06/2025	Bill Payment (Check)	7034	Saginaw County Treasurer	Uncleared	-74.22
06/06/2025	Bill Payment (Check)	7034	Saginaw County Treasurer		-74.22
Total for 14950					-\$148.44
14958					
06/25/2025	Bill Payment (Check)	7035	Turner Technical Services	Uncleared	-27.00
06/25/2025	Bill Payment (Check)	7035	Turner Technical Services		-27.00
Total for 14958					-\$54.00
15018					
07/01/2025	Bill Payment (Check)	7036	Turner Technical Services	Uncleared	-8,616.00
07/01/2025	Bill Payment (Check)	7036	Turner Technical Services		-8,616.00
Total for 15018					-\$17,232.00
15010					
07/01/2025	Bill Payment (Check)	7037	Valley Library Consortium	Uncleared	-12,405.00
07/01/2025	Bill Payment (Check)	7037	Valley Library Consortium		-12,405.00
Total for 15010					-\$24,810.00
14962					
06/23/2025	Bill Payment (Check)	7038	Vassar/Frankenmuth True Value	Uncleared	-26.08
06/23/2025	Bill Payment (Check)	7038	Vassar/Frankenmuth True Value		-26.08
Total for 14962					-\$52.16
15022					
07/01/2025	Bill Payment (Check)	7039	White Pine	Uncleared	-202.91
07/01/2025	Bill Payment (Check)	7039	White Pine		-202.91
Total for 15022					-\$405.82
15014					
07/01/2025	Bill Payment (Check)	7040	Zehnder and Associates, PC	Uncleared	-325.00
07/01/2025	Bill Payment (Check)	7040	Zehnder and Associates, PC		-325.00
Total for 15014					-\$650.00

Check Detail Report

Frankenmuth Wickson District Library

May 1-July 11, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	CLEARED	AMOUNT
14994					
06/17/2025	Bill Payment (Check)	7015	Galaxy Office Machines	Uncleared	-753.29
06/17/2025	Bill Payment (Check)	7015	Galaxy Office Machines		-753.29
Total for 14994					-\$1,506.58
14971					
06/27/2025	Bill Payment (Check)	7021	Kristen Gere	Uncleared	-117.60
06/27/2025	Bill Payment (Check)	7021	Kristen Gere		-117.60
Total for 14971					-\$235.20
14936					
06/16/2025	Bill Payment (Check)	7022	Lawn Doctor of Mid Michigan	Uncleared	-119.00
06/16/2025	Bill Payment (Check)	7022	Lawn Doctor of Mid Michigan		-119.00
Total for 14936					-\$238.00
14988					
06/24/2025	Bill Payment (Check)	7023	M&P Carpentry LLC	Uncleared	-2,013.51
06/24/2025	Bill Payment (Check)	7023	M&P Carpentry LLC		-2,013.51
Total for 14988					-\$4,027.02
14930					
06/21/2025	Bill Payment (Check)	7024	Matt Hotchkiss	Uncleared	-103.62
06/21/2025	Bill Payment (Check)	7024	Matt Hotchkiss		-103.62
Total for 14930					-\$207.24
15012					
07/01/2025	Bill Payment (Check)	7025	MCLS	Uncleared	-125.00
07/01/2025	Bill Payment (Check)	7025	MCLS		-125.00
Total for 15012					-\$250.00
15020					
07/01/2025	Bill Payment (Check)	7026	MCLS	Uncleared	-3,130.28
07/01/2025	Bill Payment (Check)	7026	MCLS		-3,130.28
Total for 15020					-\$6,260.56
14974					
07/07/2025	Bill Payment (Check)	7027	MERS of Michigan	Uncleared	-12,180.00
07/07/2025	Bill Payment (Check)	7027	MERS of Michigan		-12,180.00
Total for 14974					-\$24,360.00
15030					
07/01/2025	Bill Payment (Check)	7028	Michigan Library Association	Uncleared	-486.00
07/01/2025	Bill Payment (Check)	7028	Michigan Library Association		-486.00
Total for 15030					-\$972.00
14944					
06/03/2025	Bill Payment (Check)	7030	Paradise Landscape Development, Inc	Uncleared	-180.00
06/03/2025	Bill Payment (Check)	7030	Paradise Landscape Development, Inc		-180.00
Total for 14944					-\$360.00

Check Detail Report

Frankenmuth Wickson District Library

May 1-July 11, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	CLEARED	AMOUNT
14992					
06/17/2025	Bill Payment (Check)	7003	Baker & Taylor	Uncleared	-221.24
06/17/2025	Bill Payment (Check)	7003	Baker & Taylor		-221.24
Total for 14992					-\$442.48
14932					
06/09/2025	Bill Payment (Check)	7004	Baker & Taylor	Uncleared	-270.54
06/09/2025	Bill Payment (Check)	7004	Baker & Taylor		-270.54
Total for 14932					-\$541.08
14938					
06/03/2025	Bill Payment (Check)	7006	Baker & Taylor	Uncleared	-126.42
06/03/2025	Bill Payment (Check)	7006	Baker & Taylor		-126.42
Total for 14938					-\$252.84
14940					
06/04/2025	Bill Payment (Check)	7007	Baker & Taylor	Uncleared	-25.10
06/04/2025	Bill Payment (Check)	7007	Baker & Taylor		-25.10
Total for 14940					-\$50.20
14942					
06/03/2025	Bill Payment (Check)	7008	Baker & Taylor	Uncleared	-272.82
06/03/2025	Bill Payment (Check)	7008	Baker & Taylor		-272.82
Total for 14942					-\$545.64
14956					
06/25/2025	Bill Payment (Check)	7009	Blackstone	Uncleared	-132.18
06/25/2025	Bill Payment (Check)	7009	Blackstone		-132.18
Total for 14956					-\$264.36
15016					
07/01/2025	Bill Payment (Check)	7010	Clearly Manageable, LLC	Uncleared	-125.00
07/01/2025	Bill Payment (Check)	7010	Clearly Manageable, LLC		-125.00
Total for 15016					-\$250.00
14948					
06/06/2025	Bill Payment (Check)	7012	Coupar Creations	Uncleared	-295.24
06/06/2025	Bill Payment (Check)	7012	Coupar Creations		-295.24
Total for 14948					-\$590.48
15008					
07/01/2025	Bill Payment (Check)	7013	Deb Caton	Uncleared	-500.00
07/01/2025	Bill Payment (Check)	7013	Deb Caton		-500.00
Total for 15008					-\$1,000.00
14928					
06/09/2025	Bill Payment (Check)	7014	Frankenmuth Chamber of Commerce	Uncleared	-500.00
06/09/2025	Bill Payment (Check)	7014	Frankenmuth Chamber of Commerce		-500.00
Total for 14928					-\$1,000.00

Check Detail Report

Frankenmuth Wickson District Library

May 1-July 11, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	CLEARED	AMOUNT
14803					
05/08/2025	Bill Payment (Check)	6991	Turner Technical Services	Reconciled	-405.00
05/08/2025	Bill Payment (Check)	6991	Turner Technical Services		-405.00
Total for 14803					-\$810.00
14905					
05/23/2025	Bill Payment (Check)	6992	Turner Technical Services	Reconciled	-110.77
05/23/2025	Bill Payment (Check)	6992	Turner Technical Services		-110.77
Total for 14905					-\$221.54
14903					
05/31/2025	Bill Payment (Check)	6993	Vassar/Frankenmuth True Value	Reconciled	-41.37
05/31/2025	Bill Payment (Check)	6993	Vassar/Frankenmuth True Value		-41.37
Total for 14903					-\$82.74
14920					
06/12/2025	Bill Payment (Check)	6995	Matt Hotchkiss	Reconciled	-963.09
06/12/2025	Bill Payment (Check)	6995	Matt Hotchkiss		-963.09
Total for 14920					-\$1,926.18
14919					
06/12/2025	Bill Payment (Check)	6996	Rummel Insurance	Reconciled	-7,459.00
06/12/2025	Bill Payment (Check)	6996	Rummel Insurance		-7,459.00
Total for 14919					-\$14,918.00
14984					
07/01/2025	Bill Payment (Check)	6998	Amazon	Uncleared	-9.30
07/01/2025	Bill Payment (Check)	6998	Amazon		-9.30
Total for 14984					-\$18.60
14982					
07/01/2025	Bill Payment (Check)	6999	Amazon	Uncleared	-922.24
07/01/2025	Bill Payment (Check)	6999	Amazon		-922.24
Total for 14982					-\$1,844.48
14980					
07/01/2025	Bill Payment (Check)	7000	Amazon	Uncleared	-323.30
07/01/2025	Bill Payment (Check)	7000	Amazon		-323.30
Total for 14980					-\$646.60
14978					
07/01/2025	Bill Payment (Check)	7001	Amazon	Uncleared	-40.87
07/01/2025	Bill Payment (Check)	7001	Amazon		-40.87
Total for 14978					-\$81.74
14976					
07/07/2025	Bill Payment (Check)	7002	Amazon	Uncleared	-100.57
07/07/2025	Bill Payment (Check)	7002	Amazon		-100.57
Total for 14976					-\$201.14

Check Detail Report

Frankenmuth Wickson District Library

May 1-July 11, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	CLEARED	AMOUNT
14887					
05/30/2025	Bill Payment (Check)	6978	Gale Cengage	Reconciled	-91.97
05/30/2025	Bill Payment (Check)	6978	Gale Cengage		-91.97
Total for 14887					-\$183.94
14811					
05/01/2025	Bill Payment (Check)	6979	Jennifer Harden	Reconciled	-42.32
05/01/2025	Bill Payment (Check)	6979	Jennifer Harden		-42.32
Total for 14811					-\$84.64
14874					
05/31/2025	Bill Payment (Check)	6980	Lust for Dust	Reconciled	-781.25
05/31/2025	Bill Payment (Check)	6980	Lust for Dust		-781.25
Total for 14874					-\$1,562.50
14856					
05/02/2025	Bill Payment (Check)	6981	Michelle Duclos	Uncleared	-72.00
05/02/2025	Bill Payment (Check)	6981	Michelle Duclos		-72.00
Total for 14856					-\$144.00
14889					
06/07/2025	Bill Payment (Check)	6982	Newton-Johnson Plumbing & Heating	Reconciled	-469.87
06/07/2025	Bill Payment (Check)	6982	Newton-Johnson Plumbing & Heating		-469.87
Total for 14889					-\$939.74
14819					
05/20/2025	Bill Payment (Check)	6983	Nuechterlein Electric	Reconciled	-333.31
05/20/2025	Bill Payment (Check)	6983	Nuechterlein Electric		-333.31
Total for 14819					-\$666.62
14901					
06/03/2025	Bill Payment (Check)	6984	Playaway Products	Reconciled	-59.84
06/03/2025	Bill Payment (Check)	6984	Playaway Products		-59.84
Total for 14901					-\$119.68
14899					
06/03/2025	Bill Payment (Check)	6985	Playaway Products	Reconciled	-69.34
06/03/2025	Bill Payment (Check)	6985	Playaway Products		-69.34
Total for 14899					-\$138.68
14844					
06/04/2025	Bill Payment (Check)	6986	Rummel Insurance	Reconciled	-798.00
06/04/2025	Bill Payment (Check)	6986	Rummel Insurance		-798.00
Total for 14844					-\$1,596.00
14805					
05/23/2025	Bill Payment (Check)	6990	Turner Technical Services	Reconciled	-67.50
05/23/2025	Bill Payment (Check)	6990	Turner Technical Services		-67.50
Total for 14805					-\$135.00

Check Detail Report

Frankenmuth Wickson District Library

May 1-July 11, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	CLEARED	AMOUNT
14858					
05/02/2025	Bill Payment (Check)	6968	Deb Caton	Reconciled	-500.00
05/02/2025	Bill Payment (Check)	6968	Deb Caton		-500.00
Total for 14858					-\$1,000.00
14846					
05/27/2025	Bill Payment (Check)	6969	Demco	Reconciled	-138.26
05/27/2025	Bill Payment (Check)	6969	Demco		-138.26
Total for 14846					-\$276.52
14881					
05/22/2025	Bill Payment (Check)	6970	Frankenmuth Printing	Reconciled	-275.60
05/22/2025	Bill Payment (Check)	6970	Frankenmuth Printing		-275.60
Total for 14881					-\$551.20
14891					
06/02/2025	Bill Payment (Check)	6971	Gale Cengage	Reconciled	-52.80
06/02/2025	Bill Payment (Check)	6971	Gale Cengage		-52.80
Total for 14891					-\$105.60
14893					
06/02/2025	Bill Payment (Check)	6972	Gale Cengage	Reconciled	-32.79
06/02/2025	Bill Payment (Check)	6972	Gale Cengage		-32.79
Total for 14893					-\$65.58
14813					
05/19/2025	Bill Payment (Check)	6973	Gale Cengage	Reconciled	-44.79
05/19/2025	Bill Payment (Check)	6973	Gale Cengage		-44.79
Total for 14813					-\$89.58
14815					
05/19/2025	Bill Payment (Check)	6974	Gale Cengage	Reconciled	-30.39
05/19/2025	Bill Payment (Check)	6974	Gale Cengage		-30.39
Total for 14815					-\$60.78
14817					
05/21/2025	Bill Payment (Check)	6975	Gale Cengage	Reconciled	-22.39
05/21/2025	Bill Payment (Check)	6975	Gale Cengage		-22.39
Total for 14817					-\$44.78
14821					
05/16/2025	Bill Payment (Check)	6976	Gale Cengage	Reconciled	-95.17
05/16/2025	Bill Payment (Check)	6976	Gale Cengage		-95.17
Total for 14821					-\$190.34
14850					
05/22/2025	Bill Payment (Check)	6977	Gale Cengage	Reconciled	-19.19
05/22/2025	Bill Payment (Check)	6977	Gale Cengage		-19.19
Total for 14850					-\$38.38

Check Detail Report

Frankenmuth Wickson District Library

May 1-July 11, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	CLEARED	AMOUNT
14718					
05/08/2025	Bill Payment (Check)	6953	Playaway Products	Reconciled	-115.88
05/08/2025	Bill Payment (Check)	6953	Playaway Products		-115.88
Total for 14718					-\$231.76
14754					
05/20/2025	Bill Payment (Check)	6954	Small House Farm	Reconciled	-300.00
05/20/2025	Bill Payment (Check)	6954	Small House Farm		-300.00
Total for 14754					-\$600.00
14776					
05/07/2025	Bill Payment (Check)	6958	Zehnder and Associates, PC	Reconciled	-325.00
05/07/2025	Bill Payment (Check)	6958	Zehnder and Associates, PC		-325.00
Total for 14776					-\$650.00
14801					
05/01/2025	Bill Payment (Check)	6959	Amazon	Reconciled	-630.87
05/01/2025	Bill Payment (Check)	6959	Amazon		-630.87
Total for 14801					-\$1,261.74
14809					
05/01/2025	Bill Payment (Check)	6960	Amazon	Reconciled	-36.94
05/01/2025	Bill Payment (Check)	6960	Amazon		-36.94
Total for 14809					-\$73.88
14829					
05/01/2025	Bill Payment (Check)	6961	Amazon	Reconciled	-793.53
05/01/2025	Bill Payment (Check)	6961	Amazon		-793.53
Total for 14829					-\$1,587.06
14860					
06/01/2025	Bill Payment (Check)	6962	Amazon	Reconciled	-773.88
06/01/2025	Bill Payment (Check)	6962	Amazon		-773.88
Total for 14860					-\$1,547.76
14848					
05/22/2025	Bill Payment (Check)	6963	Baker & Taylor	Reconciled	-306.65
05/22/2025	Bill Payment (Check)	6963	Baker & Taylor		-306.65
Total for 14848					-\$613.30
14823					
05/13/2025	Bill Payment (Check)	6964	Baker & Taylor	Reconciled	-361.55
05/13/2025	Bill Payment (Check)	6964	Baker & Taylor		-361.55
Total for 14823					-\$723.10
14854					
05/02/2025	Bill Payment (Check)	6966	Barking Dog Interpretive Design	Uncleared	-7,504.22
05/02/2025	Bill Payment (Check)	6966	Barking Dog Interpretive Design		-7,504.22
Total for 14854					-\$15,008.44

Check Detail Report

Frankenmuth Wickson District Library

May 1-July 11, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	CLEARED	AMOUNT
000-001 Checking - Five Star					
14770					
05/06/2025	Bill Payment (Check)	6931	Baker & Taylor	Reconciled	-120.45
05/06/2025	Bill Payment (Check)	6931	Baker & Taylor		-120.45
Total for 14770					-\$240.90
14798					
05/21/2025	Bill Payment (Check)	6934	Deb Caton	Reconciled	-500.00
05/21/2025	Bill Payment (Check)	6934	Deb Caton		-500.00
Total for 14798					-\$1,000.00
14756					
05/06/2025	Bill Payment (Check)	6935	Demco	Reconciled	-213.41
05/06/2025	Bill Payment (Check)	6935	Demco		-213.41
Total for 14756					-\$426.82
14720					
05/08/2025	Bill Payment (Check)	6936	Experienced Window Cleaning	Reconciled	-210.00
05/08/2025	Bill Payment (Check)	6936	Experienced Window Cleaning		-210.00
Total for 14720					-\$420.00
14772					
05/08/2025	Bill Payment (Check)	6940	Gale Cengage	Reconciled	-32.79
05/08/2025	Bill Payment (Check)	6940	Gale Cengage		-32.79
Total for 14772					-\$65.58
14760					
05/05/2025	Bill Payment (Check)	6941	Gale Cengage	Reconciled	-52.79
05/05/2025	Bill Payment (Check)	6941	Gale Cengage		-52.79
Total for 14760					-\$105.58
14766					
05/12/2025	Bill Payment (Check)	6944	Gale Cengage	Reconciled	-48.78
05/12/2025	Bill Payment (Check)	6944	Gale Cengage		-48.78
Total for 14766					-\$97.56
14768					
05/09/2025	Bill Payment (Check)	6945	Gale Cengage	Reconciled	-32.70
05/09/2025	Bill Payment (Check)	6945	Gale Cengage		-32.70
Total for 14768					-\$65.40
14758					
05/08/2025	Bill Payment (Check)	6949	Lawn Doctor of Mid Michigan	Reconciled	-48.00
05/08/2025	Bill Payment (Check)	6949	Lawn Doctor of Mid Michigan		-48.00
Total for 14758					-\$96.00
14722					
05/08/2025	Bill Payment (Check)	6950	Lust for Dust	Reconciled	-625.00
05/08/2025	Bill Payment (Check)	6950	Lust for Dust		-625.00
Total for 14722					-\$1,250.00

Frankenmuth Wickson District Library
Budget vs. Actuals: FY_2024_2025 - FY25 P&L
July 2024 - June 2025

	Jun 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		18,826.09	17,000.00	1,826.09	110.74%
000-404 Property Tax Adjustments	-74.22	-151.81	-300.00	148.19	50.60%
000-410 Property Tax Blumfield Township	1,288.62	39,861.88	36,000.00	3,861.88	110.73%
000-411 Property Tax Frankenmuth city	2,591.92	267,151.92	273,734.00	-6,582.08	97.60%
000-412 Property Tax Frankenmuth Twp	2,287.94	110,680.63	111,152.00	-471.37	99.58%
Total 000-402 Property Tax Control	\$ 6,094.26	\$ 436,368.71	\$ 437,586.00	-\$ 1,217.29	99.72%
000-544 LOM Cont. Ed Grant		1,800.00	1,900.00	-100.00	94.74%
000-566 State Revenue Sharing		8,150.98	7,792.00	358.98	104.61%
000-580 Local Grants Received Control		0.00	0.00	0.00	
000-581 FCF Grant		500.00	500.00	0.00	100.00%
000-583 Dollar General Literacy Grant		311.00	311.00	0.00	100.00%
000-586 ALA - LTC 2 Grant		10,000.00	10,000.00	0.00	100.00%
000-587 LOM-LSTA Improving Access to Information Grant	5,359.73	11,746.93	13,719.00	-1,972.07	85.63%
580-582 White Pine Cooperative Grant		1,200.00	615.00	585.00	195.12%
Total 000-580 Local Grants Received Control	\$ 5,359.73	\$ 23,757.93	\$ 25,145.00	-\$ 1,387.07	94.48%
000-626 Services Copies	181.50	2,536.07	2,000.00	536.07	126.80%
000-656 Lost Books Paid	71.52	598.53	900.00	-301.47	66.50%
000-657 Book Fines	150.64	1,619.68	1,500.00	119.68	107.98%
000-660 Penal Fines		16,426.19	11,000.00	5,426.19	149.33%
000-665 Interest	271.02	14,644.49	10,000.00	4,644.49	146.44%
000-673 Donations Control		0.00	0.00	0.00	
000-674 Friends of Library Donation		5,000.00	5,000.00	0.00	100.00%
000-675 Memorial Donations	1,218.23	10,818.23	13,000.00	-2,181.77	83.22%
000-676 Restricted Donations		0.00	0.00	0.00	
000-677 Unrestricted Donations		35,033.96	34,000.00	1,033.96	103.04%
Total 000-673 Donations Control	\$ 1,218.23	\$ 50,852.19	\$ 52,000.00	-\$ 1,147.81	97.79%
000-689 Misc. Income	114.15	651.49	250.00	401.49	260.60%
Total Income	\$ 13,461.05	\$ 557,406.26	\$ 550,073.00	\$ 7,333.26	101.33%
Gross Profit	\$ 13,461.05	\$ 557,406.26	\$ 550,073.00	\$ 7,333.26	101.33%
Expenses					
790-702 Payroll Control		0.00	0.00	0.00	
790-709 Payroll Salaries & Wages	23,565.18	280,964.77	305,963.60	-24,998.83	91.83%
790-710 Payroll FICA	1,783.58	25,011.45	23,406.22	1,605.23	106.86%
790-711 Fringe Benefits Control		0.00	0.00	0.00	
790-712 Employee Benefits 457 Match	179.62	2,263.90	2,320.00	-56.10	97.58%

790-713 Employee Benefits Pension DC	538.84	6,791.46	7,000.00	-208.54	97.02%
790-714 Unfunded pension payment		10,668.00	11,000.00	-332.00	96.98%
790-715 Health Insurance		0.00	0.00	0.00	
Total 790-711 Fringe Benefits Control	\$ 718.46	\$ 19,723.36	\$ 20,320.00	-\$ 596.64	97.06%
Total 790-702 Payroll Control	\$ 26,067.22	\$ 325,699.58	\$ 349,689.82	-\$ 23,990.24	93.14%
790-727 Equipment Control		0.00	0.00	0.00	
790-728 Equipment Carpet		8,549.00	9,000.00	-451.00	94.99%
790-729 Equipment Computers		1,029.98	2,000.00	-970.02	51.50%
790-730 Equipment Furniture		614.09	1,000.00	-385.91	61.41%
790-732 Equipment Office Equipment		1,404.41	1,500.00	-95.59	93.63%
Total 790-727 Equipment Control	\$ 0.00	\$ 11,597.48	\$ 13,500.00	-\$ 1,902.52	85.91%
790-739 Supplies control		0.00	0.00	0.00	
790-740 Supplies Office Supplies	425.68	3,507.83	4,000.00	-492.17	87.70%
790-741 Supplies Operating Supplies	275.86	4,524.79	5,000.00	-475.21	90.50%
790-742 Supplies Postage		472.41	750.00	-277.59	62.99%
Total 790-739 Supplies control	\$ 701.54	\$ 8,505.03	\$ 9,750.00	-\$ 1,244.97	87.23%
790-749 Publicity Control		0.00	0.00	0.00	
790-750 Publicity Advertising/Materials	817.00	2,962.95	4,500.00	-1,537.05	65.84%
790-751 Publicity Newsletters Postage	715.45	1,530.90	1,700.00	-169.10	90.05%
790-752 Website		96.00	150.00	-54.00	64.00%
Total 790-749 Publicity Control	\$ 1,532.45	\$ 4,589.85	\$ 6,350.00	-\$ 1,760.15	72.28%
790-789 Collection Control		0.00	0.00	0.00	
790-790 Collection Books	2,174.25	27,491.38	27,000.00	491.38	101.82%
790-791 Collection Audios	132.18	2,255.04	2,000.00	255.04	112.75%
790-792 Collection DVDs		691.17	750.00	-58.83	92.16%
790-794 Collection Periodicals		2,868.87	3,000.00	-131.13	95.63%
790-795 Collection Library of Things		11,422.61	12,000.00	-577.39	95.19%
790-796 Collection Electronic Materials		12,111.37	13,000.00	-888.63	93.16%
Total 790-789 Collection Control	\$ 2,306.43	\$ 56,840.44	\$ 57,750.00	-\$ 909.56	98.43%
790-801 Misc. Expenses		953.45	1,000.00	-46.55	95.35%
790-802 Banking Fees	43.04	804.62	1,000.00	-195.38	80.46%
790-803 Credit card fees	8.44	56.61	125.00	-68.39	45.29%
790-809 Contracted Services Control		0.00	0.00	0.00	
790-810 Contracted Services Accounting		1,625.00	1,700.00	-75.00	95.59%
790-811 Contracted Services Audit		5,910.00	6,000.00	-90.00	98.50%
790-812 Contracted Services Legal		2,219.00	2,250.00	-31.00	98.62%
790-813 Contracted Services Writer		6,500.00	6,500.00	0.00	100.00%
790-814 Contracted Services MeL Delv		260.00	600.00	-340.00	43.33%
790-815 Contracted Services Equipment	1,223.16	6,732.08	7,200.00	-467.92	93.50%
790-816 Contracted Services Computers	102.00	28,062.84	30,000.00	-1,937.16	93.54%
Total 790-809 Contracted Services Control	\$ 1,325.16	\$ 51,308.92	\$ 54,250.00	-\$ 2,941.08	94.58%
790-819 Insurance Control		0.00	0.00	0.00	
790-820 Insurance Build/Content/Liab		5,755.00	5,800.00	-45.00	99.22%
790-821 Insurance Director and Officers		798.00	800.00	-2.00	99.75%

790-822 Insurance Worker's Comp		1,018.00	1,100.00	-82.00	92.55%
Total 790-819 Insurance Control	\$ 0.00	\$ 7,571.00	\$ 7,700.00	-\$ 129.00	98.32%
790-849 Programs Control		0.00	0.00	0.00	
790-850 Programs All Ages		853.82	1,500.00	-646.18	56.92%
790-851 Programs Adult	3,363.42	6,450.51	6,500.00	-49.49	99.24%
790-852 Programs Teen	5.99	650.93	1,000.00	-349.07	65.09%
790-853 Programs After School		823.70	1,000.00	-176.30	82.37%
790-854 Programs Early Childhood	37.25	1,136.41	1,250.00	-113.59	90.91%
790-855 Programs Summer Reading	1,803.23	6,423.33	7,000.00	-576.67	91.76%
790-856 Programs Outreach		2,189.06	2,200.00	-10.94	99.50%
790-857 Programs Story Walk		7,504.22	8,000.00	-495.78	93.80%
790-858 Programs Little Free		0.00	0.00	0.00	
Total 790-849 Programs Control	\$ 5,209.89	\$ 26,031.98	\$ 28,450.00	-\$ 2,418.02	91.50%
790-919 Utilities Control		0.00	0.00	0.00	
790-920 Utilities Electricity	653.74	8,416.86	9,000.00	-583.14	93.52%
790-921 Utilities Gas	107.67	3,338.50	4,000.00	-661.50	83.46%
790-922 Utilities Telephone	119.96	1,279.52	1,800.00	-520.48	71.08%
790-923 Utilities Water	215.82	3,112.67	3,300.00	-187.33	94.32%
Total 790-919 Utilities Control	\$ 1,097.19	\$ 16,147.55	\$ 18,100.00	-\$ 1,952.45	89.21%
790-929 Building and Grounds Control		0.00	0.00	0.00	
790-931 Grounds Lawn Care	119.00	2,403.79	4,500.00	-2,096.21	53.42%
790-932 Grounds Snow Removal	180.00	1,954.00	2,000.00	-46.00	97.70%
790-933 Grounds Parking Lot Maintenance		0.00	0.00	0.00	
790-934 Grounds Pest Control		0.00	250.00	-250.00	0.00%
790-941 Building Cleaning		8,387.74	10,000.00	-1,612.26	83.88%
790-942 Building Projects	6,591.91	15,616.63	21,000.00	-5,383.37	74.36%
790-945 Building Other		0.00	100.00	-100.00	0.00%
Total 790-929 Building and Grounds Control	\$ 6,890.91	\$ 28,362.16	\$ 37,850.00	-\$ 9,487.84	74.93%
790-960 Prof Development Staff	117.60	6,091.78	7,000.00	-908.22	87.03%
790-961 Memberships		6,238.97	6,500.00	-261.03	95.98%
Total Expenses	\$ 45,299.87	\$ 550,799.42	\$ 599,014.82	-\$ 48,215.40	91.95%
Net Operating Income	-\$ 31,838.82	\$ 6,606.84	-\$ 48,941.82	\$ 55,548.66	-13.50%
Other Income					
000-539 State Grants Control		0.00	0.00	0.00	
000-540 Library of Michigan		0.00	0.00	0.00	
Total 000-539 State Grants Control	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Total Other Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Net Other Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Net Income	-\$ 31,838.82	\$ 6,606.84	-\$ 48,941.82	\$ 55,548.66	-13.50%

**BOARD OF TRUSTEES
FRANKENMUTH WICKSON DISTRICT LIBRARY**

RESOLUTION NO. 2025-3

Amending the Employee Handbook to Remove Health Insurance Provisions

WHEREAS, the Frankenmuth Wickson District Library Employee Handbook, effective April 10, 2023, includes a section titled "INSURANCE COVERAGE" on page 17, which outlines medical, optical, and dental insurance benefits for full-time employees; and

WHEREAS, the Library does not offer medical, optical, or dental insurance benefits to full-time employees; and

WHEREAS, the Board of Trustees wishes to amend the Employee Handbook to reflect current policy and practice by removing inaccurate information;

NOW, THEREFORE, BE IT RESOLVED, that the section titled "INSURANCE COVERAGE" on page 17 of the Frankenmuth Wickson District Library Employee Handbook, effective April 10, 2023, is hereby deleted in its entirety.

BE IT FURTHER RESOLVED, that this amendment shall take immediate effect upon adoption and all printed and electronic versions of the Employee Handbook shall be updated accordingly.

YAYS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Lisa Roethlisberger, President

Date: _____

Susan Todd, Secretary

Date: _____

July 2025 Directors Report



180 anniversary

Mossner Family Foundation

Julian - Link

**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.

*Negative
Comparisons*

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- Modest increases across expenditure categories to reflect inflation and operational cost growth.
 - 5. **Capital Improvement Projects**
 - Budget includes future costs for:
 - New carpeting for main library areas
 - Roof replacement
 - New HVAC system
 - 6. **Professional Development**
 - Budget increased every other year to allow staff attendance at professional conferences and training to stay aligned with library best practices.
 - 7. **Service Levels and Hours**
 - Budget assumes **no reduction** in hours or services.
 - Closing at 5 p.m. on Mondays and Wednesdays would save ~\$7,500 annually at current wage levels.
 - Closing entirely on Wednesdays would save ~\$10,000 annually at current wage levels.
 - These options were explored but determined to significantly impact community access.
-

Library Usage Highlights

- 374 programs in FY2023/2024 with over 6,700 attendees.
 - Average daily foot traffic: 500-600 individuals.
 - Summer reading kickoff attendance exceeded 1,100 individuals, significantly above regional averages.
-

Challenges and Recommendations

Despite conservative fiscal planning and responsible spending, the rising costs of wages, utilities, and essential maintenance make it unsustainable to maintain service levels without new revenue.

- **Operating Margin:** Current budget offers little flexibility for unforeseen costs.
- **Millage Comparison:** Our current millage is significantly lower than surrounding district libraries (most at 1.0 - 1.1 mills).
- **Proposed Solution:** Pursue a 0.25 mill increase to raise ~\$160,000 annually.

This increase would:

- Support continued access to programs, materials, and services
- Fund necessary building maintenance
- Prevent reduction of hours or staffing
- Ensure library remains a vital community hub

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

Frankenmuth Wickson District Library

Accounts	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
Income										
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
000-585 Wickson Link Foundation	\$0.00	\$8,000.00			\$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
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	\$12,500.00	\$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	\$4,000.00	\$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	\$24,000.00	\$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	\$3,000.00	\$3,000.00	\$3,000.00	\$3,250.00	\$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	\$11,000.00	\$21,000.00	\$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	\$118,350.00	\$118,350.00
790-960 Prof Development Staff	\$145.00	\$8,526.00	\$7,000.00	\$7,000.00	\$7,000.00	\$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	\$13,500.00	\$8,500.00	\$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	\$781,424.00	\$781,424.00
Total Net Income or Loss	\$211,843.42	-\$51,773.95	-\$38,091.82	-\$55,977.82	-\$116,257.66	-\$59,187.00	-\$45,582.00	-\$141,735.00	-\$76,174.00	-\$153,839.00	-\$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	-\$59,187.00	-\$45,582.00	-\$141,735.00	-\$76,174.00	-\$153,839.00	-\$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	\$1,031,140.47	\$1,031,140.47	\$1,031,140.47	\$1,031,140.47	\$1,031,140.47	\$1,031,140.47
Ending Fund Balance	\$1,082,914.42	\$1,031,140.47	\$993,048.65	\$975,162.65	\$914,882.81	\$971,953.47	\$985,558.47	\$889,405.47	\$854,965.47	\$697,301.47	\$677,301.47	\$677,301.47

INSURANCE COVERAGE

The Library offers medical, optical, and dental for all full-time employees. Contact the library director regarding coverage and eligibility requirements. The terms of the benefit will be controlled by the insurance carrier's plan description.

The library reserves the right to alter, modify, amend, add to, or terminate insurance coverage in any manner, with or without notice. Any material change will be in writing.

RETIREMENT PLANS

Full-time employees may be eligible to participate in a Michigan Employees Retirement System (MERS) defined contribution plan.

All employees are eligible to participate in a MERS 457(b) deferred compensation plan. Full-time employees will receive a match of up to two percent (2%) of the employee's annual compensation. Part-time employees are not eligible for a match.

Contact the library director regarding coverage and eligibility requirements. The terms of the benefit will be controlled by the carrier's plan description

**BOARD OF TRUSTEES
FRANKENMUTH WICKSON DISTRICT LIBRARY**

RESOLUTION NO. 2025-3

Amending the Employee Handbook to Remove Health Insurance Provisions

WHEREAS, the Frankenmuth Wickson District Library Employee Handbook, effective April 10, 2023, includes a section titled "INSURANCE COVERAGE" on page 17, which outlines medical, optical, and dental insurance benefits for full-time employees; and

WHEREAS, the Library does not offer medical, optical, or dental insurance benefits to full-time employees; and

WHEREAS, the Board of Trustees wishes to amend the Employee Handbook to reflect current policy and practice by removing inaccurate information;

NOW, THEREFORE, BE IT RESOLVED, that the section titled "INSURANCE COVERAGE" on page 17 of the Frankenmuth Wickson District Library Employee Handbook, effective April 10, 2023, is hereby deleted in its entirety.

BE IT FURTHER RESOLVED, that this amendment shall take immediate effect upon adoption and all printed and electronic versions of the Employee Handbook shall be updated accordingly.

YAYS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Lisa Roethlisberger, President

Date: _____

Susan Todd, Secretary

Date: _____

**PROPOSAL
STRATEGIC PLAN DEVELOPMENT**

PREPARED FOR

FRANKENMUTH JAMES E. WICKSON DISTRICT LIBRARY

**ATTN: MICHELLE DUCLOS, LIBRARY DIRECTOR
LAST REVISED JULY 12, 2025**

**BY
DAN REDFORD, PRESIDENT
ALYSSA BLACK, SENIOR COMMUNICATIONS MANAGER
DKR MARKETING, LLC**



I. OUR UNDERSTANDING OF THE NEED AND OPPORTUNITY

For generations, the Frankenmuth James E. Wickson District Library has been a trusted and cherished presence in the community — a place where curiosity is nurtured, stories are shared, and lifelong learning begins. As planning for the library’s future is underway, there is an opportunity to develop a strategic plan that reflects both its current state and long-term aspirations.

With the current plan expiring at the end of this year — and the team already stretched by day-to-day operations and ongoing budget challenges — the library is seeking a partner to carry this important process forward with care, clarity, and community insight.

That is where DKR Marketing comes in. We understand the heart behind the library’s mission and the importance of ensuring that future planning is not just a document, but a living expression of real needs, voices, and vision. We’ll step in to support outreach, build momentum, and organize input — allowing library staff to remain focused on service while we guide the planning process.

We also recognize that any strategy for the future must be grounded in financial reality. The plan we help develop will take into account the fiscal challenges facing the library, while also fostering transparency with the public and seeking to build trust and support during a time of change.

From expanding survey participation and engaging new partners to facilitating strategic conversations, DKR will serve as a dedicated and collaborative partner. The resulting plan will be grounded in community realities and aspirations — a tool for decision-making, storytelling, and impact.

We’d be honored to support the library in this pivotal moment and help shape a future that reflects its legacy, potential, and promise.

II. OBJECTIVES

DKR can provide support in accomplishing the following objectives for the Wickson Library strategic planning initiative:

- o **Increase Community Participation**
Expand the library’s reach and relevance by engaging a broader cross-section of the community in the strategic planning process.
- o **Strengthen Strategic Partnerships**
Deepen relationships with local organizations, businesses, and civic institutions to build shared ownership of the library’s vision and ensure long-term support.
- o **Clarify Community Needs and Priorities**
Surface insights from diverse community voices to identify key challenges, aspirations, and opportunities for the library’s future.

2. **Actionable Stakeholder Insights:** Summary of key insights from focus groups offering rich context around community needs and expectations.
3. **Identified Priorities & Themes:** A clear understanding of emerging priorities, challenges, and opportunities to inform strategic direction.
4. **Foundation for Planning:** A data-rich, community-informed foundation that positions the board and executive director to co-create a strategic plan that is responsive, realistic, and forward-thinking.

This phase ensures the strategic plan is grounded in the lived experiences and future hopes of the community — providing clarity not just about what’s possible, but about what matters most.

PHASE 2: STRATEGIC PLAN DEVELOPMENT

With community input in hand, Phase 2 will focus on translating what we’ve learned into a clear, actionable roadmap for the library’s future. This phase will be highly collaborative, guiding the board and executive director through key decisions that shape both a practical 3–5 year plan and a longer-term vision.

Key Activities

- **Board Pre-Read & Planning Workshop:** Share a synthesized summary of Phase 1 findings with board members ahead of a half-day planning workshop. Facilitate the session to clarify strategic priorities, address key challenges, and build alignment.
- **Draft Strategic Plan:** Using data from Phase 1 and insights from the board workshop, develop a draft plan that includes:
 - A 3–5 year actionable roadmap with goals and steps tied to the library’s capacity
 - A long-term vision document outlining aspirational goals for the next 15–20 years
 - An abridged, public-facing version of the plan for broader community distribution
- **Final Review & Revisions:** Present the draft to the board and executive director for final feedback. Make any requested changes and deliver a finalized version of the full plan and accompanying materials.

Expected Outcomes

1. **Shared Understanding & Alignment:** Board and leadership gain clarity on strategic priorities, challenges, and opportunities, enabling stronger alignment and more informed decision-making.
2. **Focused, Actionable Direction:** The organization is equipped with a realistic, community-informed roadmap to guide decisions, allocate resources, and monitor

These key activities will ensure that each phase of the Wickson Library project is carefully planned, impactful, and community-driven. By aligning with the needs and priorities of the community, this process will empower library staff and stakeholders, fostering deeper connections and engagement, while setting the stage for the library's continued growth and success in serving the community.

VI. ENGAGEMENT MODEL, STAFFING AND COSTS

This engagement is designed as a fixed retainer project that is estimated to take 6 months for execution. DKR Marketing plans to resource this engagement with the following team members:

- **Dan Redford (Project Lead)** - Dan will lead the overall direction and execution of the project, serving as the primary liaison to the library's leadership. He will guide the planning process from start to finish, providing strategic insight, facilitating key engagements, and ensuring that all deliverables reflect the community's input and the library's goals. Dan will oversee the design and analysis of community assessments, lead development of the strategic plan and vision documents, and ensure all phases of work stay on track and aligned with the project's purpose.
- **Alyssa Black (Strategic Support Consultant)** - Alyssa will play a central role in the execution of the project, supporting both the planning and facilitation of meetings, workshops, and stakeholder engagement activities. She will assist in designing and analyzing community input tools, coordinate outreach efforts, and contribute significantly to the synthesis of findings and development of deliverables. Alyssa will also help ensure seamless coordination across project phases and maintain consistent communication with the project team and library leadership.

The professional fees for execution of this project through all in-scope phases, key activities, and deliverables, is \$7,945.

VII. TERMS AND CONDITIONS

This proposal has been submitted for discussion purposes only. If both parties would like to move forward, a formal statement of work that will include an agreed fee schedule will be submitted to Frankenmuth James E. Wickson District Library for mutual execution.

ALYSSA BLACK: SENIOR COMMUNICATIONS MANAGER


Alyssa is a purpose-driven professional with nearly 15 years of experience in nonprofits, marketing, and public service. Holding a Master's degree in Library Science, she has served in leadership roles, including Branch Manager with the Scottsdale Public Library and Executive Director of the Frankenmuth Historical Association. In these roles, she leveraged her skills in strategy, storytelling, and systems thinking to improve operations, engage communities, and drive impact. Alyssa has also strengthened brand strategy for companies like XPT Specialty and DENSO and led successful marketing campaigns for both private organizations and public institutions.

Current and Prior Roles:

Senior Communications Manager <i>DKR Marketing</i> <i>Feb 2025 - Present</i>	Merchandiser, Communications & Marketing <i>BGS at Dayton Country Club</i> <i>Jan 2021 - Jan 2025</i>	Librarian, Youth & Teen Services <i>Scottsdale Public Library</i> <i>Oct 2018 - May 2019</i>
Communications & Marketing Specialist <i>XPT Specialty</i> <i>June 2024 - 2025</i>	Copywriter <i>DENSO</i> <i>Nov 2020 - Feb 2021</i>	Executive Director <i>Frankenmuth Historical Association</i> <i>May 2017 - Oct 2018</i>
Long Term Substitute Teacher's Aide Substitute <i>Dayton Christian School</i> <i>Sept 2023 - May 2025</i>	Branch Manager <i>Scottsdale Public Library</i> <i>May 2019 - Dec 2019</i>	Librarian, Youth & Teen Services <i>Scottsdale Public Library</i> <i>Jan 2015 - Oct 2017</i>

JULIA BENDER: CONTENT MANAGER


Julia supports DKR Marketing as a content manager, committed to helping clients tell their stories through digital media. She is a creative, outside-the-box thinker that excels at identifying new ways for her clients to engage with their audience.

Before joining the DKR Marketing team, she worked as a nursing assistant in an Emergency Room for seven years where she cultivated strong communication and teamwork skills. Julia decided to pivot into business, overseeing marketing and business development efforts for several start-up enterprises.

Current and Prior Roles:

Content Manager <i>DKR Marketing</i> <i>Jan 2024 - Present</i>	Business Manager <i>Saginaw Wound Care Center</i> <i>Mar 2023 - Jan 2024</i>	Content Coordinator <i>Your Saginaw</i> <i>Apr 2023 - Sep 2023</i>
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Background	Approach	Results
<ul style="list-style-type: none"> - The organization was using outdated software and unorganized spreadsheets to manage donor information. - The processes included many manual data entry steps which were time intensive and subject to human error. - The director wanted to increase the organization's email communications and dial back on expensive postcard mailers. 	<ul style="list-style-type: none"> - Adopt new comprehensive donor management software - Use software to automate several data entry points and remove need for manual entry - Automate email communications to increase donor relations - Create forms and surveys for donor feedback 	<ul style="list-style-type: none"> - Streamlined processes decreased time spent on manual entry - Increased communication channels with donors increased reach and monetary donations - Executive director realized more efficiency by decreasing need for process oversight to spend more time building relationships with potential donors - One-source of data and dashboards - Replaced outdated software

CLIENT: RESCUE MINISTRIES OF MID-MICHIGAN

Project: 2024 Strategic Planning

Main Contact: Dan Streeeter

Contact Information: dan@r3monline.org, (989)752-6051

Background	Approach	Results
<ul style="list-style-type: none"> - Diverse group of Board of Directors and large group of staff managers had not met as a full team in over two years. - Director needed to build out a 5 year strategic roadmap, with input from board members. 	<ul style="list-style-type: none"> - Designed and implemented a survey to collect feedback on multiple aspects of planning before strategic meeting. - Built agenda and content for full day, all team meeting based on survey inputs. - Led multiple exercises to collect insights from board and staff members. 	<ul style="list-style-type: none"> - Created summary report and recommendations for 5 year plan. - Proposed sub-committees and project plans for key goals identified during the workshop. - Worked with director to refine and deliver project charters to board and staff members.

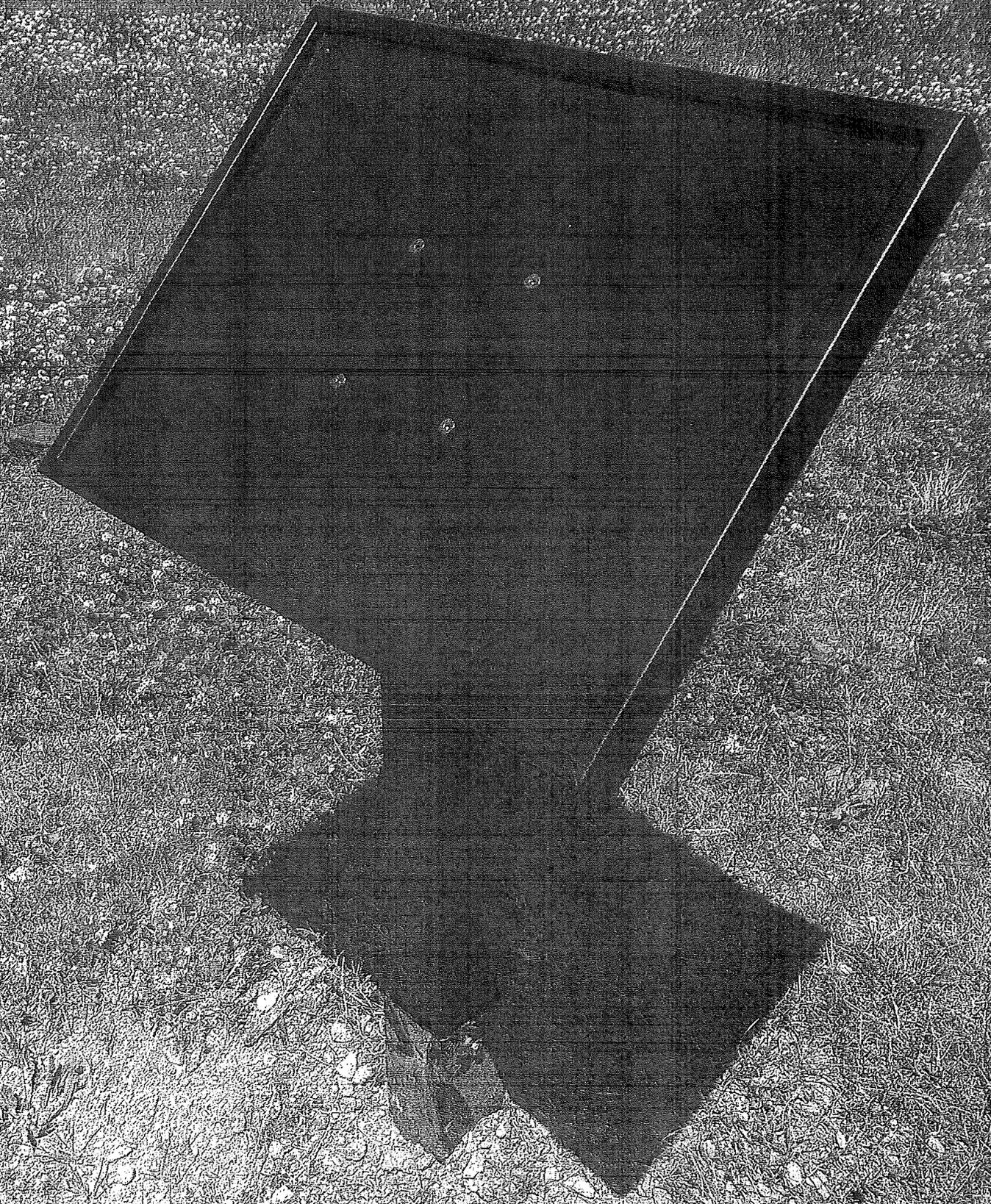
CLIENT: ST. LORENZ LUTHERAN CHURCH

Project: Getting to Know Hardworking Holly

Main Contact: Brad Hubbard

Contact Information: bhubbard@stlorenz.org, 989-652-6141

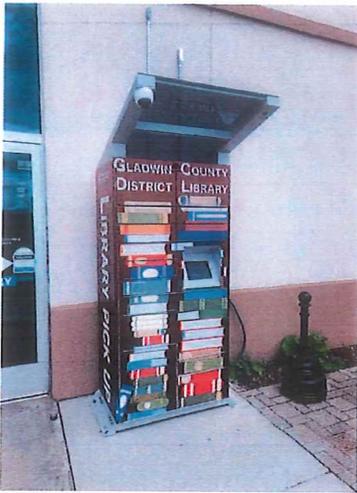
Background	Approach	Results
<ul style="list-style-type: none"> - The organization identified an overlooked / underserved population in their midst - St. Lorenz needed to confirm multiple assumptions to validate the need was present and what resources currently existed to serve this population 	<ul style="list-style-type: none"> - Interviewed major local business owners, HR departments and other community organizations to collect information and case studies - Built and presented report of findings and recommendations to offer recommendations to support the underserved population 	<ul style="list-style-type: none"> - Board and congregation support to adopt serving this population as a strategic focus for as part of a five-year vision plan - Immediate realignment of key initiatives to support recommendations





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BOOK LOCKERS



We have new gadgets here at the Gladwin County District Library and Beaverton Branch Library to help us serve you better!
This is a Book Locker
The way it works: You call us to set up your service and request books/materials. Then you will receive an email with a code. This code can be entered on the touch screen of the Book Locker. Your locker will pop open with your items already checked out to you.
Because it is outside the library, this means, your items can be available after library hours!!

24/7 Hold Pickup Lockers

Library patrons can now pickup their holds via the library's new 24/7 lockers, located right outside the library's main entrance. Pickup your holds when it is convenient for you - even if that means at 2am!

To use this new service you will need to follow two very important steps:

- [Choose Locker Pickup Location](#)
- [Pickup Your Holds at Lockers](#)

If you have any questions about this service please call us during our open hours at (517) 351-2420 or email us at elplrc@cityofeastlansing.com.

Many thanks to the **Friends of the East Lansing Public Library** for the funds used to purchase this new service for the East Lansing community.



**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.

- Modest increases across expenditure categories to reflect inflation and operational cost growth.
 - 5. **Capital Improvement Projects**
 - Budget includes future costs for:
 - New carpeting for main library areas
 - Roof replacement
 - New HVAC system
 - 6. **Professional Development**
 - Budget increased every other year to allow staff attendance at professional conferences and training to stay aligned with library best practices.
 - 7. **Service Levels and Hours**
 - Budget assumes **no reduction** in hours or services.
 - Closing at 5 p.m. on Mondays and Wednesdays would save ~\$7,500 annually at current wage levels.
 - Closing entirely on Wednesdays would save ~\$10,000 annually at current wage levels.
 - These options were explored but determined to significantly impact community access.
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Library Usage Highlights

- 374 programs in FY2023/2024 with over 6,700 attendees.
 - Average daily foot traffic: 500-600 individuals.
 - Summer reading kickoff attendance exceeded 1,100 individuals, significantly above regional averages.
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Challenges and Recommendations

Despite conservative fiscal planning and responsible spending, the rising costs of wages, utilities, and essential maintenance make it unsustainable to maintain service levels without new revenue.

- **Operating Margin:** Current budget offers little flexibility for unforeseen costs.
- **Millage Comparison:** Our current millage is significantly lower than surrounding district libraries (most at 1.0 - 1.1 mills).
- **Proposed Solution:** Pursue a 0.25 mill increase to raise ~\$160,000 annually.

This increase would:

- Support continued access to programs, materials, and services
- Fund necessary building maintenance
- Prevent reduction of hours or staffing
- Ensure library remains a vital community hub

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

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	\$884.00	\$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

