



AGENDA

**Library Board Meeting
Monday, March 9, 2026 4:00 P.M.**

1. Call to order
2. Minutes, 02/16/2026 meeting
3. Additions/Corrections of agenda
4. Payment of Bills/Review Financial Statements
5. Director Report
6. Strategic Planning Committee
7. Unfinished Business
 - 7.1 Millage
8. New Business
 - 8.1 Girl Scout Presentation
 - 8.2 Polaris ILS Update
 - 8.3 Internal Control Remediation Procedure
 - 8.4 Personnel
9. Comments from Citizens
10. Adjournment

Next Board Meeting April 13, 2026, 4:00 PM

Frankenmuth Wickson District Library

Board Minutes

February 16, 2026

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

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

Minutes: Adele Martin moved the minutes be accepted with corrections. Tom Meyer supported. The motion carried.

Additions and Corrections: none

Payment of Bills: Beth Nellenbach reviewed the bills. Alicia Hart moved that the bills be paid. Seth Partridge supported. The motion carried.

Director Report: see attached

Strategic Planning Committee: dkr is piloting a program, Converge. Michelle Duclos will follow through and report to the board.

Unfinished Business:

The Community Room renovation is continuing.

New Business:

Bottle Refill Station – The library purchased a Bottle Refill Station to replace the old drinking fountain.

Adele Martin moved the Budget Amendment be approved. Alicia Hart supported.

The Frankenmuth City appointees on the board whose terms expire (Tom Meyer, Seth Partridge, Alicia Hart) will continue to serve.

Lisa Roethlisberger moved that the Personnel Committee: Seth Partridge, Marty Mattlin and Adele Martin, meet to discuss recommendations for salary increases. Seth Partridge supported. The motion carried.

Resolution 2026-1 to go for a .85 millage for 20 years on the August 2026 ballot was voted on. The vote was 6 ayes and 1 nay. The millage proposal will be added to the ballot.

Comments from Citizens: none

Adjournment: Lisa Roethlisberger adjourned the meeting at 5:22 p.m. Susan Todd moved the meeting be adjourned. Tom Meyer supported. The motion carried.

Respectfully submitted,

Susan Todd

The next board meeting will be held on March 9, 2026 in the Community Room at 4:00 p.m.

Expenses by Vendor Summary
Frankenmuth Wickson District Library

February 1-28, 2026

VENDOR	TOTAL	NOTES
	25,427	Payroll
Air Advantage LLC	75	Internet
Amazon	3,326	books, early lit grant (toys 1,494), welcome baby grant bags (660), operations & programming
Blackstone	214	book supplies and CDs
Brodart Co.	190	book supplies
City of Frankenmuth	216	Water bill
Consumer's Energy	2,059	Gas and electricity
Dan Redford	1,986	Strategic planning invoice
Deb Caton	500	Writing and editing
Frankenmuth Credit Union	718	credit card payment
Gale Cengage	219	LT Grant books
Ingram Library Services	789	Books
Lust for Dust	1,250	Cleaning
M&P Carpentry LLC	1,255	community room
Spectrum Business	160	Phone
Summit Technology Services	90	computer monitor stand & monthly billing
Vassar/Frankenmuth True Value	101	children's wing and community room supplies
Zehnder and Associates, PC	200	payroll accounting
TOTAL	38,774	

Income Statement

	JUL 1 2025 - MAR 6 2026	JUL 1 2024 - MAR 6 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	27,823	(10,172)	45% of budgeted property taxes received
000-411 Property Tax Frankenmuth city	276,156	262,857	13,299	97% of budgeted property taxes received
000-412 Property Tax Frankenmuth Twp	112,673	103,404	9,270	97% of budgeted property taxes received
Total for 000-402 Property Tax Control	407,266	394,006	13,260	89% of budgeted property taxes 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				
000-583 Dollar General Literacy Grant	5,000	311	4,689	
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	1,804	1,745	59	
000-656 Lost Books Paid	485	426	59	
000-657 Book Fines	41	1,226	(1,185)	Change in policy
000-660 Penal Fines	22,370	16,426	5,944	Increase in fines from PY
000-665 Interest	14,470	10,811	3,660	Increase in interest
000-673 Donations Control				
000-674 Friends of Library Donation	20		20	
000-675 Memorial Donations	2,195	1,600	595	
000-677 Unrestricted Donations	50,834	34,369	16,465	Increased donations from PY
Total for 000-673 Donations Control	53,049	35,969	17,080	
000-689 Misc. Income	1,308		537	
000-544 LOM Cont. Ed Grant		1,800	(1,800)	
Total for Income	512,522	478,058	34,465	
Gross Profit	512,522	478,058	34,465	
Expenses				
790-702 Payroll Control				
790-709 Payroll Salaries & Wages	202,286	192,427	9,859	5% increase in payroll from PY
790-710 Payroll FICA	19,007	18,315	692	
790-711 Fringe Benefits Control				
790-712 Employee Benefits 457 Match	1,645	1,545	100	
790-713 Employee Benefits Pension DC	4,386	4,636	(250)	
790-714 Unfunded pension payment				Increase in required yearly pension payment Pension fund ratio is 81% funded for 12/31/24 & 12/31/2023
	12,180	10,668	1,512	
Total for 790-711 Fringe Benefits Control	18,211	16,850	1,361	
Total for 790-702 Payroll Control	239,504	227,591	11,913	
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	1,085	(1,039)	
790-728 Equipment Carpet		8,549	(8,549)	Carpet replacement in PY
Total for 790-727 Equipment Control	8,961	10,084	(1,123)	
790-739 Supplies control				
790-740 Supplies Office Supplies	2,574	1,953	621	
790-741 Supplies Operating Supplies	2,784	3,838	(1,054)	
790-742 Supplies Postage	452	472	(20)	
Total for 790-739 Supplies control	5,810	6,264	(453)	
790-749 Publicity Control				
790-750 Publicity Advertising/Materials	1,831	1,855	(25)	
790-751 Publicity Newsletters Postage	1,185	815	370	
790-752 Website	15,244	96	15,148	No website work done in PY
Total for 790-749 Publicity Control	18,260	2,767	15,493	
790-782 White Pine Cooperative Grants 790-789 Collection Control	(486)		(486)	
790-790 Collection Books	15,698	18,771	(3,074)	Decrease in book purchases compared to PY
790-791 Collection Audios	2,029	1,611	418	
790-792 Collection DVDs	424	594	(170)	
790-794 Collection Periodicals	1,180	1,539	(360)	
790-795 Collection Library of Things				
	643	11,035	(10,392)	Decrease in library of things purchases compared to PY
790-796 Collection Electronic Materials				
	14,612	12,082	2,529	Journal online, Yoto (kid friendly audio player), ancestry subscription.
Total for 790-789 Collection Control	34,585	45,634	(11,049)	
790-801 Misc. Expenses	1,075	661	415	
790-802 Banking Fees	357	632	(275)	
790-803 Credit card fees	65	40	25	
790-809 Contracted Services Control				
790-810 Contracted Services Accounting	1,375	1,300	75	

790-811 Contracted Services Audit	5,871	5,910	(39)	
790-812 Contracted Services Legal	1,071	2,219	(1,148)	
790-813 Contracted Services Writer	4,000	4,400	(400)	
790-814 Contracted Services MeL Delv	260	260	-	
790-815 Contracted Services Equipment	4,944	3,821	1,123	
790-816 Contracted Services Computers	21,910	22,272	(362)	
790-817 Contract Services Strategic Planning/Marketing	7,945		7,945	Strategic planning not done in PY
Total for 790-809 Contracted Services Control	47,376	40,182	7,193	
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	1,137	854	283	
790-851 Programs Adult	1,758	2,641	(883)	
790-852 Programs Teen	614	417	197	
790-853 Programs After School	403	561	(158)	
790-854 Programs Early Childhood	3,473	544	2,929	Toy purchases through grant
790-855 Programs Summer Reading	1,450	1,277	174	
790-856 Programs Outreach	323	1,487	(1,163)	
790-857 Programs Story Walk	616		616	
790-859 Welcome Baby Bag Program	3,105		3,105	Grant spending
Total for 790-849 Programs Control	12,880	7,780	5,099	
790-919 Utilities Control				
790-920 Utilities Electricity	9,066	6,380	2,685	increase in usage
790-921 Utilities Gas	2,295	1,880	415	
790-922 Utilities Telephone	1,240	920	320	
790-923 Utilities Water	2,153	2,237	(84)	
Total for 790-919 Utilities Control	14,753	11,417	3,336	
790-929 Building and Grounds Control 790-931 Grounds Lawn Care				Current Year: Prepayment of lawn care (300); Sprinkler system fixed (\$1,195); \$800 for Yorex (trimming bushes, power washing ,repairing the stone pathway)
	3,597	1,929	1,668	
790-932 Grounds Snow Removal	1,433	1,774	(341)	
790-941 Building Cleaning	8,731	4,800	3,931	carpet cleaning 1,800
790-942 Building Projects	13,528	5,931	7,597	community room work
790-945 Building Other	247		247	
Total for 790-929 Building and Grounds Control	27,537	14,434	13,102	
790-960 Prof Development Staff	2,051	5,874	(3,823)	
790-961 Memberships	5,240	6,239	(999)	
Total for Expenses	426,224	387,170	39,054	
Net Operating Income	86,298	90,888	(4,590)	
Net Income	86,298	90,888	(4,590)	

Balance Sheet

	As of March 6, 2026	As of Jan 31, 2026	Difference	Notes
Assets				
Current Assets				
Bank Accounts				
000-000 Frankenmuth CREDIT Union Control	-	-	-	
000-001 Checking - Five Star	334,485	194,203	140,283	Property taxes received offset by Feb. payments
000-002 Federally Insuranced Account	100,809	100,723	86	
000-003 Regular Savings	15	15	-	
000-004 Wealth Builder	15,386	15,384	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	647,559	646,763	796	
Total for Bank Accounts	1,098,254	957,087	141,167	
Other Current Assets 000-007 Imprest Cash				
	100	100	-	
000-123 Prepaid Expenses	-	-	-	
000-220 Due from City of Frankenmuth	-	-	-	
000-221 Due From County	22,370	22,370	-	
000-223 Due From State	4,257	4,257	-	
Total for Other Current Assets	26,727	26,727	-	
Total for Current Assets	1,124,981	983,814	141,167	
Total for Assets	1,124,981	983,814	141,167	
Accounts Payable				
000-202 Accounts Payable	2,186	4,611	(2,424)	
Total for Accounts Payable	2,186	4,611	(2,424)	
Other Current Liabilities 000-235 FICA payable	7,047	8,553	(1,506)	
000-236 State withholding payable	1,733	1,006	727	
000-237 MERS payable	998	1,234	(236)	
000-238 457 payable	785	942	(157)	
000-239 Health Insurance	0	0	-	
000-360 Deferred Revenue	11,358	11,358	-	
000-361 Deferred Revenue - 1000 Books	6,267	6,267	-	
Total for Other Current Liabilities	28,188	29,360	(1,172)	
Total for Current Liabilities	30,374	33,971	(3,596)	
Total for Liabilities	30,374	33,971	(3,596)	
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	721,308	-	
Net Income	86,298	(58,465)	144,763	
Total for Equity	1,094,607	949,844	144,763	
Total for Liabilities and Equity	1,124,981	983,814	141,167	

Total bank accounts last year	1,100,268
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Check Detail Report
Frankenmuth Wickson District Library
February 1-March 6, 2026

Transaction date	Num	Name	tion	Cleared	Amount
02/13/2026	7248	Blackstone		Uncleared	-213.54
02/13/2026	7248	Blackstone			-213.54
02/16/2026	ACH	Air Advantage LLC	5332	Reconciled	-75.00
02/16/2026	ACH	Air Advantage LLC			-75.00
02/19/2026	7253	M&P Carpentry LLC		Uncleared	-1,255.00
02/19/2026	7253	M&P Carpentry LLC			-1,255.00
02/23/2026	7256	SummiT Technology Services		Uncleared	-30.00
02/23/2026	7256	SummiT Technology Services			-30.00
02/23/2026	7252	Lust for Dust		Uncleared	-625.00
02/23/2026	7252	Lust for Dust			-625.00
02/23/2026	7257	Vassar/Frankenmuth True Value		Uncleared	-100.80
02/23/2026	7257	Vassar/Frankenmuth True Value			-100.80
02/24/2026	ACH	Consumer's Energy		Reconciled	-790.65
02/24/2026	ACH	Consumer's Energy			-790.65
02/24/2026	7255	SummiT Technology Services		Uncleared	-59.98
02/24/2026	7255	SummiT Technology Services			-59.98
02/28/2026	ACH	Frankenmuth Credit Union		Uncleared	-717.50
02/28/2026	ACH	Frankenmuth Credit Union			-717.50
03/01/2026	7250	Experienced Window Cleaning		Uncleared	-220.00
03/01/2026	7250	Experienced Window Cleaning			-220.00
03/02/2026	ACH	Consumer's Energy		Uncleared	-1,495.14
03/02/2026	ACH	Consumer's Energy			-1,495.14
03/04/2026	7246	Gale Cengage		Uncleared	-218.96
03/04/2026	7246	Gale Cengage			-218.96
03/04/2026	7247	Ingram Library Services		Uncleared	-421.39

03/04/2026	7247	Ingram Library Services			-421.39
03/04/2026	7260	Ingram Library Services		Uncleared	-373.59
03/04/2026	7260	Ingram Library Services			-373.59
03/06/2026	7261	Amazon	025848 9	Uncleared	-3,566.68
03/06/2026	7261	Amazon			-3,566.68

Friday, March 06, 2026 09:24 PM GMTZ

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

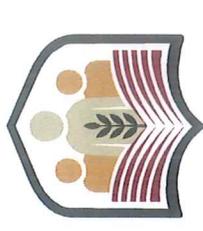
	Feb 2026	Mar 2026	Total		
	Actual	Actual	Budget	over Budget	% of Budget
Income					
000-402 Property Tax Control			0.00	0.00	
000-403 PPT adjustment payment			17,000.00	-17,000.00	0.00%
000-404 Property Tax Adjustments			-300.00	1,086.21	-262.07%
000-410 Property Tax Blumfield Township			39,500.00	-21,849.51	44.68%
000-411 Property Tax Frankenmuth city	138,092.04		283,350.00	-7,193.88	97.46%
000-412 Property Tax Frankenmuth Twp	48,338.00		115,945.00	-3,271.56	97.18%
Total 000-402 Property Tax Control	\$ 186,430.04	\$ 0.00	\$ 455,495.00	-\$ 48,228.74	89.41%
000-566 State Revenue Sharing			7,792.00	-3,535.02	54.63%
000-580 Local Grants Received Control			0.00	0.00	
000-581 FCF Grant			500.00	0.00	100.00%
000-587 LOM-LSTA Improving Access to Information Grant			1,972.07	0.00	100.00%
000-589 Molina Health Care			5,000.00	0.00	100.00%
580-582 White Pine Cooperative Grant			900.00	-900.00	0.00%
Total 000-580 Local Grants Received Control	\$ 0.00	\$ 0.00	\$ 8,372.07	-\$ 900.00	89.25%
000-626 Services Copies	263.45		2,000.00	-196.32	90.18%
000-656 Lost Books Paid	13.98		900.00	-414.69	53.92%
000-657 Book Fines			0.00	41.19	
000-660 Penal Fines			12,000.00	10,369.83	186.42%
000-665 Interest	120.95		20,000.00	-5,529.69	72.35%
000-673 Donations Control			0.00	0.00	
000-674 Friends of Library Donation			2,500.00	-2,480.00	0.80%
000-675 Memorial Donations	295.00		2,000.00	195.00	109.75%
000-677 Unrestricted Donations	1,638.00		50,000.00	833.99	101.67%
Total 000-673 Donations Control	\$ 1,933.00	\$ 0.00	\$ 54,500.00	-\$ 1,451.01	97.34%
000-689 Misc. Income			250.00	1,057.77	523.11%
000-690 Johanson Fund			15,000.00	-15,000.00	0.00%
Total Income	\$ 188,761.42	\$ 0.00	\$ 576,309.07	-\$ 63,786.68	88.93%
Gross Profit	\$ 188,761.42	\$ 0.00	\$ 576,309.07	-\$ 63,786.68	88.93%
Expenses					
790-702 Payroll Control			0.00	0.00	
790-709 Payroll Salaries & Wages	22,695.93		313,000.00	-110,714.10	64.63%
790-710 Payroll FICA	1,717.12		24,000.00	-4,993.36	79.19%
790-711 Fringe Benefits Control			0.00	0.00	
790-712 Employee Benefits 457 Match	183.32		2,500.00	-854.72	65.81%
790-713 Employee Benefits Pension DC	785.76		7,500.00	-3,114.28	58.48%
790-714 Unfunded pension payment			13,000.00	-820.00	93.69%

Total 790-711 Fringe Benefits Control	\$ 969.08	\$ 0.00	\$ 23,000.00	-\$ 4,789.00	79.18%
Total 790-702 Payroll Control	\$ 25,382.13	\$ 0.00	\$ 360,000.00	-\$ 120,496.46	66.53%
790-727 Equipment Control			0.00	0.00	
790-728 Equipment Carpet			0.00	0.00	
790-729 Equipment Computers			15,000.00	-6,235.04	58.43%
790-730 Equipment Furniture			2,000.00	-1,850.01	7.50%
790-731 Equipment Security			12,000.00	-12,000.00	0.00%
790-732 Equipment Office Equipment			900.00	-853.66	5.15%
Total 790-727 Equipment Control	\$ 0.00	\$ 0.00	\$ 29,900.00	-\$ 20,938.71	29.97%
790-739 Supplies control			0.00	0.00	
790-740 Supplies Office Supplies	205.85	402.66	3,000.00	-425.88	85.80%
790-741 Supplies Operating Supplies	252.67	292.09	4,000.00	-1,215.97	69.60%
790-742 Supplies Postage			1,000.00	-548.06	45.19%
Total 790-739 Supplies control	\$ 458.52	\$ 694.75	\$ 8,000.00	-\$ 2,189.91	72.63%
790-749 Publicity Control			0.00	0.00	
790-750 Publicity Advertising/Materials	260.50		3,500.00	-1,669.37	52.30%
790-751 Publicity Newsletters Postage			1,300.00	-114.74	91.17%
790-752 Website			15,600.00	-356.00	97.72%
Total 790-749 Publicity Control	\$ 260.50	\$ 0.00	\$ 20,400.00	-\$ 2,140.11	89.51%
790-782 White Pine Cooperative Grants			0.00	-486.00	
790-789 Collection Control			0.00	0.00	
790-790 Collection Books	1,651.97	622.74	20,000.00	-4,302.41	78.49%
790-791 Collection Audios	213.54		3,000.00	-970.79	67.64%
790-792 Collection DVDs		166.13	750.00	-325.82	56.56%
790-794 Collection Periodicals	43.95		2,500.00	-1,320.29	47.19%
790-795 Collection Library of Things		179.82	1,000.00	-357.26	64.27%
790-796 Collection Electronic Materials			20,000.00	-5,388.38	73.06%
Total 790-789 Collection Control	\$ 1,909.46	\$ 968.69	\$ 47,250.00	-\$ 12,664.95	73.20%
790-801 Misc. Expenses			1,600.00	-524.71	67.21%
790-802 Banking Fees	38.20		900.00	-543.41	39.62%
790-803 Credit card fees	6.43		125.00	-59.86	52.11%
790-809 Contracted Services Control			0.00	0.00	
790-810 Contracted Services Accounting	200.00		1,800.00	-425.00	76.39%
790-811 Contracted Services Audit			7,000.00	-1,129.00	83.87%
790-812 Contracted Services Legal			3,500.00	-2,429.00	30.60%
790-813 Contracted Services Writer	500.00	500.00	6,000.00	-1,500.00	75.00%
790-814 Contracted Services MeL Delv			600.00	-340.00	43.33%
790-815 Contracted Services Equipment			7,200.00	-2,256.37	68.66%
790-816 Contracted Services Computers	348.66		30,000.00	-8,090.11	73.03%
790-817 Contract Services Strategic Planning/Marketing	1,986.25		9,000.00	-1,055.00	88.28%
Total 790-809 Contracted Services Control	\$ 3,034.91	\$ 500.00	\$ 65,100.00	-\$ 17,224.48	73.54%
790-819 Insurance Control			0.00	0.00	
790-820 Insurance Build/Content/Liab			6,380.00	65.00	101.02%
790-821 Insurance Director and Officers			1,000.00	-202.00	79.80%

790-822 Insurance Worker's Comp			1,240.00	-226.00	81.77%
Total 790-819 Insurance Control	\$ 0.00	\$ 0.00	\$ 8,620.00	-\$ 363.00	95.79%
790-849 Programs Control			0.00	0.00	
790-850 Programs All Ages	51.72		1,500.00	-363.23	75.78%
790-851 Programs Adult	136.28	57.15	3,150.00	-1,391.80	55.82%
790-852 Programs Teen	36.39		1,000.00	-385.65	61.44%
790-853 Programs After School	69.84		1,000.00	-597.07	40.29%
790-854 Programs Early Childhood	1,688.85	381.38	4,500.00	-1,026.99	77.18%
790-855 Programs Summer Reading		62.95	4,500.00	-3,049.54	32.23%
790-856 Programs Outreach			1,000.00	-676.70	32.33%
790-857 Programs Story Walk			1,000.00	-384.49	61.55%
790-858 Programs Little Free			0.00	0.00	
790-859 Welcome Baby Bag Program	660.02	1,401.76	5,000.00	-1,894.61	62.11%
Total 790-849 Programs Control	\$ 2,643.10	\$ 1,903.24	\$ 22,650.00	-\$ 9,770.08	56.86%
790-919 Utilities Control			0.00	0.00	
790-920 Utilities Electricity	1,268.45	1,495.14	12,000.00	-2,934.32	75.55%
790-921 Utilities Gas	790.65		4,000.00	-1,705.34	57.37%
790-922 Utilities Telephone	160.00		1,920.00	-680.20	64.57%
790-923 Utilities Water	215.82		3,300.00	-1,146.98	65.24%
Total 790-919 Utilities Control	\$ 2,434.92	\$ 1,495.14	\$ 21,220.00	-\$ 6,466.84	69.52%
790-929 Building and Grounds Control			0.00	0.00	
790-931 Grounds Lawn Care			6,500.00	-2,902.77	55.34%
790-932 Grounds Snow Removal			2,500.00	-1,066.72	57.33%
790-933 Grounds Parking Lot Maintenance			0.00	0.00	
790-934 Grounds Pest Control			0.00	0.00	
790-941 Building Cleaning	1,250.00	220.00	10,000.00	-1,269.12	87.31%
790-942 Building Projects	1,355.80		83,000.00	-69,472.09	16.30%
790-945 Building Other			100.00	147.39	247.39%
Total 790-929 Building and Grounds Control	\$ 2,605.80	\$ 220.00	\$ 102,100.00	-\$ 74,563.31	26.97%
790-960 Prof Development Staff			2,500.00	-449.12	82.04%
790-961 Memberships			7,500.00	-2,260.00	69.87%
Total Expenses	\$ 38,773.97	\$ 5,781.82	\$ 697,865.00	-\$ 271,140.95	61.15%
Net Operating Income	\$ 149,987.45	-\$ 5,781.82	-\$ 121,555.93	\$ 207,354.27	-70.58%
Net Income	\$ 149,987.45	-\$ 5,781.82	-\$ 121,555.93	\$ 207,354.27	-70.58%

Friday, Mar 06, 2026 01:25:47 PM GMT-8 - Accrual Basis

March 2026 Directors Report



FRANKENMUTH
WICKSON
DISTRICT LIBRARY





FRANKENMUTH WICKSON DISTRICT LIBRARY

Internal Control Remediation Procedure

1. Control Deficiency Overview

Control Name: Investment Policy Compliance Control

Identified By: Independent External Auditors

Date Identified: December 28, 2025

Description of Deficiency:

Public Act 20 of 1943, as amended, authorizes the Library to invest in the following: U.S. Treasury Bills, U.S. Treasury Notes, U.S. Treasury Bonds, and U.S. Treasury STRIPS, TINTS-Treasury Interest Securities, PRINS or STRIPS-Treasury Principal Securities, certificates of deposits, saving deposit receipt and savings accounts, commercial paper-short term unsecured debt obligation issued by a bank holding company, finance company, utility or industrial company to raise short-term cash, repurchase agreements, banker's acceptance, and investment pools.

The Library held unauthorized investment in corporate bonds in the amount of \$151,049 at year end.

We recommend moving the investment to an authorized investment and reminding the investment company that the Library is a local government. All investments should be invested in accordance with Public Act 20 of 1943 as amended.

2. Cause of Deficiency

Cause Description:

The Library director approved purchased of corporate bonds in the amount of \$151,049 through a misunderstanding of the non-current asset policy set forth by the Library of Michigan.

3. Corrective Action / Remediation Plan

Corrective Action:

Management has redesigned internal control activities to strengthen compliance with the Investment Policy and Michigan public funds laws. Management has reviewed Public Act 20 of 1943 and the Library of Michigan Finance Policy with their financial advisor to clarify the requirements for investments for the library.

Revised Control Description:

Prior to executing any investment transaction, the Director will complete a documented Investment Policy and Michigan Public Funds Compliance Checklist verifying authorized investment type, maturity, and source of funds. Any investment not explicitly authorized by policy or statute will require advance approval by the Library Board of Trustees, as evidenced in Board meeting minutes.

4. Implementation Status and Timeline

Date Corrective Action Designed: January 1, 2026

Date Corrective Action Implemented: March 9, 2026

Date Control Fully Operational: March 9, 2026

5. Evidence Supporting Remediation

Evidence Description:

Completed Investment Policy and Michigan Public Funds Compliance Checklists, Library Board meeting minutes documenting approval, and updated investment schedules.

Evidence Retention:

Maintained in the Library's Finance Department records and official Board governance files.

6. Management Evaluation of Effectiveness

Management Evaluation:

Management has evaluated the design of the revised control and determined that it is appropriately designed to prevent and detect noncompliance with the Investment Policy and Michigan public funds requirements.

Planned Validation:

Operating effectiveness will be validated through inspection of investment transactions executed after implementation.

APPENDIX A – INVESTMENT POLICY AND MICHIGAN PUBLIC FUNDS **COMPLIANCE CHECKLIST**

This checklist is to be completed for each investment transaction executed by the Municipal Library. The checklist documents compliance with the Library’s Board-approved Investment Policy, Michigan Public Act 20 of 1943 (Public Deposits Act), and applicable Government Auditing Standards.

Compliance Checklist

- Investment date documented
- Source of funds identified (general, restricted, donor-restricted)
- Investment type authorized by Library Investment Policy
- Investment type authorized under Michigan Public Act 20 of 1943
- Investment maturity complies with policy limits
- Investment purpose aligns with liquidity needs and cash flow forecasts

Reviewed by: _____

Title: _____

Signature: _____

Date: _____