



119 Nagonaba St. Northport, MI 49670

www.leelanautownshiplibrary.org

**Leelanau Township Library Meeting of the Board of Trustees
Monday April 15, 2024 7-9 pm in the Library and on Zoom**

Meeting ID: 482 391 5571

- 1. Call to Order**
- 2. Approval of March Minutes**
- 3. Public Comment**
- 4. Directors Report**
- 5. Financial Report**
- 6. Old Business**
 - 1. Strategic Planning**
 - 2. Director Evaluation**
 - 3.**
- 7. New Business**
 - 1. Meeting Calendar**
 - 2.**
- 8. Public comment**
- 9. Adjournment**

Next meeting: May 20, 2024 at 7pm

Leelanau Township Library Board of Trustees

Budget Hearing for Fiscal Year 2024-2025

Location: Leelanau Township Library 119 Nagonaba St. Northport, MI 49670

Date: March 18, 2023

Time: 7:00pm

Board Present: Rick Gans, Mark Morton, Jamie Scripps, Amanda Kruk, Mary Robertson, and via Zoom: Dale Lersch

Staff Present: Julie Alpers-Preneta, director

Friends and Public Present: Patty Noftz, Alana Osumi, Anne Harper

1. Call to order by President: Mark Morton called the hearing to order at 7:05pm
2. Presentation of Budget for fiscal year beginning 01 April 2024 ending 31 March 2025
3. Public Comment: No comment
4. Adjournment: Mark adjourned at 7:06pm

Notes recorded by Alana Osumi

Minutes submitted by Amanda Kruk, secretary

DRAFT of Leelanau Township Library Board of Trustees Meeting Minutes for March 18, 2024

Present: Rick Gans, Mark Morton, Dale Lersch, Jamie Scripps, Amanda Kruk, Mary Robertson

Staff Present: Julie Alpers-Preneta, director

Friends and Public Present: Patty Noftz, Alana Osumi, Anne Harper

- I. Mark Morton called the meeting to order at 7:06pm
- II. Approval of February minutes: Julie mentioned the following changes: Under Old Business, Budget #5: McAfee and Sophos are the specific company names. Also under Public Comment, B: the book discussion is a library event (not Friends).
- III. Public Comment: none
- IV. Director's Report
 - A. Significant increase of in person visitors compared to '23
 - B. Julie noted a steady number of children participating in the library's children's programming.
 - C. The Sharecare partnership is now ready for marketing by the library.
 - D. Plans are underway to continue the Great Decisions programming discussions into the Fall after a successful series.
 - E. About half of the Blind Date with a Book selections were taken, indicating a successful event that will be repeated next year.
 - F. 38 trees for kids Earth Day program have been ordered, more than twice the amount of last year
 - G. The Vanguard account has been successfully opened.
 - H. Tech Tuesdays have commenced with sessions held in Northport, Leland, and Suttons Bay.
 - I. Regarding Sharecare, membership is open to all for a yearly fee. Any member can request a ride to any library within the county.
- V. Financial Report
 - A. Property and Liability Insurance (717.1) payment was processed, resulting in a negative impact next month. Mark highlighted the need to include this as an agenda item for the upcoming month.
 - B. An audit will also be scheduled for the next meeting agenda in April. Mark confirmed that audits can be generally conducted biennially. Tobin, a company familiar with Leland library's needs, will be considered for this task. The initial audit is anticipated to be more costly than recurring audits, estimated around \$3,000.
 - C. It was noted that Rick and Julie jointly review and approve all ledger items monthly prior to the board meeting
 - D. Rick moved to approve the financial reports, Jamie seconded. Unanimous approval followed.
 - E. Mark addressed the issue concerning the setup of a CD for a \$20,000 donation and a planned \$35,000 contribution that was never executed. Rick clarified that the initial CD (\$35,000) was erroneously established as an individual account rather than as a government organization, resulting in the funds not being

transferred as intended. Consequently, the money remained untouched for approximately 4-5 months, accruing no interest. To compensate for the lost interest, adjustments were made, including increasing the interest rate of the money market account from 0.3% to 1%. This change is permanent and is expected to recover the lost interest over time.

VI. Old Business

A. Vanguard

1. The Vanguard account has been successfully opened. Mark raised the query regarding possible compensation for the backfill for the year, to which Rick indicated that a definitive answer had not yet been obtained.
2. Rick proposed a one-time bonus as a potential solution to offset this backfill, although there remains a question of whether this bonus should be extended to all staff or only those who were actively participating.
3. Dale inquired about the reason for the delay. Rick clarified that Marilyn faced difficulties in setting up the account initially.
4. Further discussion on how to address this compensation issue will be held during the next meeting.

B. Facilities Study Initiative

1. Currently, there is no significant update to report. Rick acknowledged the need to revise and rewrite this initiative.
2. Rick spoke regarding several studies being performed by other avenues in the county, such as the housing committee, a state-mandated facilities study for the school. These could potentially align with Rick's study. There is potential to distribute the associated costs among these initiatives.

C. Strategic Planning

1. Three proposals were presented from Fast Forward Libraries, ReThinking Libraries, and Midwest Collaborative for Library Services (MCLS). Rick suggested selecting two proposals for further consideration and organizing a Zoom call with them, ideally scheduled for next week. It was emphasized that the more board members present, the better. Establishing relationships with all involved parties is crucial. A Strategic Plan Committee comprising staff, board members, community representatives, and Friends is recommended, aiming for diverse voices and avoiding insulation.
2. Amanda referenced an email from Tom Stevenson, emphasizing the inclusion of all parties, including those with opposing views. The board agreed a group of diverse members is important.
3. Rick indicated having communicated with all involved parties via phone, with less interaction with the MCLS due to last-minute involvement. Notably, Rick's most extensive discussion was with ReThinking, spending approximately 45 minutes engaging in insightful questions, indicating a promising connection. Mary highlighted ReThinking was the only group who committed specifically to conducting the facilities study.

4. Dale expressed concerns regarding Fast Forward's lack of specificity and the necessity for detailed information if they were to proceed. ReThinking received praise from Jamie and Dale. Dale expressed concerns regarding ReThinking's understanding of the project's scale. The board agreed this would need to be clarified with the group.
5. Rick confirmed a budget allocation of \$30,000 between last year and the upcoming year for the study and expressed satisfaction with all proposals falling within this range.
6. Julie leaned towards Fast Forward Libraries, citing their previous strategic planning webinar experience.
7. Rick confirmed plans to schedule one-hour meetings with ReThinking and Fast Forward Libraries for next week and to hold a special meeting to decide between the two.
8. The board discussed avenues for potential grant to facilitate this process.
9. Mark suggested revisiting and potentially updating the mission statement, values, vision, and other details as part of the strategic planning process.

VII. New Business

- A. Julie made a note to draft a thank-you note for the Giles family, with Mark tasked to assist and address it on behalf of the board.
- B. Approval of Budget for FY 2024-2025: Rick moved to approve the budget for FY 2024-2025, Amanda seconded. Unanimous approval.
- C. Director Evaluation
 1. Mark emphasized that all evaluations should be submitted to him either via mail or sealed and given to Julie before the next meeting.
 2. The evaluation results will be discussed at the upcoming meeting, with Julie excusing herself to allow for confidential discussion.
 3. Rick inquired about question 9, noting a scale of 1-6 instead of 1-5. This was confirmed to be a typo.

VIII. Public Comment: None

IX. Mark adjourned at 8:09

Next meeting scheduled April 15, 2024 at 7pm

Notes recorded by Alana Osumi

Minutes submitted by Amanda Kruk, secretary



Directors Report March 2024

2024	2023
<u>In Person Visitors</u>	
1131	851
<u>Webvisitors</u>	
801	1571
<u>Circulation</u>	
Adult 620	597
Children's 293	210
Digital	
Libby 608	468
Hoopla 21	--
New Cards 9	4

MeL

Items Borrowed 119
Items Loaned 48

Collection Development

Items added 118
Items weeded 729

Digital Collection

Overdrive/Libby Items added 6 ebooks
3 audiobooks

Programs

- Crafternoons, 11 children
- Wigglers, 5 children
- Spring Break: 35 children joined us for passive programming throughout the week.

- Neighborhood Forest Tree Give Away: we have 38 registered children who will be receiving *Red Oaks* around Earth Day. We are working on coordinating tree distribution with the village tree committee.
- Smokey the Bear's 80th Birthday, passive programming all year long. There are 9 children signed up so far.
- Northport Book Group September - May 1:30pm on Weds in person and by Zoom
 - Sept 27 *The Loon Feather* by Iola Fuller
 - Oct 25 *Bridge of Clay* by Markus Zusak
 - Nov 15 *The Soul of an Octopus* by Sy Montgomery
 - Jan 24 *Snow Child* by Eowyn Ivey
 - Feb 28 *John Woman* by Walter Mosley
 - Mar 27 *The Sum of Us* by Heather McGhee
 - Apr 24 *The Island of the Sea Women* by Lisa See
 - May 22 *Horse* by Geraldine Brooks
- Book Group. *The Sum of Us* by Heather McGhee brought 10 to the discussion this month.
- March 5th Tech Tuesday was on Google Drive and we had 2 attendees.

Art in the Corner

Mark Morton's Digital Photography

Other ongoing

- Cd's are weeded, the CD rack has been rehomed. It has been great to have the space to set up for programs. New bookcase on wheels will be here this week to house the Library of Things
- Mysteries have been moved back into fiction.
- Continuing to weed in Juvenile, YA and Large Print to keep the collection current and in good shape.
- New Color Multifunction Printer is in place, Thank you FOLTL

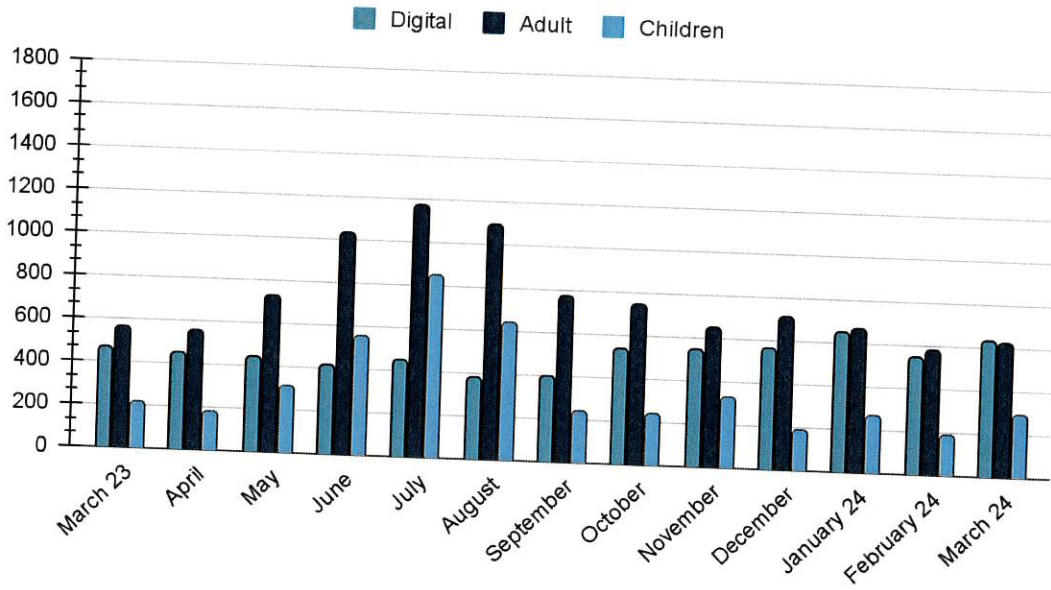
- Seed Library is ready - we have had home saved flower and vegetable seeds donated.
- Expect an Annual Report for FY 23-24 in May

Upcoming:

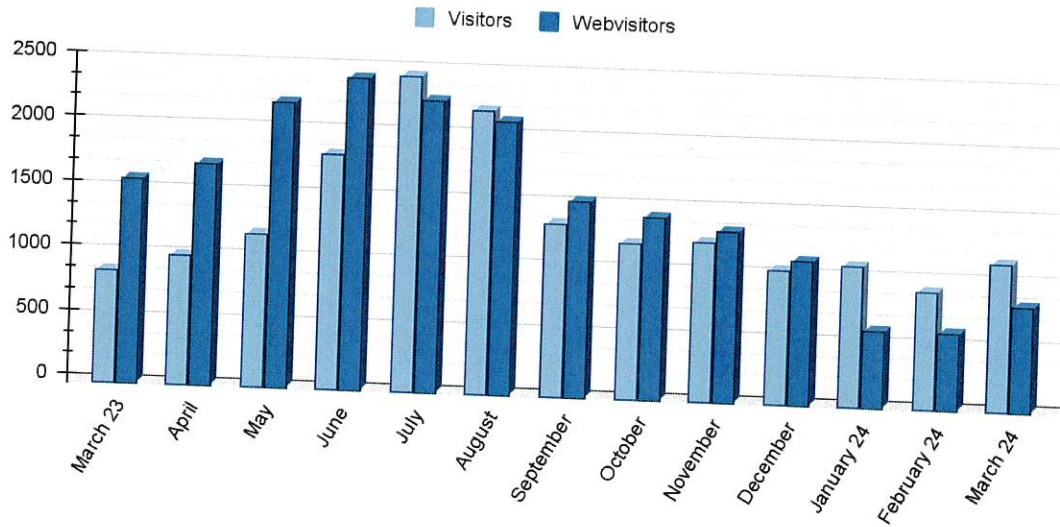
FOLTL Poetry Month Tuesdays in April @ 7pm

- 4/2 Carrie Cantalupo Sharp, Michael Hughes and Chelsea Marsh
 - 4/9 Linda Nemecek Foster
 - 4/16 Songwriting workshop w/ Siusan O'Rourke
 - 4/23 Holly Wren Spaulding
 - 4/30 Open Mic Night
- April 13, 2024 at 11am Unveiling of 'UpNorth Mother Goose' by Lynne Rae Perkins in honor of Mary Crowgey from the FOLTL
 - William Kent Krueger's visit will include a book discussion of *The River We Remember* at 7pm in evening on May 8 and an author interview at the Northport Performing Art Center on May 18, 2024 at 7pm.
 - AI Program on May 22 @ 7pm with Kurt Lauckner
 - Heartland Hospice Programs on May 2 and 16 @ 2pm at the township meeting room.
 - Tech Tuesdays are back 3- 4pm. April 9: iPads
May 7: Digital Cameras

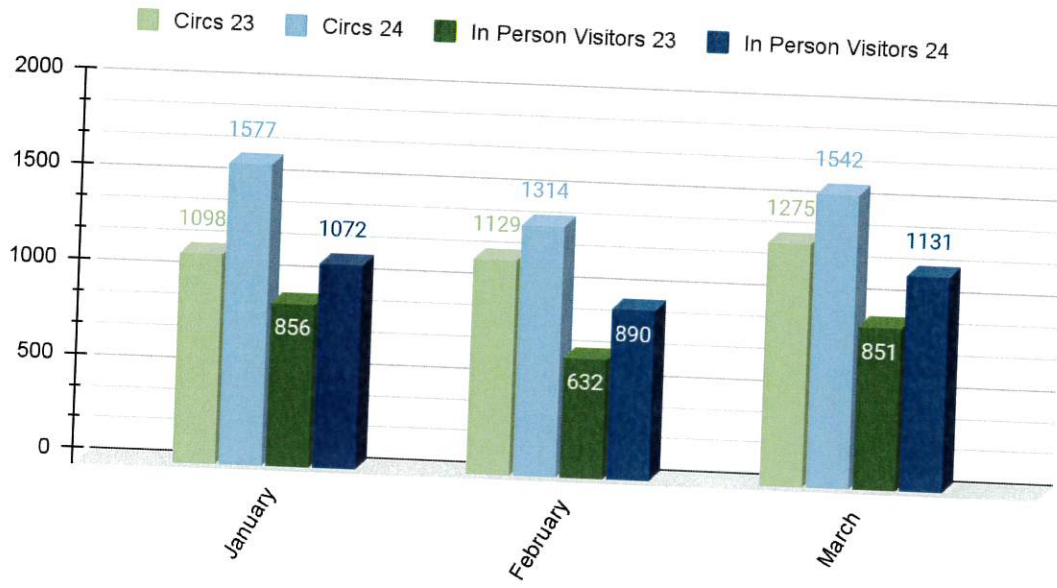
Circulation 23/24



Library Traffic 23/24



2023 vs 2024



Leelanau Township Library
Profit & Loss Budget Performance
 March 2024

	<u>Mar 24</u>	<u>Apr '23 - Mar 24</u>	<u>Budget Remaining</u>	<u>Annual Budget</u>
Income		237,439.79		
402 · Property Tax Capture	98,023.52	262,669.30	247,976.11	247,976.11
566 · State Grants, Culture				
566.2 · Other Grants	0.00	220.00		
566.1 · State Library Aid	0.00	2,076.80	2,100.00	2,100.00
Total 566 · State Grants, Culture	0.00	2,296.80	2,100.00	2,100.00
581 · County Penal Fines	0.00	2,397.15	2,800.00	2,800.00
602 · In House Revenues	130.00	1,630.49	500.00	500.00
669 · Investment Interest	201.87	770.33	0.00	0.00
674 · Private Donations				
674.5 · Leelanau Twp. Comm. Foundation	0.00	0.00	1,000.00	1,000.00
674.3 · Donations-Unrestricted	0.00	62,615.19	3,000.00	3,000.00
674.2 · Temporary Restricted Donation	0.00	40.00		
674.1 · Restricted Donation	0.00	86.90		
Total 674 · Private Donations	0.00	62,742.09	4,000.00	4,000.00
687 · Rebates & Misc. Revenue	0.00	0.00	0.00	0.00
Total Income	98,355.39	569,945.95	257,376.11	257,376.11
Expense				
701 · Payroll Expenses	11,322.28	95,848.85		
702 · Salaries and Wages	0.00	0.00	4,592.63	100,441.48
703 · Social Security - Employer	688.01	5,826.72	400.65	6,227.37
704 · Medicare - Employer	160.92	1,362.70	93.70	1,456.40
705 · MI Unemployment Tax	0.00	0.00	100.00	100.00
707 · Federal Unemployment	0.00	0.00	145.00	145.00
709 · Health Insurance	0.00	15,570.72	28.32	15,599.04
710 · 401K Pension	0.00	0.00	10,000.00	10,000.00
717 · INSURANCE				
717.3 · Notary Bond	0.00	55.00	0.00	55.00
717.2 · Workers Comp Insurance	217.50	658.50	241.50	900.00
717.1 · Property & Liability Insurance	4,083.00	7,870.00	-4,083.00	3,787.00
Total 717 · INSURANCE	4,300.50	8,583.50	-3,841.50	4,742.00
726 · SUPPLIES				
727 · OFFICE MATERIALS				
727.1 · Postage	8.05	482.98	17.02	500.00
727.2 · Printing	39.80	65.40	184.60	250.00
727.3 · Office Supplies	200.97	3,967.22	2,032.78	6,000.00
Total 727 · OFFICE MATERIALS	248.82	4,515.60	2,234.40	6,750.00
Total 726 · SUPPLIES	248.82	4,515.60	2,234.40	6,750.00
728 · Repairs & Maintenance	740.20	4,160.20	-160.20	4,000.00
729 · Building Supplies	0.00	0.00	0.00	0.00
730 · Furnishings/Equipment	123.74	4,647.84	-647.84	4,000.00
741 · Books	2,850.16	16,660.37	1,339.63	18,000.00
742 · Audio Books	0.00	410.05	189.95	600.00
743 · Periodicals	0.00	0.00	0.00	0.00

Leelanau Township Library Profit & Loss Budget Performance March 2024

	<u>Mar 24</u>	<u>Apr '23 - Mar 24</u>	<u>Budget Remaining</u>	<u>Annual Budget</u>
744 · Digital Materials	400.82	7,481.65	-381.65	7,100.00
745 · Movies	334.23	1,218.78	281.22	1,500.00
746 · Library of Things	0.00	586.46	163.54	750.00
747 · Programs	165.01	1,314.30	1,435.70	2,750.00
750 · Information and Technology	307.97	9,770.36	429.64	10,200.00
760 · PR and Advertising	0.00	180.00	570.00	750.00
801 · Professional Fees				
801.1 · Bookkeeping Fees	783.50	5,529.50	470.50	6,000.00
801.2 · Legal Fees	0.00	0.00	1,000.00	1,000.00
801.3 · Accounting Fees	0.00	0.00	0.00	0.00
801.4 · Consultants	0.00	0.00	15,000.00	15,000.00
801.5 · Recording Secretary	450.00	450.00	150.00	600.00
Total 801 · Professional Fees	<u>1,233.50</u>	<u>5,979.50</u>	<u>16,620.50</u>	<u>22,600.00</u>
802 · Dues	0.00	1,619.40	80.60	1,700.00
810 · Education/TraininTransp	0.00	447.22	1,802.78	2,250.00
850 · Communications	99.98	929.35	70.65	1,000.00
920 · Heating	0.00	602.02	1,197.98	1,800.00
921 · Electric	407.82	2,970.67	1,229.33	4,200.00
922 · Sewer Use Fee	0.00	0.00	800.00	800.00
923 · Trash Removal	0.00	0.00	0.00	0.00
955 · Misc Expense/Contingency				
955.2 · Miscellaneous	0.00	500.00	200.00	700.00
955.1 · Bank Service Charges	0.00	-10.00	10.00	0.00
Total 955 · Misc Expense/Contingency	<u>0.00</u>	<u>490.00</u>	<u>210.00</u>	<u>700.00</u>
Total Expense	<u>23,383.96</u>	<u>191,176.26</u>	<u>38,985.03</u>	<u>230,161.29</u>
Net Income	<u><u>74,971.43</u></u>	<u><u>378,769.69</u></u>	<u><u>218,391.08</u></u>	<u><u>27,214.82</u></u>

Leelanau Township Library

Balance Sheet

As of March 31, 2024

Mar 31, 24

ASSETS

Current Assets

Checking/Savings

000-001 · HB Checking 0284	3,419.33
000-002 · HB MM Savings 0297	326,336.02
000-005 · HB CD 7234	35,000.00
000-006 · HB CD 7247	20,000.00

Total Checking/Savings 384,755.35

Total Current Assets 384,755.35

TOTAL ASSETS 384,755.35

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

24000 · Payroll Liabilities	643.31
241 · MI State Withholding	709.49
242 · Federal Withholding	450.00
243 · Social Security - Co	688.01
244 · Medicare - Co	160.92
247 · Social Security - Employee	688.01
248 · Medicare - Employee	160.92

Total Other Current Liabilities 3,500.66

Total Current Liabilities 3,500.66

Total Liabilities 3,500.66

Equity

30000 · Opening Balance Equity	239,934.79
32000 · Retained Earnings	-10.00
Net Income	141,329.90

Total Equity 381,254.69

TOTAL LIABILITIES & EQUITY 384,755.35

Leelanau Township Library

Profit & Loss

March 2024

Mar 24

Income	
402 · Property Tax Capture	98,023.52
602 · In House Revenues	130.00
669 · Investment Interest	201.87
Total Income	<u>98,355.39</u>
Expense	
701 · Payroll Expenses	11,322.28
703 · Social Security - Employer	688.01
704 · Medicare - Employer	160.92
717 · INSURANCE	
717.2 · Workers Comp Insurance	217.50
717.1 · Property & Liability Insurance	4,083.00
Total 717 · INSURANCE	<u>4,300.50</u>
726 · SUPPLIES	
727 · OFFICE MATERIALS	
727.1 · Postage	8.05
727.2 · Printing	39.80
727.3 · Office Supplies	200.97
Total 727 · OFFICE MATERIALS	<u>248.82</u>
Total 726 · SUPPLIES	<u>248.82</u>
728 · Repairs & Maintenance	740.20
730 · Furnishings/Equipment	123.74
741 · Books	2,850.16
744 · Digital Materials	400.82
745 · Movies	334.23
747 · Programs	165.01
750 · Information and Technology	307.97
801 · Professional Fees	
801.1 · Bookkeeping Fees	783.50
801.5 · Recording Secretary	450.00
Total 801 · Professional Fees	<u>1,233.50</u>
850 · Communications	99.98
921 · Electric	407.82
Total Expense	<u>23,383.96</u>
Net Income	<u><u>74,971.43</u></u>

2:02 PM
04/12/24
Accrual Basis

Leelanau Township Library
General Ledger
As of March 31, 2024

000-001 - HB Checking 0284

Type	Date	Num	Name	Memo	Split	Amount	Balance
							7,443.59
						0.00	7,443.59
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	-SPLIT-	0.00	7,443.59
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	7,443.59
Paycheck	03/01/2024	direct dep	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	7,443.59
Paycheck	03/01/2024	direct dep	Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	7,443.59
Check	03/01/2024	auto	Google	Google Workspace	750 - Information and Technology	-18.00	7,425.59
Check	03/08/2024	auto	Adobe Inc	2447760595: Acrobat Pro	750 - Information and Technology	-29.99	7,395.60
Check	03/09/2024	DC	Postmaster	postage Schaumburg IL	727.1 - Postage	-3.92	7,391.68
Check	03/12/2024	online	Charter Communications	00523301022124: February 2024	-SPLIT-	-179.99	7,211.70
Liability Check	03/14/2024		QuickBooks Payroll Service	Created by Payroll Service on 03/12/2024	2111 - *Direct Deposit Liabilities	-3,169.81	4,041.89
Check	03/14/2024	1153	Amazon Capital Services	Inv 1DKn-CYWR-CDQF: March 2024	-SPLIT-	-210.29	3,831.60
Check	03/14/2024	1154	Baker & Taylor	L5453842: February 2024	-SPLIT-	-1,257.20	2,574.40
Check	03/14/2024	1155	Bookkeeping Services Inc	7787: February 2024	801.1 - Bookkeeping Fees	-389.60	2,207.80
Check	03/14/2024	1156	Consumers Energy	1030 4900 3678: Jan/Feb 2024	921 - Electric	-203.76	2,004.14
Check	03/14/2024	1157	DeWitt District Library	Lost Meicat Item	741 - Books	-8.50	1,995.64
Check	03/14/2024	1158	Cengage Learning Inc/Gale	84010254	741 - Books	-158.35	1,837.29
Check	03/14/2024	1159	Ed Kolarik	February 2024	728 - Repairs & Maintenance	-320.00	1,517.29
Check	03/14/2024	1160	Integrity Business Solutions	2558663-0	727.3 - Office Supplies	-63.18	1,454.11
Check	03/14/2024	1161	Municipal Underwriters of West MI Inc.	4668: MI Township Par Plan	717.1 - Property & Liability Insurance	-4,083.00	-2,628.89
Check	03/14/2024	1162	Overdrive Inc	01981CO24077486	744 - Digital Materials	-400.82	-3,029.71
Check	03/14/2024	1163	School Life	200061088: Summer Library Program	747 - Programs	-70.40	-3,100.11
Check	03/14/2024	1164	Woodlands Library Cooperative	9590: 2024 MI State & Federal Labor Law poster	727.3 - Office Supplies	-30.00	-3,130.11
Check	03/14/2024	1165	Alana Osumi	Recording Secretary 2023/2024	801.5 - Recording Secretary	-450.00	-3,580.11
Transfer	03/14/2024			Funds Transfer	000-002 - HB MM Savings 0287	15,100.00	11,519.89
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	-SPLIT-	0.00	11,519.89
Paycheck	03/15/2024	direct dep	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	11,519.89
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	11,519.89
Paycheck	03/15/2024	direct dep	Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	11,519.89
Liability Check	03/15/2024	EFTPS	United States Treasury	92-2059516 - 941 February 2024	-SPLIT-	-1,431.70	10,088.19
Check	03/25/2024	DC	Postmaster	postage to Brookings SD	727.1 - Postage	-4.13	10,084.06
Liability Check	03/28/2024		QuickBooks Payroll Service	Created by Payroll Service on 03/27/2024	2111 - *Direct Deposit Liabilities	-3,173.87	6,910.19
Check	03/28/2024	auto	Inlult	monthly payroll service	701 - Payroll Expenses	-25.44	6,884.75
Paycheck	03/28/2024	direct dep	Erin A Connolly	Direct Deposit	-SPLIT-	0.00	6,884.75
Paycheck	03/28/2024	direct dep	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	6,884.75
Paycheck	03/28/2024	direct dep	Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	6,884.75
Paycheck	03/28/2024	direct dep	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	6,884.75
Check	03/31/2024	1166	Charter Communications	00523301032124: March 2024	-SPLIT-	-179.99	6,704.77
Check	03/31/2024	1167	Leelanau Enterprise	1264: March 2024	727.2 - Printing	-39.80	6,664.97
Check	03/31/2024	1168	Cengage Learning Inc/Gale	84110221: Editor's Choice	741 - Books	-63.18	6,601.79
Check	03/31/2024	1169	Summit Fire Protection	121035239: Annual Fire extinguisher service	728 - Repairs & Maintenance	-100.20	6,501.59
Check	03/31/2024	1170	Accident Fund	VOID: 1000681606: WCP100002164 02 - 4/1/24-4/	717.2 - Workers Comp Insurance	0.00	6,501.59
Check	03/31/2024	1171	Mason County District Library	Lost LLL Item	741 - Books	-15.00	6,486.59
Check	03/31/2024	1172	Consumers Energy	1030 4900 3678: Feb/Mar 2024	921 - Electric	-204.06	6,282.53
Check	03/31/2024	1173	Ed Kolarik	March 2024 Cleaning	728 - Repairs & Maintenance	-320.00	5,962.53
Check	03/31/2024	1174	Bookkeeping Services Inc	7823: March 2024	801.1 - Bookkeeping Fees	-414.00	5,548.53
Check	03/31/2024	1175	Baker & Taylor	L5463842: March 2024	-SPLIT-	-1,186.75	4,361.78
Check	03/31/2024	1176	Amazon Capital Services	1Q6Y-J647-13Q9: March 2024	-SPLIT-	-819.76	3,742.02
Check	03/31/2024	1177	County of Leelanau*	040124MTT Adjustment 008-106-001-00	-SPLIT-	-105.19	3,636.83
Check	03/31/2024	1178	Accident Fund	1000681606: WCP100092164 02 - 4/1/24-4/1/25	717.2 - Workers Comp Insurance	-217.50	3,419.33
Check	03/31/2024	1178	Accident Fund			-4,024.26	3,419.33
							297,966.94
						-35,000.00	262,966.94
						-20,000.00	242,966.94
						-15,100.00	227,866.94
						98,267.21	326,134.15
						201.87	326,336.02
							267,966.94
							242,966.94
							227,866.94
							326,134.15
							326,336.02

Total 000-001 - HB Checking 0284

000-002 - HB MM Savings 0287

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Accrual Basis

Leelanau Township Library
General Ledger
As of March 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
						28,369.08	328,336.02
Total 000-002 - HB MM Savings 0297							0.00
000-003 - HB MM Fund Balance							0.00
Total 000-003 - HB MM Fund Balance							0.00
000-400 - Petty Cash							0.00
Total 000-400 - Petty Cash							0.00
000-005 - HB CD 7234							0.00
Transfer	03/06/2024			Funds Transfer	000-002 - HB MM Savings 0297	35,000.00	35,000.00
						35,000.00	35,000.00
Total 000-005 - HB CD 7234							0.00
000-006 - HB CD 7247							0.00
Transfer	03/06/2024			Funds Transfer	000-002 - HB MM Savings 0297	20,000.00	20,000.00
						20,000.00	20,000.00
Total 000-006 - HB CD 7247							0.00
11000 - Accounts Receivable							0.00
Total 11000 - Accounts Receivable							0.00
12000 - Undeposited Funds							0.00
Total 12000 - Undeposited Funds							0.00
15000 - Capital Improvement							0.00
Total 15000 - Capital Improvement							0.00
20000 - Accounts Payable							0.00
Total 20000 - Accounts Payable							0.00
2111 - *Direct Deposit Liabilities							3,150.47
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-801.91	2,348.56
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-1,530.64	817.92
Paycheck	03/01/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-389.43	428.49
Paycheck	03/01/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-428.48	0.00
Liability Check	03/14/2024		QuickBooks Payroll Service	Created by Payroll Service on 03/12/2024	000-001 - HB Checking 0284	3,166.81	3,166.81
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-818.22	2,348.59
Paycheck	03/15/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-1,530.64	817.95
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-389.44	428.51
Paycheck	03/15/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-428.51	0.00
Liability Check	03/29/2024		QuickBooks Payroll Service	Created by Payroll Service on 03/27/2024	000-001 - HB Checking 0284	3,173.87	3,173.87
Paycheck	03/29/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-878.46	2,294.41
Paycheck	03/29/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-1,530.65	783.76
Paycheck	03/29/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-320.27	443.49
Paycheck	03/29/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-443.49	0.00
						-3,160.47	0.00
Total 2111 - *Direct Deposit Liabilities							0.00
2110 - Direct Deposit Liabilities							0.00
Total 2110 - Direct Deposit Liabilities							-443.39
24000 - Payroll Liabilities							0.00
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-443.39
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-24.02	-467.41
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-467.41
Paycheck	03/01/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-50.95	-518.36
Paycheck	03/01/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-518.36
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-11.65	-530.01
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-530.01
Paycheck	03/01/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-12.86	-542.87
Paycheck	03/01/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-542.87
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-24.51	-567.38
Paycheck	03/15/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-567.38
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-1.77	-569.15
Paycheck	03/15/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-569.15
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-11.66	-580.81
Paycheck	03/15/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-580.81
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-12.85	-593.66
Paycheck	03/15/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-593.66
Paycheck	03/29/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-26.39	-620.05
Paycheck	03/29/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284		

Leelanau Township Library
General Ledger
As of March 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Paycheck	03/29/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	0.00	-820.05
Paycheck	03/29/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	0.00	-820.05
Paycheck	03/29/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-820.05
Paycheck	03/29/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-9.63	-829.68
Paycheck	03/29/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-829.68
Paycheck	03/29/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-13.31	-842.99
Liability Adjust	03/31/2024			1st qtr 2024 adjust for rounding	701 · Payroll Expenses	-0.42	-843.31
						-199.92	-643.31
Total 24000 · Payroll Liabilities							-402.66
241 · MI State Withholding							
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-19.49	-422.14
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-61.88	-484.02
Paycheck	03/01/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-8.19	-493.21
Paycheck	03/01/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-11.08	-504.29
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-20.28	-524.57
Paycheck	03/15/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-61.88	-586.45
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-8.19	-595.64
Paycheck	03/15/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-11.08	-606.72
Paycheck	03/29/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-23.23	-629.95
Paycheck	03/29/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-61.88	-691.83
Paycheck	03/29/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.86	-697.69
Paycheck	03/29/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-11.80	-709.49
						-308.84	-709.49
Total 241 · MI State Withholding							-300.00
242 · Federal Withholding							
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-300.00
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-160.00	-460.00
Paycheck	03/01/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-460.00
Paycheck	03/01/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-460.00
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-460.00
Paycheck	03/15/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-160.00	-600.00
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-600.00
Paycheck	03/15/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-600.00
Liability Check	03/15/2024	EFTPS	United States Treasury	92-2059516 - 941 February 2024	000-001 · HB Checking 0284	300.00	-300.00
Paycheck	03/29/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-300.00
Paycheck	03/29/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-160.00	-460.00
Paycheck	03/29/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-460.00
Paycheck	03/29/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-460.00
						-150.00	-460.00
Total 242 · Federal Withholding							-468.80
243 · Social Security - Co							
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-55.14	-513.74
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-118.99	-630.73
Paycheck	03/01/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-26.76	-657.49
Paycheck	03/01/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-29.62	-687.01
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-56.30	-743.31
Paycheck	03/15/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-118.99	-860.30
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-26.76	-887.06
Paycheck	03/15/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-29.61	-916.67
Liability Check	03/15/2024	EFTPS	United States Treasury	92-2059516 - 941 February 2024	000-001 · HB Checking 0284	468.60	-457.97
Paycheck	03/29/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-60.00	-518.67
Paycheck	03/29/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-116.88	-635.56
Paycheck	03/29/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-21.00	-657.45
Paycheck	03/29/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-30.59	-688.01
						-220.41	-688.01
Total 243 · Social Security - Co							-107.25
244 · Medicare - Co							
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-12.90	-120.16
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-27.38	-147.51
Paycheck	03/01/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-6.26	-163.77

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Accrual Basis

Leelanau Township Library
General Ledger
As of March 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Paycheck	03/01/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-8.91	-160.88
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-13.17	-173.86
Paycheck	03/15/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-27.36	-201.21
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-6.25	-207.46
Paycheck	03/15/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-6.90	-214.36
Liability Check	03/15/2024	EFTPS	United States Treasury	92-2059516 - 941 February 2024	000-001 · HB Checking 0284	107.26	-107.11
Paycheck	03/29/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-14.17	-121.28
Paycheck	03/29/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-27.36	-148.64
Paycheck	03/29/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.13	-153.77
Paycheck	03/29/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-7.16	-160.92
Total 244 · Medicare - Co						-53.97	-160.92
245 · MI Unemployment							0.00
Total 245 · MI Unemployment							0.00
247 · Social Security - Employee							-458.60
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-55.14	-513.74
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-116.99	-630.73
Paycheck	03/01/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-26.76	-657.49
Paycheck	03/01/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-29.52	-687.01
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-58.30	-743.31
Paycheck	03/15/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-116.99	-860.30
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-26.76	-887.06
Paycheck	03/15/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-29.51	-916.57
Liability Check	03/15/2024	EFTPS	United States Treasury	92-2059516 - 941 February 2024	000-001 · HB Checking 0284	458.60	-457.97
Paycheck	03/29/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-60.60	-518.57
Paycheck	03/29/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-116.99	-635.55
Paycheck	03/29/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-21.90	-657.45
Paycheck	03/29/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-30.56	-688.01
Total 247 · Social Security - Employee						-229.41	-888.01
248 · Medicare - Employee							-107.26
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-12.90	-120.15
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-27.36	-147.51
Paycheck	03/01/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-8.28	-153.77
Paycheck	03/01/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-6.91	-160.68
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-13.17	-173.86
Paycheck	03/15/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-27.36	-201.21
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.25	-207.46
Paycheck	03/15/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-6.90	-214.36
Liability Check	03/15/2024	EFTPS	United States Treasury	92-2059516 - 941 February 2024	000-001 · HB Checking 0284	107.25	-107.11
Paycheck	03/29/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-14.17	-121.28
Paycheck	03/29/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-27.36	-148.64
Paycheck	03/29/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.13	-153.77
Paycheck	03/29/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-7.16	-160.92
Total 248 · Medicare - Employee						-53.67	-160.92
249 · Federal Unemployment - Co							0.00
Total 249 · Federal Unemployment - Co							0.00
30000 · Opening Balance Equity							0.00
Total 30000 · Opening Balance Equity							-239,934.79
32000 · Retained Earnings							-239,934.79
Total 32000 · Retained Earnings							10.00
400 · INCOME							10.00
Total 400 · INCOME							0.00
402 · Property Tax Capture							0.00
							-164,845.78
Deposit	03/26/2024	4767	Leelanau Township	2023 Tax Collection-final pmt	000-002 · HB MM Savings 0297	-98,128.71	-262,774.49
Check	03/31/2024	1177	County of Leelanau	040124MTT Adjustment 008-106-001-00 tax refund	000-001 · HB Checking 0284	15.85	-262,758.64
Check	03/31/2024	1177	County of Leelanau	072823JBCR2023008 adjustments	000-001 · HB Checking 0284	89.34	-262,669.30
Total 402 · Property Tax Capture						-98,023.52	-262,669.30

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Accrual Basis

Leelanau Township Library
General Ledger
As of March 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
566 · State Grants, Culture							-2,296.80
566.2 · Other Grants							-220.00
Total 566.2 · Other Grants							-220.00
566.1 · State Library Aid							-2,076.80
Total 566.1 · State Library Aid							-2,076.80
566 · State Grants, Culture - Other							0.00
Total 566 · State Grants, Culture - Other							0.00
Total 566 · State Grants, Culture							-2,296.80
681 · County Penal Fines							-2,397.15
Total 681 · County Penal Fines							-2,397.15
602 · In House Revenues							-1,500.49
Deposit	03/26/2024		VLF		000-002 · HB MM Savings 0287	-130.00	-1,630.49
Total 602 · In House Revenues						-130.00	-1,630.49
669 · Investment Interest							-568.46
Deposit	03/31/2024		Interest		000-002 · HB MM Savings 0287	-201.67	-770.33
Total 669 · Investment Interest						-201.67	-770.33
674 · Private Donations							-62,742.09
674.6 · Leelanau Twp. Comm. Foundation							0.00
Total 674.6 · Leelanau Twp. Comm. Foundation							0.00
674.4 · Contributions from Friends							0.00
Total 674.4 · Contributions from Friends							0.00
674.3 · Donations-Unrestricted							-62,615.19
Total 674.3 · Donations-Unrestricted							-62,615.19
674.2 · Temporary Restricted Donation							-40.00
Total 674.2 · Temporary Restricted Donation							-40.00
674.1 · Restricted Donation							-86.90
Total 674.1 · Restricted Donation							-86.90
674 · Private Donations - Other							0.00
Total 674 · Private Donations - Other							0.00
Total 674 · Private Donations							-62,742.09
687 · Rebates & Misc. Revenue							0.00
Total 687 · Rebates & Misc. Revenue							0.00
700 · EXPENDITURE/EXPENSE							0.00
Total 700 · EXPENDITURE/EXPENSE							0.00
701 · Payroll Expenses							84,526.67
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	889.44	85,416.01
Paycheck	03/01/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	24.02	85,440.03
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	1,509.50	86,949.53
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	377.37	87,326.90
Paycheck	03/01/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	50.95	87,377.85
Paycheck	03/01/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	431.64	87,809.49
Paycheck	03/01/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	11.65	87,821.14
Paycheck	03/01/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	476.00	88,297.14
Paycheck	03/01/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	12.86	88,310.00
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	815.32	89,125.32
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	92.65	89,217.97
Paycheck	03/15/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	24.51	89,242.48
Paycheck	03/15/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	1,886.87	91,129.35
Paycheck	03/15/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	1.77	91,131.12
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	333.54	91,464.66
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	96.10	91,560.76
Paycheck	03/15/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	11.66	91,572.42
Paycheck	03/15/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	476.00	92,048.42
Paycheck	03/15/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	12.85	92,061.27
Check	03/28/2024	auto	Intuit	monthly payroll service	000-001 · HB Checking 0284	25.44	92,086.71
Paycheck	03/28/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	977.46	93,064.17

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Accrual Basis

Leelanau Township Library
General Ledger
As of March 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
717.1 - Property & Liability Insurance							
Check	03/14/2024	1161	Municipal Underwriters of West MI Inc.	4889: MI Township Par Plan	000-001 - HB Checking 0284	4,083.00	3,787.00
Total 717.1 - Property & Liability Insurance						4,083.00	7,870.00
717 - INSURANCE - Other							
Total 717 - INSURANCE - Other						4,083.00	7,870.00
Total 717 - INSURANCE							0.00
726 - SUPPLIES							
727 - OFFICE MATERIALS							
727.1 - Postage							
Check	03/08/2024	DC	Postmaster	postage Schaumburg IL	000-001 - HB Checking 0284	3.92	474.93
Check	03/25/2024	DC	Postmaster	postage to Brookings SD	000-001 - HB Checking 0284	4.13	478.85
Total 727.1 - Postage						8.05	482.98
727.2 - Printing							
Check	03/31/2024	1167	Leelanau Enterprise	50411: Budget Hearing	000-001 - HB Checking 0284	39.80	25.00
Total 727.2 - Printing						39.80	65.40
727.3 - Office Supplies							
Check	03/14/2024	1153	Amazon Capital Services	Office Supplies	000-001 - HB Checking 0284	38.22	3,768.25
Check	03/14/2024	1160	Integrity Business Solutions	2558653-0: paper	000-001 - HB Checking 0284	63.19	3,804.47
Check	03/14/2024	1164	Woodlands Library Cooperative	9580: 2024 MI State & Federal Labor Law poster	000-001 - HB Checking 0284	30.00	3,867.66
Check	03/31/2024	1176	Amazon Capital Services	Office Supplies	000-001 - HB Checking 0284	59.57	3,987.65
Total 727.3 - Office Supplies						200.97	3,987.22
Total 727 - OFFICE MATERIALS - Other							0.00
Total 727 - OFFICE MATERIALS							0.00
728 - SUPPLIES - Other							
Total 728 - SUPPLIES - Other						248.82	4,516.60
Total 728 - SUPPLIES							0.00
728 - Repairs & Maintenance							
Check	03/14/2024	1159	Ed Kolarik	February 2024	000-001 - HB Checking 0284	320.00	3,420.00
Check	03/31/2024	1169	Summit Fire Protection	121035239: Annual Fire extinguisher service	000-001 - HB Checking 0284	100.20	3,740.00
Check	03/31/2024	1173	Ed Kolarik	March 2024 Cleaning	000-001 - HB Checking 0284	320.00	3,840.20
Total 728 - Repairs & Maintenance						740.20	4,160.20
729 - Building Supplies							
Total 729 - Building Supplies							0.00
730 - Furnishings/Equipment							
Check	03/31/2024	1176	Amazon Capital Services	Equipment	000-001 - HB Checking 0284	123.74	4,524.10
Total 730 - Furnishings/Equipment						123.74	4,647.84
741 - Books							
Check	03/14/2024	1153	Amazon Capital Services	Books	000-001 - HB Checking 0284	58.95	13,869.16
Check	03/14/2024	1154	Baker & Taylor	2038078559	000-001 - HB Checking 0284	403.11	14,272.27
Check	03/14/2024	1154	Baker & Taylor	2038088926	000-001 - HB Checking 0284	7.47	14,279.74
Check	03/14/2024	1154	Baker & Taylor	2038093489	000-001 - HB Checking 0284	392.83	14,672.57
Check	03/14/2024	1154	Baker & Taylor	2038104259	000-001 - HB Checking 0284	172.41	14,844.98
Check	03/14/2024	1154	Baker & Taylor	2038108859	000-001 - HB Checking 0284	188.64	15,033.62
Check	03/14/2024	1157	DeWitt District Library	2038126980	000-001 - HB Checking 0284	92.74	15,126.36
Check	03/14/2024	1158	DeWitt District Library	Lost Melcat item	000-001 - HB Checking 0284	8.50	15,134.86
Deposit	03/26/2024	62269	Cengage Learning Inc/Gale	84010254	000-001 - HB Checking 0284	158.35	15,293.21
Check	03/31/2024	1168	DeWitt District Library	reimbursement	000-002 - HB MM Savings 0287	-8.50	15,284.71
Check	03/31/2024	1171	Mason County District Library	84110221: Editor's Choice	000-001 - HB Checking 0284	63.18	15,347.89
Check	03/31/2024	1175	Baker & Taylor	Lost ILL item	000-001 - HB Checking 0284	15.00	15,382.89
Check	03/31/2024	1176	Baker & Taylor	2038141068	000-001 - HB Checking 0284	207.34	15,570.23
Check	03/31/2024	1176	Baker & Taylor	2038150534	000-001 - HB Checking 0284	483.47	16,053.70
Check	03/31/2024	1175	Baker & Taylor	2038169385	000-001 - HB Checking 0284	66.31	16,130.01
Check	03/31/2024	1176	Baker & Taylor	2038170832	000-001 - HB Checking 0284	152.48	16,282.49
Check	03/31/2024	1176	Baker & Taylor	2038186947	000-001 - HB Checking 0284	267.15	16,549.64

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Accrual Basis

Leelanau Township Library
General Ledger
As of March 31, 2024

	Type	Date	Num	Name	Memo	Split	Amount	Balance
021 - Electric								
	Check	03/14/2024	1156	Consumers Energy	1030 4900 3878: Jan/Feb 2024	000-001 - HB Checking 0284	203.76	2,582.85
	Check	03/31/2024	1172	Consumers Energy	1030 4900 3878: Feb/Mar 2024	000-001 - HB Checking 0284	204.06	2,766.61
Total 021 - Electric							407.82	2,970.67
022 - Sewer Use Fee								0.00
Total 022 - Sewer Use Fee								0.00
023 - Trash Removal								0.00
Total 023 - Trash Removal								0.00
055 - Misc Expense/Contingency								0.00
055.2 - Miscellaneous								480.00
Total 055.2 - Miscellaneous								500.00
055.1 - Bank Service Charges								500.00
Total 055.1 - Bank Service Charges								-10.00
055 - Misc Expense/Contingency - Other								-10.00
Total 055 - Misc Expense/Contingency - Other								0.00
Total 055 - Misc Expense/Contingency								0.00
No accont								480.00
Total no accont								0.00
TOTAL							0.00	0.00

**LEELANAU TOWNSHIP PUBLIC LIBRARY BOARD OF DIRECTORS
MEETING SCHEDULE & CALENDAR OF ACTIVITIES FISCAL YEAR 2024-2025**

JANUARY	FEBRUARY	MARCH	APRIL: FY 24-25 BEGIN
<u>Board Meeting: 1-27-25</u> Approve draft budget Submit State Report before 2-1-25	<u>Board Meeting: 2-24-25</u>	<u>Board Meeting: 3-17-25</u> Public notice of Budget Hearing Hold Budget Hearing (PA 43) Approve Budget	<u>Board Meeting: 4-15-24</u> Spring Building Review Elect Officers Set meeting schedule Director Evaluation Process begins
MAY	JUNE	JULY	AUGUST
<u>Board Meeting: 5-20-24</u> Evaluations Continue.	<u>Board Meeting: 6-17-24</u> June: Annual Friends Mtg.	<u>Board Meeting: 7-15-24</u>	<u>Board Meeting: 8-19-24</u> Notice to Twp of budget needs for 2025/2026 (PA 164).
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<u>Board Meeting: 9-16-24</u> Review By-laws	<u>Board Meeting: 10-21-24</u> State Aid Report filing time-frame: 10-01 thru 2-01: Begin preparing State report	<u>Board Meeting: 11-18-24</u> Begin Budget Development. November 5, election day for library board members.	<u>Board Meeting: 12-16-24</u> Budget Development continues Final Evals

All Board terms expire on November 20, 2024. Election for Board members November 5, 2024.

Current operating millage of .5 mils for 5 years, 2022 through 2027 inclusive, provides funds through 2027-2028 fiscal year.

April 4, 2024

Leelanau Township Public Library Board of Directors

Schedule of Regular Meetings

The Leelanau Township Public Library Board of Directors Meet on the Third Monday of Each Month at 7:00pm at the Library, 119 E Nagonaba St Northport, Michigan. Meeting Dates and Times are Subject to Change at the Discretion of the Board of Directors Within the Guidelines of the Open Meetings Act.

The following are the scheduled meeting dates for fiscal year 2024-2025

April 15, 2024 at 7:00pm

May 20, 2024 at 7:00pm

June 17, 2024 at 7:00pm

July 15, 2024 at 7:00pm

August 19, 2024 at 7:00pm

September 16, 2024 at 7:00pm

October 21, 2024 at 7:00pm

November 18, 2024 at 7:00pm

December 16, 2024 at 7:00pm

January 27, 2025 at 7:00pm

February 24, 2025 at 7:00pm

March 17, 2025 at 7:00pm