



**Leelanau Township Library Meeting of the Board of Trustees
Monday February 26, 2024 7-9 pm in the Library and on Zoom**

Meeting ID: 482 391 5571

- 1. Call to Order**
- 2. Approval of January Minutes**
- 3. Public Comment**
- 4. Directors Report**
- 5. Financial Report**
- 6. Old Business**
 - 1. Strategic Planning**
 - 2. Facilities Study Initiative**
 - 3. Budget**
 - 4.**
- 7. New Business**
 - 1. LTCF available funds**
 - 2.**
- 8. Public comment**
- 9. Adjournment**

Next meeting: March 18, 2024 at 7pm

DRAFT Leelanau Township Library Board of Trustees Meeting Minutes January 22, 2024

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

Staff Present: Julie Alpers-Preneta, director

Friends and Public Present: Silvia Gans, Patty Noftz (via Zoom)

- I. Mark Morton called the meeting to order at 7:02pm
- II. Approval of December Minutes: Rick Gans moved to accept the minutes with the amendment to add Patty Noftz as in attendance in the public. Mary seconded. Unanimous approval.
- III. Public Comment - none.
- IV. Director's Report
 - A. NPS Kindergartners return on Friday
 - B. CDs make up most of the 1,103 weeded items last month. They are being relocated to make room for the Library of Things. Julie has found a wheel cart for the Library of Things.
 - C. Dale initiated discussion on how new books are chosen for the library
 - D. Hoopla is live and Overdrive has had the most checkouts ever again last month.
 - E. Julie has joined the Post Pandemic Public Library Cohort, a leadership program for library directors organized by size of library. The program includes social media and crisis management training among others and will consist of 12 zoom meetings in '24 and in spring of '25 there will be 2 conferences.
 - F. ShareCare program has not yet started but it is in motion
 - G. BATA Bus passes have been taken, the program is going well
 - H. Great Decisions program is successfully underway with plenty of participants
- V. Financial Report
 - A. 3 months remain in the Fiscal Year
 - B. The 401K hasn't been set up yet. Marilyn will be back to do taxes next week so Julie will make it a priority to ensure the 401K program gets set up then.
 - C. Mark suggested that Overdrive and Hoopla be under line 744- Digital Materials to differentiate between line 750- Info/Tech (computers, etc.) and digital. This is already the plan for the next FY budget, but it was suggested that we add an agenda item to next month's meeting to recode Overdrive and Hoopla to 744 for this FY budget.
 - D. \$29,314.82 net income will be going into the bank unspent at the end of the FY
 - E. Rick moved to accept the Financial Report, Jamie seconded. Unanimous approval.
- VI. Old Business
 - A. Strategic Planning
 1. Elk Rapids District Library has plans for a new building and has been doing strategic planning over the last decade and may be a model for us to study. Rick will reach out for a copy of their plans and ask who they used for Strategic Planning.

2. Since we have it in this FY budget, Rick would like to see us get a contract in place for Strategic Planning before the end of the FY.

B. Facilities Study Initiative

1. Rick will follow up with the NPS Board, Township, and Village next week. He is working on his plan.

C. Budget

1. add another 2% to 709- Health Insurance as the rates increase annually before end of FY
2. 717 is still a guess
3. 727.1 Postage increases led Julie to increase this item. Discussion followed about potential online bill paying to save postage- would still need to print to a folder for the auditor, Rick would still need to sign documents/checks. Julie will discuss with Marilyn about her preference. Julie is to print a folder for Rick to sign off on any payments that were made digitally.
4. 726.3- Office Supplies vs. 729 Building supplies. Office supplies should include items such as paper and toner, Building Supplies should include items such as toilet paper and ice melt salt.
5. Regarding the Feb 26 Public Hearing for the proposed budget (PA 43), Julie will need to get legal notice out at least 6 days in advance of the hearing, so it is expected to be announced in the Enterprise in the Feb 15 publication.
6. Continued conversation about salaries: comparability issue is complex as we operate in the richest county in the state and the COLA needs to be considered, and the other libraries in the county are directed by people with either decades of service and experience or holding an advanced MLS degree. Strategic Planning can help navigate this compensation conversation.
7. Julie was praised for her work on this proposed budget.

D. Memorandum of Understanding, presented by Silvia Gans, President FOLTL

1. Approved by the FOLTL last week
2. A new funding plan to replace the previous "wish list" method. Beyond the annual contribution of at least 5% of the Friends' unrestricted fund balance, Julie may make requests for program, item, etc. funding at her discretion.
3. Any restricted donations made for books/other items will be forwarded to the library within a month of receipt as a check for the library to use as directed by the donor, rather than the previous arrangement of the director having to ask if there are any available funds earmarked for certain things.
4. Regarding paragraph 5, the Board requested for the FOLTL to amend the following sentence: "The staff will forward the contact information from all donations made directly to the Library to the membership chair of the

Friends.” to include “unless the donor wishes not to share their contact information.”

5. Rick moved to accept the Memorandum of Understanding, with amendment to paragraph 5. Amanda seconded. Unanimous approval.
6. Regarding magazine subscriptions. Mary suggested that it would be appropriate for the library to use taxpayer money to purchase the magazine subscriptions. The FOLTL currently pays for and manages these. Board agrees it should be a budget item, so Julie should increase the line item for periodicals to reflect the change.
7. Discussion about raising price of copy making. Our current price of 15c/page is outdated and too low. Julie should raise the price to 25c/page to match with Leland’s offerings.

VII. New Business

- A. Mark wanted to recognize Julie for submitting the State Aid Report in such a timely manner, as it is a massive undertaking to complete and she finished it well in advance of the February deadline. This report is imperative because without it, the library would receive no state aid.

VIII. Public Comment

- A. Silvia asked when in March the meeting between the FOLTL, Julie, and the board representatives would meet to discuss the Fund Distribution. It was decided that Silvia would initiate the schedule planning via email.
- B. Patty Noftz, regarding raising copy making price to 25c: Would like to see the library offer color and double sided printing if the price is raised. No xerox is available elsewhere in Northport.

Currently color printing is only available inside the office on the staff network and not available to the public. Mary agreed with Patty but suggested– and the board agreed– it would not be appropriate for the public to use color printing with the existing system, thus discussion was had regarding purchase of a new large color copy machine or option to lease one from Netlink, or other service (a leasing option would relieve the library of maintenance/upkeep of machine). Mark added that the Leland library benefitted from upgrading hardware with Netlink and uses their service agreement. Patty suggested that perhaps Julie can ask the FOLTL for a new copy machine.

IX. Adjournment

- A. Mark motioned to adjourn at 8:36 pm.

- X. Next meeting: February 26, 2024 at 7pm

Notes recorded and respectively submitted by Amanda Kruk, secretary



Directors Report January 2024

2024	2023
<u>Visitors</u>	
1072	856
<u>Webvisitors</u>	
582	1500
<u>Circulation</u>	
Adult 666	463
Children's 266	183
Digital	
Libby 635	452
Hoopla 11	--
New Cards 6	4

MeL

Items Borrowed 160
Items Loaned 52

Collection Development

Items added 102
Items weeded 754

Digital Collection

Overdrive/Libby Items added 6 ebooks
2 audiobooks

Programs

- Crafternoons, 11 children
- Wigglers, 10 children
- Neighborhood Forest Tree give away
- NPS Kindergartners are again coming to storytime.

- 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 is back. *The Snow Child* brought 32 to the discussion this month.
- January 2024 had the most (634) checkouts on Overdrive/Libby to date.
- Hoopla is live.
- The library received \$22,815.85 from the Giles Estate
- ShareCare Partnership is *almost* ready to go.
- Great Decisions has been well attended in January having 12-14 participants per week.

FOLTL sponsored Robert Burns Night January 23, 2024

Art in the Corner

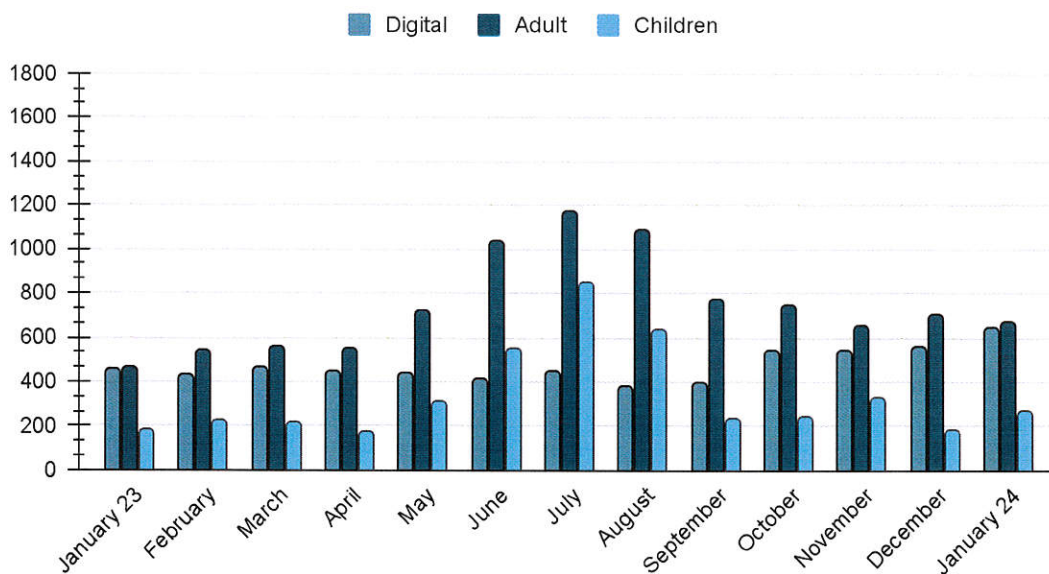
Mark Morton's Digital Photography

Upcoming:

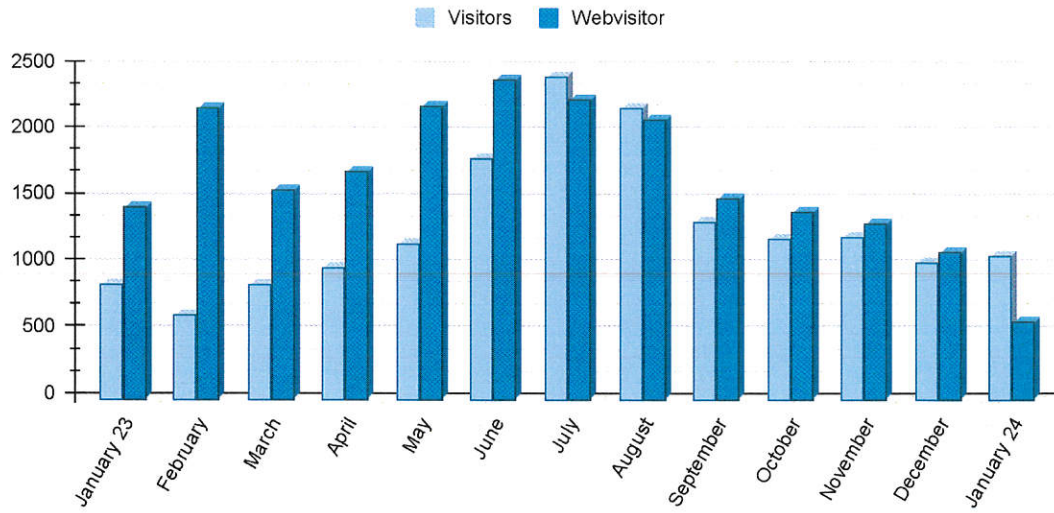
- Blind Date With a Book all of February
- FOLTL Poetry Month Tuesdays in April @ 7pm
 - 4/2 Carrie Cantalupo Sharp, Michael Hughes and Chelsea Marsh
 - 4/9 Linda Nemec Foster
 - 4/16 Songwriting workshop w/ Siusan O'Rourke
 - 4/23 Holly Wren Spaulding
 - 4/30 Open Mic Night

- William Kent Krueger's visit will include a book discussion of *The River We Remember* in the evening on May 8 and author interview at the Northport Performing Art Center on May 18, 2024
- AI Program on May 22 with Kurt Lauckner
- Erin has a great Summer Reading Program being planned.
- We are adding the series labels to the Apollo record, weeding; will be moving the mysteries back into the fiction section.
- Vanguard update.

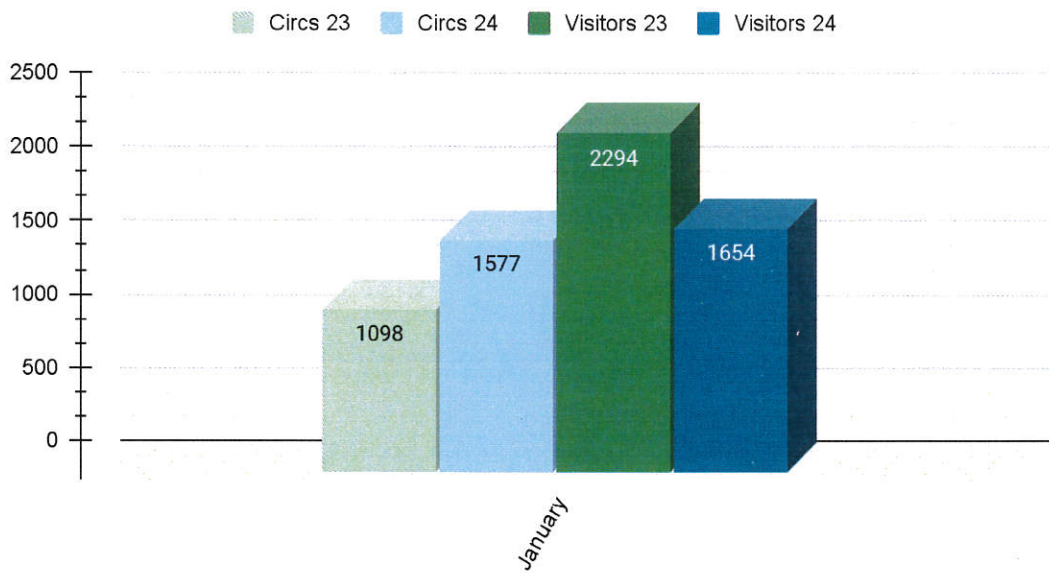
Circulation 23/24



Library Traffic 23/24



2023 vs 2024



Leelanau Township Library

Balance Sheet

All Transactions

Feb 22, 24

ASSETS

Current Assets

Checking/Savings

000-001 · HB Checking 0284 10,621.13

000-002 · HB MM Savings 0297 287,746.79

Total Checking/Savings 298,367.92

Total Current Assets 298,367.92

TOTAL ASSETS 298,367.92

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

24000 · Payroll Liabilities 443.39

241 · MI State Withholding 402.65

242 · Federal Withholding 300.00

243 · Social Security - Co 458.60

244 · Medicare - Co 107.25

247 · Social Security - Employee 458.60

248 · Medicare - Employee 107.25

Total Other Current Liabilities 2,277.74

Total Current Liabilities 2,277.74

Total Liabilities 2,277.74

Equity

30000 · Opening Balance Equity 239,934.79

Net Income 56,155.39

Total Equity 296,090.18

TOTAL LIABILITIES & EQUITY 298,367.92

Leelanau Township Library
Profit & Loss
January 2024

	<u>Jan 24</u>
Income	
402 · Property Tax Capture	60,544.89
602 · In House Revenues	182.00
669 · Investment Interest	54.12
674.3 · Donations-Unrestricted	25.00
Total Income	<u>60,806.01</u>
Expense	
701 · Payroll Expenses	7,653.13
703 · Social Security - Employer	457.81
704 · Medicare - Employer	107.07
709 · Health Insurance	1,297.56
727.1 · Postage	63.93
727.3 · Office Supplies	66.85
741 · Books	174.64
744 · Digital Materials	2,383.14
745 · Movies	200.06
746 · Library of Things	26.99
750 · Information and Technology	47.99
810 · Education/TraininTransp	212.22
Total Expense	<u>12,691.39</u>
Net Income	<u><u>48,114.62</u></u>

Leelanau Township Library Profit & Loss Budget Performance January 2024

	Jan 24	Apr '23 - Jan 24	YTD Budget	Annual Budget
Income		237,439.79		
402 · Property Tax Capture	60,544.89	76,136.02	-65,599.70	247,976.11
566.1 · State Library Aid	0.00	2,076.80	23.20	2,100.00
566.2 · Other Grants	0.00	220.00	-220.00	
581 · County Penal Fines	0.00	2,397.15	402.85	2,800.00
602 · In House Revenues	182.00	1,300.49	-800.49	500.00
669 · Investment Interest	54.12	498.82	-498.82	0.00
674.1 · Restricted Donation	0.00	86.90		
674.2 · Temporary Restricted Donation	0.00	40.00		
674.3 · Donations-Unrestricted	25.00	39,799.34	-36,799.34	3,000.00
674.5 · Leelanau Twp. Comm. Foundation	0.00	0.00	0.00	1,000.00
687 · Rebates & Misc. Revenue	0.00	0.00	0.00	0.00
Total Income	60,806.01	359,995.31	-103,492.30	257,376.11
Expense				
701 · Payroll Expenses	7,653.13	76,904.50		
702 · Salaries and Wages	0.00	0.00	23,536.98	100,441.48
703 · Social Security - Employer	457.81	4,680.11	1,547.26	6,227.37
704 · Medicare - Employer	107.07	1,094.53	361.87	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	1,297.56	14,273.16	1,325.88	15,599.04
710 · 401K Pension	0.00	0.00	10,000.00	10,000.00
717.1 · Property & Liability Insurance	0.00	3,787.00	0.00	3,787.00
717.2 · Workers Comp Insurance	0.00	441.00	459.00	900.00
717.3 · Notary Bond	0.00	55.00	0.00	55.00
727.1 · Postage	63.93	469.38	30.62	500.00
727.2 · Printing	0.00	25.60	224.40	250.00
727.3 · Office Supplies	66.85	3,633.74	2,366.26	6,000.00
728 · Repairs & Maintenance	0.00	3,100.00	900.00	4,000.00
729 · Building Supplies	0.00	0.00	0.00	0.00
730 · Furnishings/Equipment	0.00	2,837.28	1,162.72	4,000.00
741 · Books	174.64	12,567.19	5,432.81	18,000.00
742 · Audio Books	0.00	410.05	189.95	600.00
743 · Periodicals	0.00	0.00	0.00	0.00
744 · Digital Materials	2,383.14	6,693.34	-1,193.34	5,500.00
745 · Movies	200.06	846.65	653.35	1,500.00
746 · Library of Things	26.99	586.46	163.54	750.00
747 · Programs	0.00	1,015.30	1,734.70	2,750.00
750 · Information and Technology	47.99	9,134.41	1,065.59	10,200.00
760 · PR and Advertising	0.00	180.00	570.00	750.00
801.1 · Bookkeeping Fees	0.00	4,275.75	1,724.25	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

Leelanau Township Library Profit & Loss Budget Performance January 2024

	<u>Jan 24</u>	<u>Apr '23 - Jan 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
801.5 · Recording Secretary	0.00	0.00	600.00	600.00
802 · Dues	0.00	1,619.40	80.60	1,700.00
810 · Education/TraininTransp	212.22	447.22	1,802.78	2,250.00
850 · Communications	0.00	779.38	-279.38	500.00
920 · Heating	0.00	602.02	1,197.98	1,800.00
921 · Electric	0.00	2,348.26	1,851.74	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
955.1 · Bank Service Charges	0.00	-10.00	0.00	0.00
955.2 · Miscellaneous	0.00	500.00	200.00	700.00
Total Expense	<u>12,691.39</u>	<u>153,296.73</u>	<u>74,754.56</u>	<u>228,061.29</u>
Net Income	<u><u>48,114.62</u></u>	<u><u>206,698.58</u></u>	<u><u>-178,246.86</u></u>	<u><u>29,314.82</u></u>

4:31 PM
02/22/24
Accrual Basis

Leelanau Township Library
General Ledger
As of January 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
							5,787.55
000-001 - HB Checking 0284							
Check	01/01/2024	auto	Google	Google Workspace	750 - Information and Technology	-18.00	5,769.55
Transfer	01/03/2024			Funds Transfer	000-002 - HB MM Savings 0297	8,000.00	13,769.55
Liability Check	01/04/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/03/2024	2111 - *Direct Deposit Liabilities	-3,160.50	10,609.05
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	-SPLIT-	0.00	10,609.05
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	10,609.05
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	10,609.05
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	10,609.05
Check	01/09/2024	auto	Adobe Inc	2447760595: Acrobat Pro	750 - Information and Technology	-29.99	10,579.06
Check	01/11/2024	DC	Postmaster	postage to Indiana PA, stamps	727.1 - Postage	-57.23	10,521.83
Liability Check	01/12/2024	EFTPS	United States Treasury	922059516 - 941 December 2023	-SPLIT-	-1,458.92	9,062.91
Liability Check	01/18/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/17/2024	2111 - *Direct Deposit Liabilities	-3,160.51	5,902.40
Bill Pmt -Check	01/18/2024	1121	Amazon Capital Services	13FX-DLTG-YKKN	20000 - Accounts Payable	-332.67	5,569.73
Bill Pmt -Check	01/18/2024	1122	Baker & Taylor	L5453842: December	20000 - Accounts Payable	-1,687.07	3,882.66
Bill Pmt -Check	01/18/2024	1123	Biblionix	Acct #101401, Inv #9678	20000 - Accounts Payable	-1,980.00	1,902.66
Bill Pmt -Check	01/18/2024	1124	Black Stone Publishing		20000 - Accounts Payable	-73.89	1,828.77
Bill Pmt -Check	01/18/2024	1125	Bookkeeping Services Inc	7748: December 2023	20000 - Accounts Payable	-332.75	1,496.02
Bill Pmt -Check	01/18/2024	1126	Cengage Learning Inc/Gale	83185743	20000 - Accounts Payable	-31.99	1,464.03
Bill Pmt -Check	01/18/2024	1127	Charter Communications	005323301122123	20000 - Accounts Payable	-179.98	1,284.05
Bill Pmt -Check	01/18/2024	1128	Consumers Energy	1030 4900 3678: Nov/Dec 2023	20000 - Accounts Payable	-210.27	1,073.78
Bill Pmt -Check	01/18/2024	1129	Leelanau Township Office	DTESept-Dec2023	20000 - Accounts Payable	-371.12	702.66
Bill Pmt -Check	01/18/2024	1130	Mid-Michigan Library League	13445: UpNorth Digital 2024	20000 - Accounts Payable	-1,364.75	-662.09
Bill Pmt -Check	01/18/2024	1131	Midwest Tape LLC	504877129: Advance Digital Payment	20000 - Accounts Payable	-2,000.00	-2,662.09
Bill Pmt -Check	01/18/2024	1132	Overdrive Inc	01981CO24004435	20000 - Accounts Payable	-383.14	-3,045.23
Bill Pmt -Check	01/18/2024	1133	White Pine Library Cooperative	1189: Q4 2023 Interloans	20000 - Accounts Payable	-60.50	-3,105.73
Bill Pmt -Check	01/18/2024	1134	Ed Kolarik	December 2023	20000 - Accounts Payable	-320.00	-3,425.73
Check	01/18/2024	DC	Postmaster	postage to Wilkes-Barre PA	727.1 - Postage	-1.59	-3,427.32
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	-SPLIT-	0.00	-3,427.32
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	-3,427.32
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	-3,427.32
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	-3,427.32
Check	01/19/2024	DC	Postmaster	postage to Warrensburg MO	727.1 - Postage	-3.72	-3,431.04
Liability Check	01/22/2024	online	State of Michigan	2298363: MUA 4th qtr 2023	24000 - Payroll Liabilities	-143.00	-3,574.04
Check	01/26/2024	1135	Blue Care Network of Michigan	00625279: February 2024	709 - Health Insurance	-1,297.56	-4,871.60
Check	01/26/2024	1136	Monroe County Library System	24-0010: Missing Me/Cat Material	745 - Movies	-12.99	-4,884.59
Check	01/26/2024	1137	Cengage Learning Inc/Gale	83325033	741 - Books	-30.39	-4,914.98
Check	01/26/2024	1138	Julie A Preneta	Mileage Reimbursement: Back to Basics Workshop	810 - Education/TraininTransp	-212.22	-5,127.20
Transfer	01/26/2024			Funds Transfer	000-002 - HB MM Savings 0297	15,100.00	9,972.80
Check	01/26/2024	DC	Postmaster	postage to Kansas City, MO	727.1 - Postage	-1.39	9,971.41
Check	01/28/2024	auto	Intuit	monthly payroll service	701 - Payroll Expenses	-25.44	9,945.97
							4,158.42
Total 000-001 - HB Checking 0284							164,657.11
000-002 - HB MM Savings 0297							
Deposit	01/02/2024			Deposit	-SPLIT-	60,644.86	225,301.97
Transfer	01/03/2024			Funds Transfer	000-001 - HB Checking 0284	-8,000.00	217,301.97
Deposit	01/18/2024			Deposit	-SPLIT-	107.03	217,409.00
Transfer	01/26/2024			Funds Transfer	000-001 - HB Checking 0284	-15,100.00	202,309.00
Deposit	01/31/2024			Interest	669 - Investment Interest	54.12	202,363.12
							37,706.01
Total 000-002 - HB MM Savings 0297							0.00
000-003 - HB MM Fund Balance							
Total 000-003 - HB MM Fund Balance							0.00
000-400 - Petty Cash							
Total 000-400 - Petty Cash							0.00
11000 - Accounts Receivable							
Total 11000 - Accounts Receivable							0.00
12000 - Undeposited Funds							
Total 12000 - Undeposited Funds							0.00
15000 - Capital Improvement							
Total 15000 - Capital Improvement							0.00
20000 - Accounts Payable							-6,519.83

4:31 PM
02/22/24
Accrual Basis

Leelanau Township Library
General Ledger
As of January 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill	01/01/2024	13FX-DLTG-YKNK	Amazon Capital Services	13FX-DLTG-YKNK	-SPLIT-	-332.67	-6,852.50
Bill	01/05/2024	1189	White Pine Library Cooperative	1189: Q4 2023 Interloans	741 - Books	-60.50	-6,913.00
Bill	01/05/2024	01981CO24004435	Overdrive Inc	01981CO24004435	744 - Digital Materials	-383.14	-7,296.14
Bill	01/09/2024	83185743	Cengage Learning Inc/Gale	83185743	741 - Books	-31.99	-7,328.13
Bill	01/10/2024	504877129	Midwest Tape LLC	504877129: Advance Digital Payment	744 - Digital Materials	-2,000.00	-9,328.13
Bill Pmt -Check	01/18/2024	1121	Amazon Capital Services	13FX-DLTG-YKNK	000-001 - HB Checking 0284	332.67	-8,995.46
Bill Pmt -Check	01/18/2024	1122	Baker & Taylor	L5453842: December	000-001 - HB Checking 0284	1,687.07	-7,308.39
Bill Pmt -Check	01/18/2024	1123	Biblionix	Acct #101401, Inv #9678	000-001 - HB Checking 0284	1,980.00	-5,328.39
Bill Pmt -Check	01/18/2024	1124	Black Stone Publishing		000-001 - HB Checking 0284	73.89	-5,254.50
Bill Pmt -Check	01/18/2024	1125	Bookkeeping Services Inc	7748: December 2023	000-001 - HB Checking 0284	332.75	-4,921.75
Bill Pmt -Check	01/18/2024	1126	Cengage Learning Inc/Gale	83185743	000-001 - HB Checking 0284	31.99	-4,889.76
Bill Pmt -Check	01/18/2024	1127	Charter Communications	005323301122123	000-001 - HB Checking 0284	179.98	-4,709.78
Bill Pmt -Check	01/18/2024	1128	Consumers Energy	1030 4900 3678: Nov/Dec 2023	000-001 - HB Checking 0284	210.27	-4,499.51
Bill Pmt -Check	01/18/2024	1129	Leelanau Township Office	DTESept-Dec2023	000-001 - HB Checking 0284	371.12	-4,128.39
Bill Pmt -Check	01/18/2024	1130	Mid-Michigan Library League	13445: UpNorth Digital 2024	000-001 - HB Checking 0284	1,364.75	-2,763.64
Bill Pmt -Check	01/18/2024	1131	Midwest Tape LLC	504877129: Advance Digital Payment	000-001 - HB Checking 0284	2,000.00	-763.64
Bill Pmt -Check	01/18/2024	1132	Overdrive Inc	01981CO24004435	000-001 - HB Checking 0284	383.14	-380.50
Bill Pmt -Check	01/18/2024	1133	White Pine Library Cooperative	1189: Q4 2023 Interloans	000-001 - HB Checking 0284	60.50	-320.00
Bill Pmt -Check	01/18/2024	1134	Ed Kolarik	December 2023	000-001 - HB Checking 0284	320.00	0.00
Total 20000 - Accounts Payable						6,519.83	0.00
2111 - *Direct Deposit Liabilities							0.00
Liability Check	01/04/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/03/2024	000-001 - HB Checking 0284	3,160.50	3,160.50
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-818.57	2,341.93
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-1,532.92	809.01
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-320.25	488.76
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-488.76	0.00
Liability Check	01/18/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/17/2024	000-001 - HB Checking 0284	3,160.51	3,160.51
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-818.56	2,341.95
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-1,532.93	809.02
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-320.26	488.76
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-488.76	0.00
Total 2111 - *Direct Deposit Liabilities						0.00	0.00
2110 - Direct Deposit Liabilities							0.00
Total 2110 - Direct Deposit Liabilities							0.00
24000 - Payroll Liabilities							-143.00
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-143.00
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-5.45	-148.45
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-24.52	-172.97
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-172.97
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-11.32	-184.29
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-50.95	-235.24
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-235.24
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-2.12	-237.36
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-9.54	-246.90
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-246.90
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-3.26	-250.16
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-14.69	-264.85
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-264.85
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-5.45	-270.30
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-24.51	-294.81
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-294.81
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-11.32	-306.13
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-50.94	-357.07
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-357.07
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-2.12	-359.19
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-9.53	-368.72
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-368.72
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-3.27	-371.99
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-14.69	-386.68
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284		

4:31 PM
02/22/24
Accrual Basis

Leelanau Township Library
General Ledger
As of January 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Liability Check	01/22/2024	online	State of Michigan	2298363: MUA 4th qtr 2023	000-001 · HB Checking 0284	143.00	-243.68
Total 24000 - Payroll Liabilities						-100.68	-243.68
241 · MI State Withholding							-1,253.95
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-19.95	-1,273.90
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-59.60	-1,333.50
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.89	-1,339.39
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-13.62	-1,353.01
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-19.95	-1,372.96
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-59.60	-1,432.56
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.89	-1,438.45
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-13.62	-1,452.07
Total 241 - MI State Withholding						-198.12	-1,452.07
242 · Federal Withholding							-309.00
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-309.00
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-150.00	-459.00
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-459.00
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-459.00
Liability Check	01/12/2024	EFTPS	United States Treasury	922059516 - 941 December 2023	000-001 · HB Checking 0284	309.00	-150.00
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-150.00
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-150.00	-300.00
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-300.00
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-300.00
Total 242 - Federal Withholding						9.00	-300.00
243 · Social Security - Co							-465.99
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-56.29	-522.28
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-116.99	-639.27
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-21.90	-661.17
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-33.73	-694.90
Liability Check	01/12/2024	EFTPS	United States Treasury	922059516 - 941 December 2023	000-001 · HB Checking 0284	465.99	-228.91
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-56.30	-285.21
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-116.98	-402.19
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-21.89	-424.08
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-33.73	-457.81
Total 243 - Social Security - Co						8.18	-457.81
244 · Medicare - Co							-108.97
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-13.17	-122.14
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-27.36	-149.50
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.12	-154.62
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-7.89	-162.51
Liability Check	01/12/2024	EFTPS	United States Treasury	922059516 - 941 December 2023	000-001 · HB Checking 0284	108.97	-53.54
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-13.16	-66.70
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-27.36	-94.06
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.12	-99.18
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-7.89	-107.07
Total 244 - Medicare - Co						1.90	-107.07
245 · MI Unemployment							0.00
Total 245 - MI Unemployment							0.00
247 · Social Security - Employee							-465.99
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-56.29	-522.28
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-116.99	-639.27
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-21.90	-661.17
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-33.73	-694.90
Liability Check	01/12/2024	EFTPS	United States Treasury	922059516 - 941 December 2023	000-001 · HB Checking 0284	465.99	-228.91
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-56.30	-285.21
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-116.98	-402.19
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-21.89	-424.08
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-33.73	-457.81
Total 247 - Social Security - Employee						8.18	-457.81
248 · Medicare - Employee							-108.97

4:31 PM
02/22/24
Accrual Basis

Leelanau Township Library
General Ledger
As of January 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-13.17	-122.14	
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-27.36	-149.50	
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-5.12	-154.62	
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-7.89	-162.51	
Liability Check	01/12/2024	EFTPS	United States Treasury	922059516 - 941 December 2023	000-001 - HB Checking 0284	108.97	-53.54	
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-13.16	-66.70	
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-27.36	-94.06	
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-5.12	-99.18	
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-7.89	-107.07	
						1.90	-107.07	
Total 248 - Medicare - Employee							0.00	0.00
249 - Federal Unemployment - Co								0.00
Total 249 - Federal Unemployment - Co								0.00
30000 - Opening Balance Equity								-239,934.79
Total 30000 - Opening Balance Equity								-239,934.79
32000 - Retained Earnings								78,865.83
Total 32000 - Retained Earnings								78,865.83
400 - INCOME								0.00
Total 400 - INCOME								0.00
402 - Property Tax Capture								0.00
Deposit	01/02/2024	4716	Leelanau Township	12/26/23	000-002 - HB MM Savings 0297	-60,542.86	-60,542.86	
Deposit	01/18/2024	123808	County of Leelanau	tax capture refund	000-002 - HB MM Savings 0297	-2.03	-60,544.89	
						-60,544.89	-60,544.89	
Total 402 - Property Tax Capture								0.00
566 - State Grants, Culture								0.00
Total 566 - State Grants, Culture								0.00
566.1 - State Library Aid								0.00
Total 566.1 - State Library Aid								0.00
566.2 - Other Grants								0.00
Total 566.2 - Other Grants								0.00
581 - County Penal Fines								0.00
Total 581 - County Penal Fines								0.00
602 - In House Revenues								0.00
Deposit	01/02/2024		Cash	printing/book sale/bookmarks	000-002 - HB MM Savings 0297	-77.00	-77.00	
Deposit	01/18/2024			printing/book sales/bookmarks	000-002 - HB MM Savings 0297	-50.00	-127.00	
Deposit	01/18/2024	1825		printing/book sales/bookmarks	000-002 - HB MM Savings 0297	-5.00	-132.00	
Deposit	01/18/2024	3434	Shatz	Deposit	000-002 - HB MM Savings 0297	-50.00	-182.00	
						-182.00	-182.00	
Total 602 - In House Revenues								0.00
669 - Investment Interest								0.00
Deposit	01/31/2024			Interest	000-002 - HB MM Savings 0297	-54.12	-54.12	
						-54.12	-54.12	
Total 669 - Investment Interest								0.00
674 - Private Donations								0.00
Total 674 - Private Donations								0.00
674.1 - Restricted Donation								0.00
Total 674.1 - Restricted Donation								0.00
674.2 - Temporary Restricted Donation								0.00
Total 674.2 - Temporary Restricted Donation								0.00
674.3 - Donations-Unrestricted								0.00
Deposit	01/02/2024	5572	Van Echten	Donation	000-002 - HB MM Savings 0297	-25.00	-25.00	
						-25.00	-25.00	
Total 674.3 - Donations-Unrestricted								0.00
674.4 - Contributions from Friends								0.00
Total 674.4 - Contributions from Friends								0.00
674.5 - Leelanau Twp. Comm. Foundation								0.00
Total 674.5 - Leelanau Twp. Comm. Foundation								0.00
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								0.00
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	639.29	639.29	
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	185.30	824.59	

4:31 PM
02/22/24
Accrual Basis

Leelanau Township Library
General Ledger
As of January 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	83.39	907.98
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	5.45	913.43
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	24.52	937.95
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	1,202.88	2,140.83
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	377.37	2,518.20
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	306.62	2,824.82
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	11.32	2,836.14
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	50.95	2,887.09
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	78.48	2,965.57
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	176.58	3,142.15
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	98.10	3,240.25
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	2.12	3,242.37
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	9.54	3,251.91
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	476.00	3,727.91
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	68.00	3,795.91
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	3.26	3,799.17
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	14.69	3,813.86
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	778.26	4,592.12
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	92.65	4,684.77
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	37.06	4,721.83
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	5.45	4,727.28
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	24.51	4,751.79
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	1,698.18	6,449.97
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	188.69	6,638.66
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	11.32	6,649.98
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	50.94	6,700.92
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	353.16	7,054.08
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	2.12	7,056.20
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	9.53	7,065.73
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	476.00	7,541.73
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	68.00	7,609.73
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	3.27	7,613.00
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	14.69	7,627.69
Check	01/28/2024	auto	Intuit	monthly payroll service	000-001 - HB Checking 0284	25.44	7,653.13
Total 701 - Payroll Expenses						7,653.13	7,653.13
702 - Salaries and Wages							0.00
Total 702 - Salaries and Wages							0.00
703 - Social Security - Employer							0.00
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	56.29	56.29
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	116.99	173.28
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	21.90	195.18
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	33.73	228.91
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	56.30	285.21
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	116.98	402.19
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	21.89	424.08
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	33.73	457.81
Total 703 - Social Security - Employer						457.81	457.81
704 - Medicare - Employer							0.00
Paycheck	01/05/2024	DD1067	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	13.17	13.17
Paycheck	01/05/2024	DD1068	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	27.36	40.53
Paycheck	01/05/2024	DD1069	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	5.12	45.65
Paycheck	01/05/2024	DD1070	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	7.89	53.54
Paycheck	01/19/2024	DD1071	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	13.16	66.70
Paycheck	01/19/2024	DD1072	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	27.36	94.06
Paycheck	01/19/2024	DD1073	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	5.12	99.18
Paycheck	01/19/2024	DD1074	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	7.89	107.07
Total 704 - Medicare - Employer						107.07	107.07
705 - MI Unemployment Tax							0.00
Total 705 - MI Unemployment Tax							0.00

4:31 PM
02/22/24
Accrual Basis

Leelanau Township Library
General Ledger
As of January 31, 2024

	Type	Date	Num	Name	Memo	Split	Amount	Balance
707 · Federal Unemployment								0.00
Total 707 · Federal Unemployment								0.00
708 · Bonus								0.00
Total 708 · Bonus								0.00
709 · Health Insurance								0.00
	Check	01/26/2024	1135	Blue Care Network of Michigan	00625279: February 2024	000-001 · HB Checking 0284	1,297.56	1,297.56
Total 709 · Health Insurance							1,297.56	1,297.56
710 · 401K Pension								0.00
Total 710 · 401K Pension								0.00
717 · INSURANCE								0.00
Total 717 · INSURANCE								0.00
717.1 · Property & Liability Insurance								0.00
Total 717.1 · Property & Liability Insurance								0.00
717.2 · Workers Comp Insurance								0.00
Total 717.2 · Workers Comp Insurance								0.00
717.3 · Notary Bond								0.00
Total 717.3 · Notary Bond								0.00
726 · SUPPLIES								0.00
Total 726 · SUPPLIES								0.00
727 · OFFICE MATERIALS								0.00
Total 727 · OFFICE MATERIALS								0.00
727.1 · Postage								0.00
	Check	01/11/2024	DC	Postmaster	postage to Indiana PA, stamps	000-001 · HB Checking 0284	57.23	57.23
	Check	01/18/2024	DC	Postmaster	postage to Wilkes-Barre PA	000-001 · HB Checking 0284	1.59	58.82
	Check	01/19/2024	DC	Postmaster	postage to Warrensburg MO	000-001 · HB Checking 0284	3.72	62.54
	Check	01/26/2024	DC	Postmaster	postage to Kansas City, MO	000-001 · HB Checking 0284	1.39	63.93
Total 727.1 · Postage							63.93	63.93
727.2 · Printing								0.00
Total 727.2 · Printing								0.00
727.3 · Office Supplies								0.00
	Bill	01/01/2024	13FX-DLTG-YKNK	Amazon Capital Services	Office supplies	20000 · Accounts Payable	66.85	66.85
Total 727.3 · Office Supplies							66.85	66.85
728 · Repairs & Maintenance								0.00
Total 728 · Repairs & Maintenance								0.00
729 · Building Supplies								0.00
Total 729 · Building Supplies								0.00
730 · Furnishings/Equipment								0.00
Total 730 · Furnishings/Equipment								0.00
741 · Books								0.00
	Bill	01/01/2024	13FX-DLTG-YKNK	Amazon Capital Services	Books	20000 · Accounts Payable	51.76	51.76
	Bill	01/05/2024	1189	White Pine Library Cooperative	1189: Q4 2023 Interloans	20000 · Accounts Payable	60.50	112.26
	Bill	01/09/2024	83185743	Cengage Learning Inc/Gale	83185743	20000 · Accounts Payable	31.99	144.25
	Check	01/26/2024	1137	Cengage Learning Inc/Gale	83325033	000-001 · HB Checking 0284	30.39	174.64
Total 741 · Books							174.64	174.64
742 · Audio Books								0.00
Total 742 · Audio Books								0.00
743 · Periodicals								0.00
Total 743 · Periodicals								0.00
744 · Digital Materials								0.00
	Bill	01/05/2024	01981CO24004435	Overdrive Inc	01981CO24004435	20000 · Accounts Payable	383.14	383.14
	Bill	01/10/2024	504877129	Midwest Tape LLC	504877129: Advance Digital Payment	20000 · Accounts Payable	2,000.00	2,383.14
Total 744 · Digital Materials							2,383.14	2,383.14
745 · Movies								0.00
	Bill	01/01/2024	13FX-DLTG-YKNK	Amazon Capital Services	Movies/DVDs	20000 · Accounts Payable	187.07	187.07
	Check	01/26/2024	1136	Monroe County Library System	24-0010: Missing MelCat Material	000-001 · HB Checking 0284	12.99	200.06
Total 745 · Movies							200.06	200.06
746 · Library of Things								0.00
	Bill	01/01/2024	13FX-DLTG-YKNK	Amazon Capital Services	Library of Things	20000 · Accounts Payable	26.99	26.99
Total 746 · Library of Things							26.99	26.99

4:31 PM
02/22/24
Accrual Basis

Leelanau Township Library
General Ledger
As of January 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
747 · Programs							0.00
Total 747 · Programs							0.00
750 · Information and Technology							0.00
Check	01/01/2024	auto	Google	Google Workspace	000-001 · HB Checking 0284	18.00	18.00
Check	01/08/2024	auto	Adobe Inc	2447760595: Acrobat Pro	000-001 · HB Checking 0284	29.99	47.99
Total 750 · Information and Technology						47.99	47.99
760 · PR and Advertising							0.00
Total 760 · PR and Advertising							0.00
801 · Professional Fees							0.00
Total 801 · Professional Fees							0.00
801.1 · Bookkeeping Fees							0.00
Total 801.1 · Bookkeeping Fees							0.00
801.2 · Legal Fees							0.00
Total 801.2 · Legal Fees							0.00
801.3 · Accounting Fees							0.00
Total 801.3 · Accounting Fees							0.00
801.4 · Consultants							0.00
Total 801.4 · Consultants							0.00
801.5 · Recording Secretary							0.00
Total 801.5 · Recording Secretary							0.00
802 · Dues							0.00
Total 802 · Dues							0.00
810 · Education/TraininTransp							0.00
Check	01/26/2024	1138	Julie A Preneta	Mileage Reimbursement: Back to Basics Workshop, 000-001 · HB Checking 0284		212.22	212.22
Total 810 · Education/TraininTransp						212.22	212.22
850 · Communications							0.00
Total 850 · Communications							0.00
920 · Heating							0.00
Total 920 · Heating							0.00
921 · Electric							0.00
Total 921 · Electric							0.00
922 · Sewer Use Fee							0.00
Total 922 · Sewer Use Fee							0.00
923 · Trash Removal							0.00
Total 923 · Trash Removal							0.00
955 · Misc Expense/Contingency							0.00
Total 955 · Misc Expense/Contingency							0.00
955.1 · Bank Service Charges							0.00
Total 955.1 · Bank Service Charges							0.00
955.2 · Miscellaneous							0.00
Total 955.2 · Miscellaneous							0.00
No acct							0.00
Total no acct							0.00
TOTAL						<u>0.00</u>	<u>0.00</u>

Library Strategic Planning updates:

Rob Cullin, Janet Nelson
ReThinking Libraries, LLC

www.rethinkinglibraries.org

Will respond to the RFP; had a good conversation with them on 2/22/24. Won't respond to facilities section, but will provide potential folks based in Michigan. Written response anticipated by March 1.

Plan A Advisors
evankingsley@planaadvisors.com

www.planaadvisors.com

Declined; not a good fit.

Amanda Standerfer
Fast Forward Libraries

www.fastforwardlibraries.com

Will respond (not to facilities section); probably by March 1.

Midwest Collaborative For Library Services
Pam Seabolt and Lissa Krull

Jim Mingos

(reached out already)

Pam Seabolt key contact; will respond by March 1.

The Ivy Group (clients mainly bigger libraries)

www.ivygroup.com

Did not reach out.

Draft Budget FY 2024-2025

	22-23 Actual	23-24 6Months	Projected 23-24	23-24 Budget	24-25 Proposed
INCOME		\$237,439.79			
400 · INCOME					
402 · Property Tax Capture		\$15,591.13		\$247,976.11	\$267,625.15
402 · Property Tax Capture - Other					
Total 402 · Property Tax Capture	\$0.00	\$253,030.92	\$253,030.92	\$247,976.11	\$267,625.15
566 · State Grants, Culture					
566.1 · State Library Aid	\$3,044.00	\$2,076.80	\$2,076.80	\$2,100.00	\$2,100.00
566 · State Grants, Culture - Other	\$120.00	\$220.00	\$220.00	\$0.00	\$0.00
Total 566 · State Grants, Culture	\$3,164.00	\$2,296.80	\$2,296.80	\$2,100.00	\$2,100.00
581 · County Penal Fines	\$2,834.00	\$2,397.15	\$2,397.15	\$2,800.00	\$2,300.00
602 · In House Revenues	\$1,910.00	\$741.00	\$1,100.00	\$500.00	\$1,200.00
669 · Investment Interest		\$306.56	\$653.12	\$0.00	\$750.00
674 · Private Donations					
674.1 · Restricted Donation		\$86.90	\$86.90		\$0.00
674.2 · Temporary Restricted Donations					\$0.00
674.3 · Donations-Unrestricted	\$3,160.00	\$38,744.34	\$39,000.00	\$3,000.00	\$3,500.00
674.4 · Contributions from Friends					
Total 674 · Private Donations	\$3,160.00	\$38,831.24	\$39,086.90	\$3,000.00	\$3,500.00
687 · Rebates & Misc. Revenue					
Total 400 · INCOME	\$11,068.00	\$297,603.67	\$298,564.89	\$256,376.11	\$277,475.15
Total Income	\$11,068.00	\$297,603.67	\$298,564.89	\$256,376.11	\$277,475.15
EXPENSE					
700 · EXPENDITURE/EXPENSE					
702 · Salaries and Wages	\$75,163.00	\$47,040.26	\$94,080.52	\$100,441.48	\$105,285.67
703 · Social Security - Employer (0.124)	\$5,715.00	\$2,849.14	\$5,698.28	\$6,227.37	\$6,528.00
704 · Medicare - Employer (1.45%)		\$666.34	\$1,332.68	\$1,456.40	\$1,527.00
705 · MI Unemployment Tax (2.7%)		\$0.00	\$0.00	\$100.00	\$2,843.00
706 · MI Obligation Assmt tax		\$0.00	\$0.00	\$0.00	\$0.00
707 · Fed Unemployment		\$0.00	\$0.00	\$145.00	\$168.00
709 · Health Insurance	\$19,370.00	\$7,785.36	\$15,570.72	\$15,599.04	\$16,630.97
710 401K Pension			\$10,000.00	\$10,000.00	\$10,000.00
Total 702-709	\$100,248.00	\$58,341.10	\$126,682.20	\$133,969.29	\$142,982.64
717 · Insurance					
717.1 · Property & Liability Insurance	\$646.00	\$3,787.00	\$3,787.00	\$3,787.00	\$4,052.00
717.2 · Workers Comp Insurance		\$441.00	\$882.00	\$900.00	\$950.00
717.3 · Notary Bond		\$55.00	\$55.00	\$55.00	\$0.00
Total 717 · Insurance	\$646.00	\$4,283.00	\$4,724.00	\$4,742.00	\$5,002.00
726 · SUPPLIES					
727 · Office Materials					
727.1 · Postage	\$238.00	\$275.01	\$500.00	\$500.00	\$650.00
726.2 · Printing	\$540.00	\$25.60	\$100.00	\$250.00	\$200.00
726.3 · Office Supplies	\$5,714.00	\$2,303.10	\$4,700.00	\$6,000.00	\$5,000.00
Total 727 · Office Materials	\$6,492.00	\$2,603.71	\$5,300.00	\$6,750.00	\$5,850.00
728 · Repairs and Maintenance	\$1,701.00	\$1,820.00	\$3,700.00	\$4,000.00	\$5,500.00
729 · Building Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
730 · Furnishings/Equipment	\$3,768.00	\$2,837.28	\$3,000.00	\$4,000.00	\$1,500.00
Total Building 728-730	\$5,469.00	\$4,657.28	\$6,700.00	\$8,000.00	\$7,500.00
741 · Books	\$22,048.00	\$6,562.27	\$15,000.00	\$18,000.00	\$18,000.00

Draft Budget FY 2024-2025

	22-23 Actual	23-24 6Months	Projected 23-24	23-24 Budget	24-25 Proposed
742 · Audio Books	\$332.00	\$142.05	\$450.00	\$600.00	\$500.00
743 · Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
744 · Digital Materials	\$3,682.00	\$2,602.81	\$5,500.00	\$5,500.00	\$10,100.00
745 · Movies	\$1,484.00	\$485.53	\$1,000.00	\$1,500.00	\$1,000.00
746 · Library of Things	\$0.00	\$446.98	\$750.00	\$750.00	\$1,000.00
747 · Programs	\$1,197.00	\$583.28	\$1,200.00	\$2,750.00	\$2,750.00
Total 740 - Materials and Programs	\$28,743.00	\$10,822.92	\$23,900.00	\$29,100.00	\$35,850.00
750 · Information Technology	\$11,084.00	\$4,654.83	\$10,000.00	\$10,200.00	\$7,250.00
760 · PR & Advertising		\$180.00	\$700.00	\$750.00	\$1,500.00
801 · Professional Fees					
801.1 · Bookkeeping Fees		\$3,047.25	\$6,000.00	\$6,000.00	\$4,500.00
801.2 · Legal Fees		\$0.00	\$0.00	\$1,000.00	\$1,000.00
801.3 · Audit		\$0.00	\$0.00	\$0.00	\$5,000.00
801.4 Consultants			\$15,000.00	\$15,000.00	\$15,000.00
801.5 Recording Secretary			\$600.00	\$600.00	\$600.00
Total 801 · Professional Fees	\$0.00	\$3,047.25	\$21,600.00	\$22,600.00	\$26,100.00
802 · Dues	\$1,363.00	\$1,619.40	\$1,619.40	\$1,700.00	\$2,000.00
810 · Education/Training/Transp	\$550.00	\$210.00	\$275.00	\$2,250.00	\$2,000.00
850 · Communications	\$860.00	\$629.88	\$850.00	\$500.00	\$1,200.00
920 · Heating	\$286.00	\$230.90	\$1,800.00	\$1,800.00	\$2,000.00
921 · Electric	\$2,207.00	\$1,591.48	\$3,500.00	\$4,200.00	\$4,200.00
922 · Sewer Use Fee	\$497.00	\$0.00		\$800.00	\$800.00
923 · Trash Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Services 850-923	\$3,850.00	\$2,452.26	\$6,150.00	\$7,300.00	\$8,200.00
955 · Misc Expense/Contingency/Rental					
955.1 · Bank Service Charges		\$91.15	\$0.00	\$0.00	\$0.00
955.2 · Miscellaneous	\$332.00	\$200.00	\$500.00	\$700.00	\$700.00
955 · Misc Expense/Contingency/Rental					
Total 955 · Misc Expense/Contingency/F	\$332.00	\$291.15	\$500.00	\$700.00	\$700.00
Total 700 · EXPENDITURE/EXPENSE	\$158,777.00	\$93,162.90	\$208,150.60	\$228,061.29	\$244,934.64
Total Expense	\$158,777.00	\$93,162.90	\$208,150.60	\$228,061.29	\$244,934.64
PROJECTED CARRYOVER	-\$147,709.00	\$204,440.77	\$90,414.29	\$28,314.82	\$32,540.51

Draft Budget FY 2024-2025

Cell: O15

Comment: 602 In House Revenue :
Computer printing, copies, corner book sale, book marks

Cell: O51

Comment: 726.3 Office Supplies:
PO Box
Netlink Maintenance agreement
Paper ect

Cell: O54

Comment: 728 Repairs and Maintenance:
Janitor \$3840
+ misc

Cell: O55

Comment: 729 Building Supplies:
Paper towels
TP
Soap
ect

Cell: O62

Comment: 744 Digital Materials:
\$6600 Overdrive Advantage collection
\$2000 Hoopla
\$1500 UpNorth Digital to MMLL

Cell: O68

Comment: 750 Info Tech:
Spectrum internet \$1560
Bibliolix Apollo \$2100
Ploud/New host \$250
Wowbury \$500
Google \$260
Adobe \$360
T Mobile \$1260
Library Network \$30: Deep Freeze License Renewal
Idrive \$200
Sophos \$300
McAfee \$75
Go Daddy \$45: Domain Renewal

Cell: O79

Comment: 802 Dues:
MLA \$381
MMLL \$1100
MCLS \$125
NP/O Chamber \$75

Cell: O82

Comment: 850 Communications:
Fax \$600
Phone \$600

2024-2025

DRAFT DETAILS	Amount		Explanation
(1) 2023 Property Tax Collected:	\$253,030.92		Actual
(5) 2024 Property Tax Collected	\$267,625.15		Estimate
(2) Salaries Detail	FY 22-23	FY 23-24	
Director	\$49,058.72	\$51,021.07	Salaried +4%
Youth Services	\$26,016.12	\$28,080.00	\$20.00/hr x 27hrs/wk x 52 wks ~+8%
Circ Clerk	\$11,222.64	\$11,583.00	\$20.45 x 11 hrs/wk x 52 wks +4%
Cric Clerk	\$14,144.00	\$14,601.60	\$17.68 x 16 hrs/wk x 52 wks +4%
TOTAL SALARIES	\$100,441.48	\$105,285.67	
(3) Fed Unemployment: .6% of the first \$7,000 per employee (\$168) per year; payable after close of FY			
(5) Projected Property Tax Capture for 2024: \$267,625.15			
2024 LeelanauTwp Taxable Value \$535,250,306 (an increase of \$39,298,088 from 2023)			
No Headlee rollback for 2023			



Leelanau Township
community foundation™

301 N. Mill Street
PO Box 818
Northport, MI 49670

231-386-9000
www.leelanaufoundation.org

*Established in 1945 to improve the quality of life
for the people of Leelanau Township.*

For **good.** For **ever.**
January 25, 2024

Ms. Julie Preneta
Director, Leelanau Township Library
P.O. Box 235
Northport, MI 49670

Dear Julie,

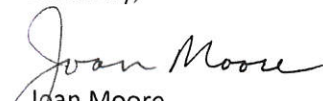
This is to inform you of the current status & availability of the designated Library funds held by the Leelanau Township Community Foundation (LTCF) as follows:

1. Leelanau Township Library Endowment Fund – Established to provide support to the Library to carry out its role and mission as desired by the Library’s governing documents. The current balance of this fund is \$19,447.00 and as an endowed fund the annual amount available is calculated according to the LTCF Spending policy. Please note that the amount available to spend for 2024 is \$603. Including the rollover of unspent dollars for the last few years, there is currently a total of \$3,539.00 available to grant.
2. Leelanau Township Library Advised Fund (non-endowed) – This fund was established with the same purpose as the endowed fund but as a non-endowed fund the principal may be spent as well. It currently has a balance available of \$1,900.14. However, if you wish to keep this fund active at the Foundation, a balance of \$1,000 will need to be maintained.
3. Leelanau Township Library Grace Cochran Special Use Fund (non-endowed) – This fund was established with a specific purpose, which is to support the purchase of books and materials on the subject of wildlife, plants and gardening native to this area of Michigan. The current available balance is \$7,319.07.

In the past, a request to utilize these funds has been required from Leelanau Township, but now that the Library is independent of the Township, I would ask that you notify me if the board wishes to have them distributed to the organization. In regard to the Cochran special use fund, which has the largest available balance, I would need an explanation on how the funds are to be utilized to satisfy the purpose of the fund agreement.

I would be happy to discuss with you further and answer any questions you may have. Thank you.

Sincerely,


Joan Moore
Executive Director