



119 Nagonaba St. Northport, MI 49670

[www.leelanautownshiplibrary.org](http://www.leelanautownshiplibrary.org)

**Leelanau Township Library Meeting of the Board of Trustees  
Monday DEC 18, 2023 7-9 pm in the Library and on Zoom**

Meeting ID: 482 391 5571

- 1. Call to Order**
- 2. Approval of November Minutes**
- 3. Public Comment**
- 4. Directors Report**
- 5. Financial Report**
- 6. Old Business**
  - 1. Strategic Planning**
  - 2. Facilities Study Initiative**
  - 3. Budget**
  - 4. Memorandum of Understanding with the Friends of LTL**
- 7. New Business**
  - 1.**
- 8. Public comment**
- 9. Closed Session**
- 10. Adjournment**

**Next meeting: Jan 22, 2024 at 7pm**

DRAFT Leelanau Township Library Board of Trustees Meeting Minutes Nov 20, 2023

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

Staff Present: Julie Alpers-Preneta, Director

Friends and Public Present: Silvia Gans, Patty Noftz, Alana Osumi

- I. Mark Morton called the meeting to order at 7:02pm
- II. Approval of minutes of Oct 16 meeting with one correction: VI.A.2 “utility” to “facilities”  
Mary moved to approve minutes with correction, Rick seconded. unanimous approval.
- III. Public Comment: none
- IV. Directors Report
  - A. Julie was pleased with the turnout to the “Future-Proofing Your Home” program, also noted that the library saw the most ever overdrive/libby checkouts in October. Julie reported on her attendance at a Back To Basics workshop on weeding and has since spent time weeding and reorganizing our Michigan section to better serve those searching for local authors, etc.
    1. Dale suggested we offer to donate weeded books to the Highlands
- V. Financial Report
  - A. Line 850 ‘Communications’ is still negative as Marilyn had explained she cannot credit the reimbursed funds to this line and will record it as income and adjust the budget so the line does not appear negative anymore.
  - B. Rick asked if IRAs were set up, it was confirmed it is in progress.
  - C. Rick moved we accept the financial report. Dale seconded. unanimous approval.
- VI. Old Business
  - A. Strategic Planning- Mark spoke to Pam at MCLS, Amanda of Fast Forward Libraries, and Jennifer Balcolm, the director of MLL co-op. Jennifer said she cannot guide us. We can send RFP to non-library specialists. TADL’s was done by MCLS. Rick will send out the RFP.
  - B. Intergovernmental Committee- Rick met with Chris McCann, President of Village Council, Mike McMillan, President of Township Council, and Ben Purdy, President of the NPS School Board of Education. Rick reported high enthusiasm in the meeting from the members of the committee. The committee will share a grant writer. Trudy Gala has grant writing experience and Mike will interview her asking if 1) she can research to find grants, 2) she can write the proposals, and 3) she can administer them. The committee has full interest in doing a facilities study of what is owned, in what condition/functionality, the usage of which, and a cost-benefit analysis. Rick is confident that this facilities study project will pass in the other boards and will need a separate cohort for the study. Professionals will be hired to do this study. Rick will expand the facilities section in the RFP as well, but the facilities study will be separate. Rick also noted he invited the committee members to listen to our RFP responses. Mary commended Rick for this effort. RFP goes out first of the year.
- VII. New Business
  - A. Director evaluations.

1. Mark will add comment sections within the evaluation form. It was decided to wait to do evaluations until the February meeting.
- B. Begin Budget Process.
1. Mark noted that there will be a 3.2% raise at Leland Township Library and that Julie will ask for compensation increase for her staff and self at her discretion.
  2. Mary suggested the library add Hoopla to our services provided.
  3. Julie wants to add a fax line. Some discussion was had regarding whether or not to charge for fax per page. It was decided we will charge but the amount was not fixed. 50c was suggested.
- VIII. Public Comment
- A. Silvia offered to ask the Friends of the Michigan Library about strategic planning in their Q&A section on their website.
- B. Patty had four comments.
1. agreed that we should charge for fax as both Tom's and the bank offer faxing and charge per page.
  2. Wanted to follow up on the Memorandum of Understanding re: donations to the library vs. the FOLTL which has not been addressed yet. She has concerns about FOLTL membership loss, wanted to know what advantages/disadvantages of donating to the library vs. FOLTL would be. There are none tax wise but one cannot make a truly anonymous donation to the library, only to the Friends. Rick said the Friends need to make a case for the benefits of membership: the social benefits, the newsletter, etc.
  3. should public/staff be involved in director evaluations? Brief discussion, it was decided that no, the evaluation will not be public and is part of the job of the Board of Trustees.
  4. Noted that the Highlands did refuse donated books in the past but suggested NPS, Leelanau Christian Neighbors, Samaritans Closet could be good options for donating. Especially children's books to Samaritans since they have the free book for visiting children program.
- IX. Rick moved that the board go into closed session at 8:19pm, Mary seconded. Unanimous approval.
- X. Amanda moved that the board return to open session at 8:28, Rick seconded. Unanimous approval.
- XI. Mark adjourned the session at 8:29pm
- XII. Next Meeting 12-18-23 at 7pm

Minutes recorded and respectively submitted by Amanda Kruk, secretary



## Directors Report November 2023

2023	2022
<u>Visitors</u>	
1212	1036
<u>Webvisitors</u>	
1310	1273
<u>Circulation</u>	
Adult 649	621
Children's 324	263
Digital 542	319
New Cards 17	11

### MeL

Items Borrowed 123  
Items Loaned 67

### Collection Development

Items added 97  
Items weeded 299

### Digital Collection

Items added 10

### Programs

- November was a lot of fun in the children's area. We had 16 kids come out for Crafternoons on Wednesdays and 12 Wiggles on Thursdays mornings.
- Northport Tree Lighting Activities in the Library Nov 25, 2023 10am - 12:30pm Erin had four crafts and letters to Santa set up in the library. We had 50 children participate! Thank you to our volunteers and our cookie bakers.

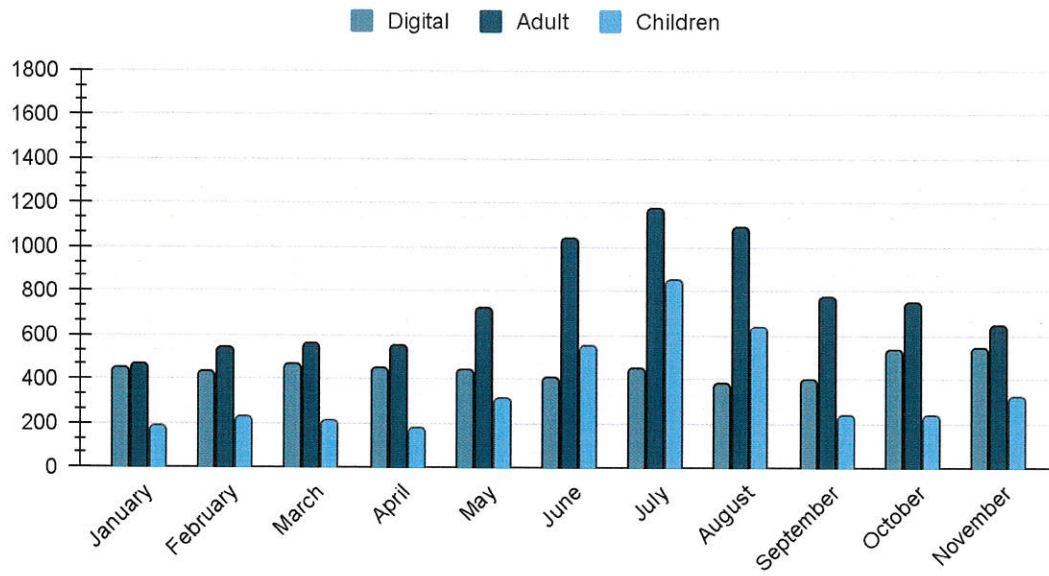
- Northport Book Group September - May 1:30pm on Weds in person and by Zoom
  - Sept 27 *The Loon Feather* by Iola Fuller
  - Oct 25 *Bridge of Clay* by Markus Zusak
  - Nov 15 *The Soul of an Octopus* by Sy Montgomery
  - Jan 24 *Snow Child* by Eowyn Ivey
  - Feb 28 *John Woman* by Walter Mosley
  - 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
  
- We had fourteen participants for the discussion of *Soul of an Octopus* by Sy Montgomery
  
- November 2023 had the most (542) checkouts on Overdrive/Libby to date.
  
- Hoopla. The library pays per patron use; digital service offering TV episodes, Movies, Ebooks, Audiobooks, Comics and Music. \$2000 initial deposit will then be used towards patron downloads.  
@10 circs per patron, estimated cost of \$1720 for first year.
  
- What else are we doing? Weeding: Paperbacks, field guides, oversize, J Oversize, leveled readers; updating catalog records in the catalog (DVDS, Oversize, authorless titles), DVDs replacing broken covers, consistency with labels; Replacing worn copies- Dr Seuss ect.

Upcoming:

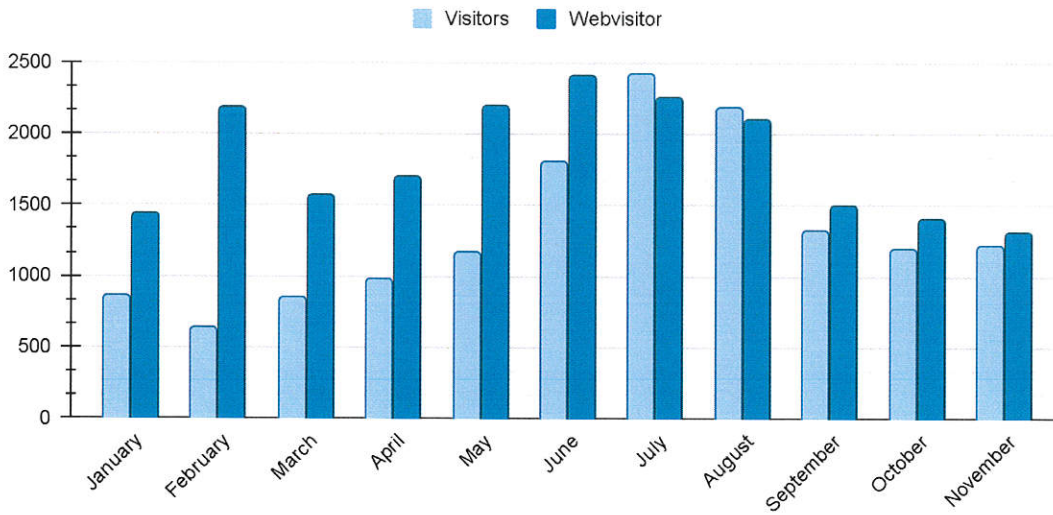
Holiday Closures - Dec 25 and 26, 2023; January 1, 2024

Great Decisions Discussion Group  
Tuesdays 1:30 - 3:00 pm Jan 9, 2024 - Feb 27, 2024

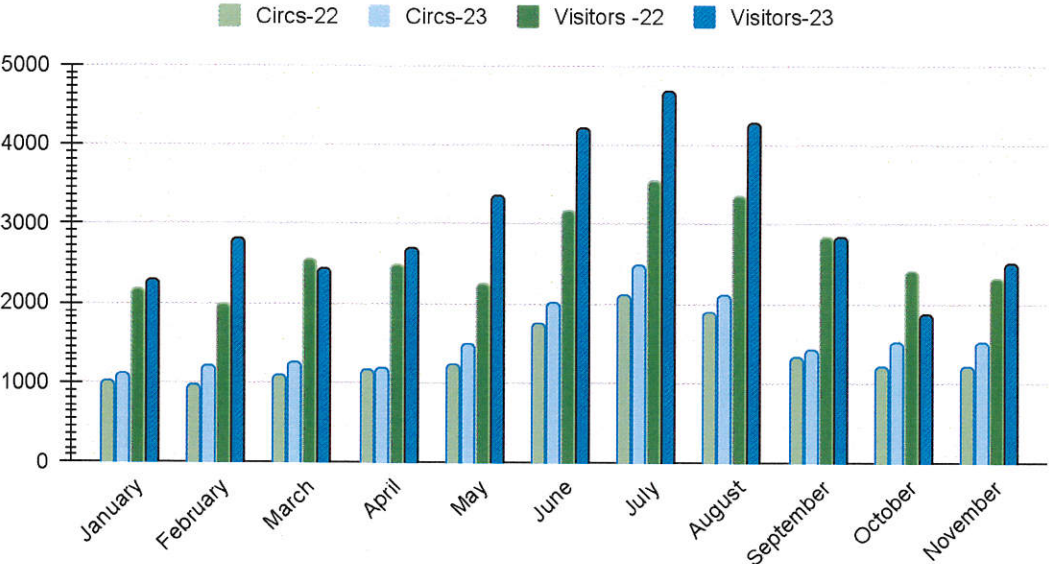
## Circulation 2023



## Library Traffic 2023



# Circulation and Visitors 22-23



## First Year Impact Projection

LEELANAU TOWNSHIP LIBRARY, 10 Circs, \$3.99 All



**On-Demand:** The unique all-in-one hoopla model allows your library to only pay for what patrons borrow, while still offering an extensive collection including audiobooks, comics, movies, and more — all on demand with no holds or waiting. Given the lend-first nature of hoopla, the cost of the service directly relates to monthly patron usage.

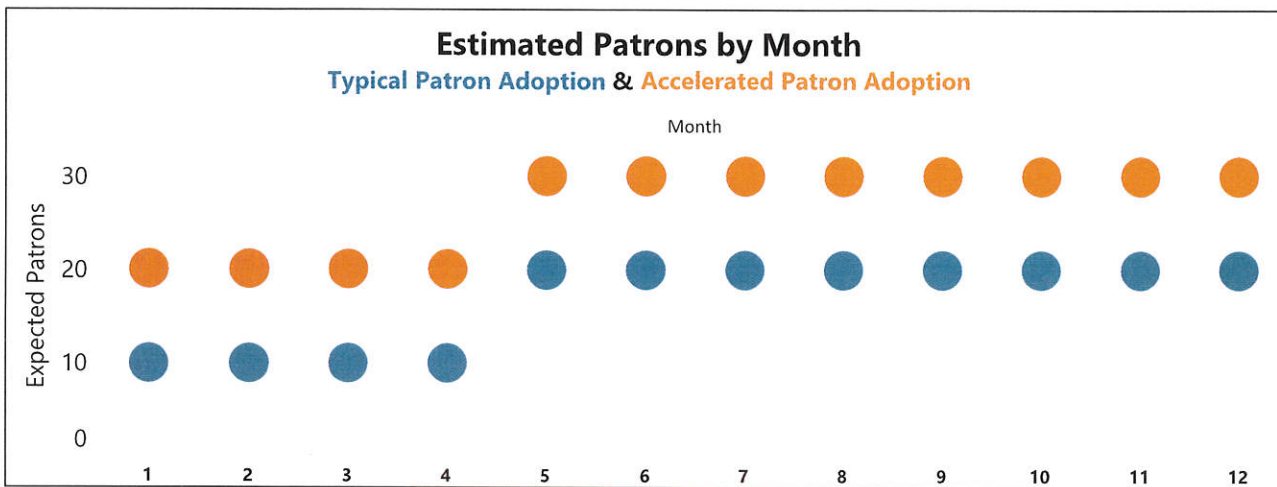
**About the Process:** This report is based on historic data from hoopla partner libraries of similar sizes. Included are two different adoption rates to account for community engagement and how it may impact patron usage.

### Typical Patron Adoption Initiatives

- Link on library website
- hoopla Promotional Collateral
- Social Media Posts
- Physical Video Case Labels
- Library Recommendations

### Accelerated Patron Adoption Initiatives

- Local PR Outreach
- Loading MARC Records for discoverability
- hoopla Engage, allowing non-cardholders to try hoopla
- Targeted Advertising Campaigns
- School promotion to students



Typical Patron Adoption			Accelerated Patron Adoption		Projection Settings
Month	Expected Patrons	Monthly Spend	Accelerated Patrons	Monthly Spend	
1	10	\$90	20	\$160	<b>Projection Settings</b> <ul style="list-style-type: none"> <li>• 1,525,000+ Titles Available On Demand</li> <li>• Library Service Population: 2,000</li> <li>• Average Cost Per Circ: \$2.15</li> <li>• Monthly Borrows: 10</li> </ul> <b>Your hoopla team will help you along the way!</b> <ul style="list-style-type: none"> <li>-Your dedicated hoopla coordinator will guide you through setup, launch, and continued success</li> <li>-Live dashboards let you monitor borrows and measure the success of patron engagement</li> <li>-Flexible budgeting tools and analytics allow you to control your spending and easily make adjustments as desired</li> <li>-All patron and librarian technical support is included and there are never any platform fees</li> <li>-Free access to digital and print patron engagement materials at <a href="https://resources.hoopladigital.com">resources.hoopladigital.com</a></li> </ul>
2	10	\$90	20	\$160	
3	10	\$90	20	\$160	
4	10	\$90	20	\$160	
5	20	\$170	30	\$240	
6	20	\$170	30	\$240	
7	20	\$170	30	\$240	
8	20	\$170	30	\$240	
9	20	\$170	30	\$240	
10	20	\$170	30	\$240	
11	20	\$170	30	\$240	
12	20	\$170	30	\$240	
<b>Total</b>		<b>\$1,720</b>		<b>\$2,560</b>	



Leelanau Township Library

**Balance Sheet**

As of November 30, 2023

Nov 30, 23

ASSETS

Current Assets

Checking/Savings

000-001 · HB Checking 0284 5,995.38

000-002 · HB MM Savings 0297 177,134.83

Total Checking/Savings 183,130.21

Total Current Assets 183,130.21

TOTAL ASSETS 183,130.21

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

24000 · Payroll Liabilities 265.29

241 · MI State Withholding 1,050.48

242 · Federal Withholding 308.00

243 · Social Security - Co 450.93

244 · Medicare - Co 105.47

247 · Social Security - Employee 450.93

248 · Medicare - Employee 105.47

Total Other Current Liabilities 2,736.57

Total Current Liabilities 2,736.57

Total Liabilities 2,736.57

Equity

30000 · Opening Balance Equity 239,934.79

Net Income -59,541.15

Total Equity 180,393.64

TOTAL LIABILITIES & EQUITY 183,130.21

Leelanau Township Library  
**Profit & Loss**  
November 2023

	<u>Nov 23</u>
<b>Income</b>	
669 · Investment Interest	45.25
674.2 · Temporary Restricted Donation	40.00
<b>Total Income</b>	<u>85.25</u>
<b>Expense</b>	
701 · Payroll Expenses	7,352.07
703 · Social Security - Employer	450.93
704 · Medicare - Employer	105.47
709 · Health Insurance	2,595.12
727.1 · Postage	15.59
727.3 · Office Supplies	1,111.69
728 · Repairs & Maintenance	320.00
741 · Books	3,024.67
742 · Audio Books	194.11
744 · Digital Materials	603.92
745 · Movies	107.43
746 · Library of Things	25.34
747 · Programs	75.09
750 · Information and Technology	302.35
801.1 · Bookkeeping Fees	385.75
921 · Electric	254.91
955.1 · Bank Service Charges	-10.00
<b>Total Expense</b>	<u>16,914.44</u>
<b>Net Income</b>	<u><u>-16,829.19</u></u>

## Leelanau Township Library Profit & Loss Budget Performance November 2023

	Nov 23	Apr - Nov 23	YTD Remaining	Annual Budget
<b>Income</b>		237,439.79		
402 · Property Tax Capture	0.00	15,591.13	-5,054.81	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		
581 · County Penal Fines	0.00	2,397.15	402.85	2,800.00
602 · In House Revenues	0.00	953.49	-453.49	500.00
669 · Investment Interest	45.25	401.42	0.00	0.00
674.1 · Restricted Donation	0.00	86.90		
674.2 · Temporary Restricted Donation	40.00	40.00		
674.3 · Donations-Unrestricted	0.00	39,760.34	-36,760.34	3,000.00
674.5 · Leelanau Twp. Comm. Foundation	0.00	0.00	1,000.00	1,000.00
687 · Rebates & Misc. Revenue	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>85.25</b>	<b>298,967.02</b>	<b>-40,842.59</b>	<b>257,376.11</b>
<b>Expense</b>				
701 · Payroll Expenses	7,352.07	61,832.08		
702 · Salaries and Wages	0.00	0.00	38,609.40	100,441.48
703 · Social Security - Employer	450.93	3,756.31	2,471.06	6,227.37
704 · Medicare - Employer	105.47	878.49	577.91	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	2,595.12	11,678.04	3,921.00	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	15.59	337.64	162.36	500.00
727.2 · Printing	0.00	25.60	224.40	250.00
727.3 · Office Supplies	1,111.69	3,499.51	2,500.49	6,000.00
728 · Repairs & Maintenance	320.00	2,460.00	1,540.00	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	3,024.67	9,679.88	8,320.12	18,000.00
742 · Audio Books	194.11	336.16	263.84	600.00
743 · Periodicals	0.00	0.00	0.00	0.00
744 · Digital Materials	603.92	3,723.21	1,776.79	5,500.00
745 · Movies	107.43	625.61	874.39	1,500.00
746 · Library of Things	25.34	472.32	277.68	750.00
747 · Programs	75.09	711.37	2,038.63	2,750.00
750 · Information and Technology	302.35	5,221.30	4,978.70	10,200.00
760 · PR and Advertising	0.00	180.00	570.00	750.00
801.1 · Bookkeeping Fees	385.75	3,703.50	2,296.50	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

## Leelanau Township Library Profit & Loss Budget Performance November 2023

	<u>Nov 23</u>	<u>Apr - Nov 23</u>	<u>YTD Remaining</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	0.00	235.00	2,015.00	2,250.00
850 · Communications	0.00	695.39	-195.39	500.00
920 · Heating	0.00	230.90	1,569.10	1,800.00
921 · Electric	254.91	1,846.39	2,353.61	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	-10.00	0.00	0.00	0.00
955.2 · Miscellaneous	0.00	200.00	500.00	700.00
<b>Total Expense</b>	<u>16,914.44</u>	<u>121,068.38</u>	<u>106,992.91</u>	<u>228,061.29</u>
<b>Net Income</b>	<u><u>-16,829.19</u></u>	<u><u>177,898.64</u></u>	<u><u>-147,835.50</u></u>	<u><u>29,314.82</u></u>

3:15 PM  
12/14/23  
Accrual Basis

Leelanau Township Library  
General Ledger  
As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
							<b>6,586.52</b>
<b>000-001 - HB Checking 0284</b>							
Check	11/01/2023	auto	Google	Google Workspace	750 - Information and Technology	-18.00	6,568.52
Check	11/01/2023	DC	Foreign Policy Association	Books	741 - Books	-554.10	6,014.42
Check	11/03/2023	DC	Kat's Books	Book	741 - Books	-14.42	6,000.00
Check	11/08/2023	auto	Adobe Inc	2447760595: Acrobat Pro	750 - Information and Technology	-29.99	5,970.01
Liability Check	11/09/2023		QuickBooks Payroll Service	Created by Payroll Service on 11/08/2023	2111 - *Direct Deposit Liabilities	-3,070.09	2,899.92
Liability Check	11/09/2023	EFTPS	United States Treasury	922059516 - 941 October 2023	-SPLIT-	-1,434.84	1,465.08
Transfer	11/09/2023			Funds Transfer	000-002 - HB MM Savings 0297	6,000.00	7,465.08
Check	11/09/2023	DC	Postmaster	postage: Syracuse NY	727.1 - Postage	-4.43	7,460.65
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	-SPLIT-	0.00	7,460.65
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	7,460.65
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	7,460.65
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	7,460.65
Check	11/13/2023	DC	Postmaster	postage: Bolingbrook IL	727.1 - Postage	-3.72	7,456.93
Check	11/13/2023	auto pay	Charter Communications	005323301102123 October	750 - Information and Technology	-224.96	7,231.97
Transfer	11/16/2023			Funds Transfer	000-002 - HB MM Savings 0297	10,100.00	17,331.97
Check	11/17/2023	1097	Demco	7392709, 7392708: office supplies	-SPLIT-	-287.85	17,044.12
Check	11/17/2023	1098	Blue Care Network of Michigan	00625279: Nov/December 2023	-SPLIT-	-2,595.12	14,449.00
Check	11/17/2023	1099	Ed Kolarik	October 2023 Cleaning	728 - Repairs & Maintenance	-320.00	14,129.00
Check	11/17/2023	1100	Consumers Energy	1000 2774 6658: Sept/Oct 2023	921 - Electric	-254.91	13,874.09
Check	11/17/2023	1101	Cengage Learning Inc/Gale	195127: Oct/Nov 2023	-SPLIT-	-347.09	13,527.00
Check	11/17/2023	1102	Baker & Taylor	L5453842: Sept/Oct 2023	-SPLIT-	-2,109.06	11,417.94
Check	11/17/2023	1103	Overdrive Inc	1981-1019: October 2023	-SPLIT-	-603.92	10,814.02
Check	11/17/2023	1104	Bookkeeping Services Inc	7712: October 2023	801.1 - Bookkeeping Fees	-385.75	10,428.27
Check	11/17/2023	1105	Amazon Capital Services	1JDL-YCGR-4TPG: October 2023	-SPLIT-	-937.56	9,490.71
Check	11/17/2023	1106	The Library Network	73110: October 2023	750 - Information and Technology	-29.40	9,461.31
Check	11/17/2023	1107	Black Stone Publishing	2123979: October 2023	742 - Audio Books	-194.11	9,267.20
Check	11/17/2023	1108	Erin A Connolly	Reimbursement: Program supplies	747 - Programs	-68.80	9,198.40
Check	11/20/2023	DC	Postmaster	postage: Durango CO	727.1 - Postage	-3.72	9,194.68
Liability Check	11/22/2023		QuickBooks Payroll Service	Created by Payroll Service on 11/16/2023	2111 - *Direct Deposit Liabilities	-3,144.80	6,049.88
Check	11/22/2023	DC	Postmaster	postage: Robertsdale AL	727.1 - Postage	-3.72	6,046.16
Paycheck	11/24/2023	DD1055	Erin A Connolly	Direct Deposit	-SPLIT-	0.00	6,046.16
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	6,046.16
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	6,046.16
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	6,046.16
Check	11/28/2023	auto	Intuit	monthly payroll service	701 - Payroll Expenses	-25.44	6,020.72
Check	11/28/2023	DC	ebay	Library of Things supplies	746 - Library of Things	-25.34	5,995.38
						-591.14	<b>5,995.38</b>
<b>Total 000-001 - HB Checking 0284</b>							
<b>000-002 - HB MM Savings 0297</b>							
Transfer	11/09/2023			Funds Transfer	000-001 - HB Checking 0284	-6,000.00	187,139.58
General Journal	11/13/2023	bsi/mtr		check printing fee refund	955.1 - Bank Service Charges	10.00	187,149.58
Deposit	11/13/2023			Deposit	674.2 - Temporary Restricted Donation	40.00	187,189.58
Transfer	11/16/2023			Funds Transfer	000-001 - HB Checking 0284	-10,100.00	177,089.58
Deposit	11/30/2023			Interest	669 - Investment Interest	45.25	177,134.83
						-16,004.75	<b>177,134.83</b>
<b>Total 000-002 - HB MM Savings 0297</b>							
<b>000-003 - HB MM Fund Balance</b>							
<b>Total 000-003 - HB MM Fund Balance</b>							
<b>000-400 - Petty Cash</b>							
<b>Total 000-400 - Petty Cash</b>							
<b>11000 - Accounts Receivable</b>							
<b>Total 11000 - Accounts Receivable</b>							
<b>12000 - Undeposited Funds</b>							
<b>Total 12000 - Undeposited Funds</b>							
<b>15000 - Capital Improvement</b>							
<b>Total 15000 - Capital Improvement</b>							
<b>20000 - Accounts Payable</b>							
<b>Total 20000 - Accounts Payable</b>							
<b>2111 - *Direct Deposit Liabilities</b>							
<b>Total 2111 - *Direct Deposit Liabilities</b>							

3:15 PM  
12/14/23  
Accrual Basis

Leelanau Township Library  
General Ledger  
As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
						3,070.09	3,070.09
Liability Check	11/09/2023		QuickBooks Payroll Service	Created by Payroll Service on 11/08/2023	000-001 - HB Checking 0284	-834.93	2,235.16
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-1,528.93	706.23
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-337.56	368.67
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-368.67	0.00
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	3,144.80	3,144.80
Liability Check	11/22/2023		QuickBooks Payroll Service	Created by Payroll Service on 11/16/2023	000-001 - HB Checking 0284	-806.27	2,338.53
Paycheck	11/24/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-1,528.92	809.61
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-428.72	380.89
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-380.89	0.00
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	0.00
							<b>0.00</b>
							0.00
							<b>-211.58</b>
						0.00	-211.58
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-211.58
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-211.58
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-211.58
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-211.58
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-211.58
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-211.58
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-2.23	-213.81
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-10.06	-223.87
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-223.87
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-2.44	-226.31
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-11.02	-237.33
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-237.33
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-237.33
Paycheck	11/24/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-237.33
Paycheck	11/24/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-237.33
Paycheck	11/24/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-237.33
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-237.33
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-237.33
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-237.33
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-2.86	-240.19
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-12.85	-253.04
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-253.04
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-0.86	-253.90
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-11.39	-265.29
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-53.71	-265.29
							<b>-856.85</b>
						-20.70	-877.55
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-59.60	-937.15
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-6.69	-943.84
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-8.11	-951.95
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-19.39	-971.34
Paycheck	11/24/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-59.60	-1,030.94
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-10.87	-1,041.81
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-8.67	-1,050.48
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-193.63	-1,050.48
							<b>-309.00</b>
						309.00	0.00
Liability Check	11/09/2023	EFTPS	United States Treasury	922059516 - 941 October 2023	000-001 - HB Checking 0284	0.00	0.00
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-154.00	-154.00
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-154.00
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-154.00
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-154.00
Paycheck	11/24/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-154.00	-308.00
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-308.00
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284		

Total 2111 - \*Direct Deposit Liabilities  
2110 - Direct Deposit Liabilities  
Total 2110 - Direct Deposit Liabilities  
24000 - Payroll Liabilities

Total 24000 - Payroll Liabilities  
241 - MI State Withholding

Total 241 - MI State Withholding  
242 - Federal Withholding

3:15 PM  
12/14/23  
Accrual Basis

Leelanau Township Library  
General Ledger  
As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance	
					000-001 - HB Checking 0284	0.00	-308.00	
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit		1.00	-308.00	
							<b>-456.24</b>	
Total 242 - Federal Withholding								
<b>243 - Social Security - Co</b>								
Liability Check	11/09/2023	EFTPS	United States Treasury	922059516 - 941 October 2023	000-001 - HB Checking 0284	456.24	0.00	
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-57.44	-57.44	
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-116.98	-174.42	
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-23.12	-197.54	
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-25.30	-222.84	
Paycheck	11/10/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-55.44	-278.28	
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-116.99	-395.27	
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-29.51	-424.78	
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-26.15	-450.93	
						5.31	-450.93	
							<b>-106.68</b>	
Total 243 - Social Security - Co								
<b>244 - Medicare - Co</b>								
Liability Check	11/09/2023	EFTPS	United States Treasury	922059516 - 941 October 2023	000-001 - HB Checking 0284	106.68	0.00	
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-13.43	-13.43	
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-27.36	-40.79	
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-5.41	-46.20	
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-5.92	-52.12	
Paycheck	11/10/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-12.97	-65.09	
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-27.36	-92.45	
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-6.90	-99.35	
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-6.12	-105.47	
						1.21	-105.47	
							<b>0.00</b>	
Total 244 - Medicare - Co								
<b>245 - MI Unemployment</b>								
Total 245 - MI Unemployment								
<b>247 - Social Security - Employee</b>								
Liability Check	11/09/2023	EFTPS	United States Treasury	922059516 - 941 October 2023	000-001 - HB Checking 0284	456.24	0.00	
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-57.44	-57.44	
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-116.98	-174.42	
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-23.12	-197.54	
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-25.30	-222.84	
Paycheck	11/10/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-55.44	-278.28	
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-116.99	-395.27	
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-29.51	-424.78	
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-26.15	-450.93	
						5.31	-450.93	
							<b>-106.68</b>	
Total 247 - Social Security - Employee								
<b>248 - Medicare - Employee</b>								
Liability Check	11/09/2023	EFTPS	United States Treasury	922059516 - 941 October 2023	000-001 - HB Checking 0284	106.68	0.00	
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-13.43	-13.43	
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-27.36	-40.79	
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-5.41	-46.20	
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-5.92	-52.12	
Paycheck	11/10/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-12.97	-65.09	
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-27.36	-92.45	
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-6.90	-99.35	
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-6.12	-105.47	
						1.21	-105.47	
							<b>0.00</b>	
Total 248 - Medicare - Employee								
<b>249 - Federal Unemployment - Co</b>								
Total 249 - Federal Unemployment - Co								
<b>30000 - Opening Balance Equity</b>								
Total 30000 - Opening Balance Equity								
<b>32000 - Retained Earnings</b>								
Total 32000 - Retained Earnings								
<b>400 - INCOME</b>								
Total 400 - INCOME								<b>-15,591.13</b>
<b>402 - Property Tax Capture</b>								
Total 402 - Property Tax Capture								-15,591.13

3:15 PM  
12/14/23  
Accrual Basis

Leelanau Township Library  
General Ledger  
As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
							0.00
							0.00
<b>566 - State Grants, Culture</b>							<b>-2,076.80</b>
Total 566 - State Grants, Culture							-2,076.80
<b>566.1 - State Library Aid</b>							<b>-220.00</b>
Total 566.1 - State Library Aid							-220.00
<b>566.2 - Other Grants</b>							<b>-2,397.15</b>
Total 566.2 - Other Grants							-2,397.15
<b>581 - County Penal Fines</b>							<b>-953.49</b>
Total 581 - County Penal Fines							-953.49
<b>602 - In House Revenues</b>							<b>-356.17</b>
Total 602 - In House Revenues							-356.17
<b>669 - Investment Interest</b>							<b>-401.42</b>
Deposit	11/30/2023			Interest	000-002 - HB MM Savings 0297	-45.25	-401.42
Total 669 - Investment Interest							0.00
<b>674 - Private Donations</b>							<b>-86.90</b>
Total 674 - Private Donations							-86.90
<b>674.1 - Restricted Donation</b>							<b>0.00</b>
Total 674.1 - Restricted Donation							0.00
<b>674.2 - Temporary Restricted Donation</b>							<b>-40.00</b>
Deposit	11/13/2023	1508	Friends of Leelanau Township Library	Programs	000-002 - HB MM Savings 0297	-40.00	-40.00
Total 674.2 - Temporary Restricted Donation							-39,760.34
<b>674.3 - Donations-Unrestricted</b>							<b>0.00</b>
Total 674.3 - Donations-Unrestricted							0.00
<b>674.4 - Contributions from Friends</b>							<b>0.00</b>
Total 674.4 - Contributions from Friends							0.00
<b>674.5 - Leelanau Twp. Comm. Foundation</b>							<b>0.00</b>
Total 674.5 - Leelanau Twp. Comm. Foundation							0.00
<b>687 - Rebates &amp; Misc. Revenue</b>							<b>0.00</b>
Total 687 - Rebates & Misc. Revenue							0.00
<b>700 - EXPENDITURE/EXPENSE</b>							<b>54,480.01</b>
Total 700 - EXPENDITURE/EXPENSE							54,480.01
<b>701 - Payroll Expenses</b>							<b>61,832.08</b>
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	926.50	55,406.51
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	55,406.51
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	1,886.87	57,293.38
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	57,293.38
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	57,293.38
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	372.78	57,666.16
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	2.23	57,668.39
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	10.06	57,678.45
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	408.00	58,086.45
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	2.44	58,088.89
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	11.02	58,099.91
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	894.07	58,993.98
Paycheck	11/24/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	58,993.98
Paycheck	11/24/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	58,993.98
Paycheck	11/24/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	1,886.87	60,880.85
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	60,880.85
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	60,880.85
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	476.00	61,356.85
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	2.86	61,359.71
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	12.85	61,372.56
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	186.39	61,558.95
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	235.44	61,794.39
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.86	61,795.25
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	11.39	61,806.64
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	25.44	61,832.08
Check	11/28/2023	auto	Intuit	monthly payroll service	000-001 - HB Checking 0284	7,352.07	61,832.08
Total 701 - Payroll Expenses							61,832.08



3:15 PM  
12/14/23  
Accrual Basis

Leelanau Township Library  
General Ledger  
As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
							0.00
							0.00
							<b>3,305.38</b>
<b>702 - Salaries and Wages</b>							
Total 702 - Salaries and Wages							
<b>703 - Social Security - Employer</b>							
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	57.44	3,362.82
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	116.98	3,479.80
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	23.12	3,502.92
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	25.30	3,528.22
Paycheck	11/24/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	55.44	3,583.66
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	116.99	3,700.65
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	29.51	3,730.16
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	26.15	3,756.31
						450.93	3,756.31
							<b>773.02</b>
Total 703 - Social Security - Employer							
<b>704 - Medicare - Employer</b>							
Paycheck	11/10/2023	DD1051	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	13.43	786.45
Paycheck	11/10/2023	DD1052	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	27.36	813.81
Paycheck	11/10/2023	DD1053	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	5.41	819.22
Paycheck	11/10/2023	DD1054	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	5.92	825.14
Paycheck	11/24/2023	DD1055	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	12.97	838.11
Paycheck	11/24/2023	DD1056	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	27.36	865.47
Paycheck	11/24/2023	DD1058	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	6.90	872.37
Paycheck	11/24/2023	DD1057	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	6.12	878.49
						105.47	878.49
							<b>0.00</b>
Total 704 - Medicare - Employer							
<b>705 - MI Unemployment Tax</b>							<b>0.00</b>
Total 705 - MI Unemployment Tax							
<b>707 - Federal Unemployment</b>							<b>0.00</b>
Total 707 - Federal Unemployment							
<b>708 - Bonus</b>							<b>0.00</b>
Total 708 - Bonus							
<b>709 - Health Insurance</b>							
Check	11/17/2023	1098	Blue Care Network of Michigan	00625279: November 2023	000-001 - HB Checking 0284	1,297.56	10,380.48
Check	11/17/2023	1098	Blue Care Network of Michigan	00625279: December 2023	000-001 - HB Checking 0284	1,297.56	11,678.04
						2,595.12	11,678.04
							<b>0.00</b>
Total 709 - Health Insurance							
<b>710 - 401K Pension</b>							<b>0.00</b>
Total 710 - 401K Pension							
<b>717 - INSURANCE</b>							<b>3,787.00</b>
Total 717 - INSURANCE							
<b>717.1 - Property &amp; Liability Insurance</b>							<b>441.00</b>
Total 717.1 - Property & Liability Insurance							
<b>717.2 - Workers Comp Insurance</b>							<b>55.00</b>
Total 717.2 - Workers Comp Insurance							
<b>717.3 - Notary Bond</b>							<b>0.00</b>
Total 717.3 - Notary Bond							
<b>726 - SUPPLIES</b>							<b>0.00</b>
Total 726 - SUPPLIES							
<b>727 - OFFICE MATERIALS</b>							<b>322.05</b>
Total 727 - OFFICE MATERIALS							
<b>727.1 - Postage</b>							
Check	11/09/2023	DC	Postmaster	postage: Syracuse NY	000-001 - HB Checking 0284	4.43	326.48
Check	11/13/2023	DC	Postmaster	postage: Bolingbrook IL	000-001 - HB Checking 0284	3.72	330.20
Check	11/20/2023	DC	Postmaster	postage: Durango CO	000-001 - HB Checking 0284	3.72	333.92
Check	11/22/2023	DC	Postmaster	postage: Robertsdale AL	000-001 - HB Checking 0284	3.72	337.64
						15.59	337.64
							<b>25.60</b>
Total 727.1 - Postage							
<b>727.2 - Printing</b>							<b>2,387.82</b>
Total 727.2 - Printing							
<b>727.3 - Office Supplies</b>							
Check	11/17/2023	1097	Demco	7392709: office supplies	000-001 - HB Checking 0284	131.64	2,519.46
Check	11/17/2023	1097	Demco	7392708: office supplies	000-001 - HB Checking 0284	156.21	2,675.67
Check	11/17/2023	1105	Amazon Capital Services	Office Supplies	000-001 - HB Checking 0284	823.84	3,499.51

3:15 PM  
12/14/23  
Accrual Basis

Leelanau Township Library  
General Ledger  
As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
						1,111.69	3,499.51
							<b>2,140.00</b>
Total 727.3 - Office Supplies						320.00	2,460.00
<b>728 - Repairs &amp; Maintenance</b>							<b>0.00</b>
Check	11/17/2023	1099	Ed Kolarik	October 2023 Cleaning	000-001 - HB Checking 0284	320.00	2,460.00
							<b>0.00</b>
Total 728 - Repairs & Maintenance							<b>0.00</b>
<b>729 - Building Supplies</b>							<b>2,837.28</b>
Total 729 - Building Supplies							2,837.28
<b>730 - Furnishings/Equipment</b>							<b>6,655.21</b>
Total 730 - Furnishings/Equipment						554.10	7,209.31
<b>741 - Books</b>							<b>142.05</b>
Check	11/01/2023	DC	Foreign Policy Association	Books	000-001 - HB Checking 0284	14.42	7,223.73
Check	11/03/2023	DC	Kat's Books	Book	000-001 - HB Checking 0284	189.54	7,413.27
Check	11/17/2023	1101	Cengage Learning Inc/Gale	82961304	000-001 - HB Checking 0284	157.55	7,570.82
Check	11/17/2023	1101	Cengage Learning Inc/Gale	82802159	000-001 - HB Checking 0284	223.63	7,794.45
Check	11/17/2023	1102	Baker & Taylor	2037764083	000-001 - HB Checking 0284	152.56	7,947.01
Check	11/17/2023	1102	Baker & Taylor	2037787010	000-001 - HB Checking 0284	304.43	8,251.44
Check	11/17/2023	1102	Baker & Taylor	2037800969	000-001 - HB Checking 0284	118.89	8,370.33
Check	11/17/2023	1102	Baker & Taylor	2037813262	000-001 - HB Checking 0284	512.44	8,882.77
Check	11/17/2023	1102	Baker & Taylor	2037823640	000-001 - HB Checking 0284	47.75	8,930.52
Check	11/17/2023	1102	Baker & Taylor	2037846218	000-001 - HB Checking 0284	250.43	9,180.95
Check	11/17/2023	1102	Baker & Taylor	2037858569	000-001 - HB Checking 0284	186.18	9,367.13
Check	11/17/2023	1102	Baker & Taylor	2037876398	000-001 - HB Checking 0284	312.75	9,679.88
Check	11/17/2023	1102	Baker & Taylor	2037886447	000-001 - HB Checking 0284	3,024.67	9,679.88
							<b>142.05</b>
Total 741 - Books						194.11	336.16
<b>742 - Audio Books</b>							<b>0.00</b>
Check	11/17/2023	1107	Black Stone Publishing	2123979: October 2023	000-001 - HB Checking 0284	194.11	336.16
							<b>0.00</b>
Total 742 - Audio Books							<b>0.00</b>
<b>743 - Periodicals</b>							<b>3,119.29</b>
Total 743 - Periodicals						548.92	3,668.21
<b>744 - Digital Materials</b>							<b>518.18</b>
Check	11/17/2023	1103	Overdrive Inc	01981CO23403188: Ebook, Audiobook	000-001 - HB Checking 0284	55.00	3,723.21
Check	11/17/2023	1103	Overdrive Inc	01981DA23382109: Ebook	000-001 - HB Checking 0284	603.92	3,723.21
							<b>518.18</b>
Total 744 - Digital Materials						107.43	625.61
<b>745 - Movies</b>							<b>446.98</b>
Check	11/17/2023	1105	Amazon Capital Services	Movies/DVD	000-001 - HB Checking 0284	107.43	625.61
							<b>446.98</b>
Total 745 - Movies						25.34	472.32
<b>746 - Library of Things</b>							<b>636.28</b>
Check	11/28/2023	DC	ebay	Library of Things supplies	000-001 - HB Checking 0284	25.34	472.32
							<b>636.28</b>
Total 746 - Library of Things						6.29	642.57
<b>747 - Programs</b>							<b>711.37</b>
Check	11/17/2023	1105	Amazon Capital Services	Programs	000-001 - HB Checking 0284	68.80	711.37
Check	11/17/2023	1108	Erin A Connolly	Reimbursement: Program supplies	000-001 - HB Checking 0284	75.09	711.37
							<b>4,918.95</b>
Total 747 - Programs						18.00	4,936.95
<b>750 - Information and Technology</b>							<b>180.00</b>
Check	11/01/2023	auto	Google	Google Workspace	000-001 - HB Checking 0284	29.99	4,966.94
Check	11/08/2023	auto	Adobe Inc	2447760595: Acrobat Pro	000-001 - HB Checking 0284	224.96	5,191.90
Check	11/13/2023	auto pay	Charter Communications	Technology/Internet	000-001 - HB Checking 0284	29.40	5,221.30
Check	11/17/2023	1106	The Library Network	Deep Freeze Enterprise License Renewal	000-001 - HB Checking 0284	302.35	5,221.30
							<b>180.00</b>
Total 750 - Information and Technology							<b>180.00</b>
<b>760 - PR and Advertising</b>							<b>0.00</b>
Total 760 - PR and Advertising							<b>0.00</b>
<b>801 - Professional Fees</b>							<b>3,317.75</b>
Total 801 - Professional Fees						385.75	3,703.50
<b>801.1 - Bookkeeping Fees</b>							<b>3,703.50</b>
Check	11/17/2023	1104	Bookkeeping Services Inc	7712: October 2023	000-001 - HB Checking 0284	385.75	3,703.50
							<b>0.00</b>
Total 801.1 - Bookkeeping Fees							<b>0.00</b>
<b>801.2 - Legal Fees</b>							<b>0.00</b>
Total 801.2 - Legal Fees							<b>0.00</b>
<b>801.3 - Accounting Fees</b>							<b>0.00</b>

3:15 PM  
12/14/23  
Accrual Basis

Leelanau Township Library  
General Ledger  
As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
							0.00
							<u>0.00</u>
Total 801.3 - Accounting Fees							0.00
801.4 - Consultants							<u>0.00</u>
Total 801.4 - Consultants							0.00
801.5 - Recording Secretary							<u>1,619.40</u>
Total 801.5 - Recording Secretary							1,619.40
802 - Dues							<u>235.00</u>
Total 802 - Dues							235.00
810 - Education/TraininTransp							<u>695.39</u>
Total 810 - Education/TraininTransp							695.39
850 - Communications							<u>230.90</u>
Total 850 - Communications							230.90
920 - Heating							<u>1,591.48</u>
Total 920 - Heating							1,846.39
921 - Electric							<u>254.91</u>
Check	11/17/2023	1100	Consumers Energy	1000 2774 6658: Sept/Oct 2023	000-001 - HB Checking 0284	254.91	1,846.39
							<u>0.00</u>
Total 921 - Electric							0.00
922 - Sewer Use Fee							<u>0.00</u>
Total 922 - Sewer Use Fee							0.00
923 - Trash Removal							<u>0.00</u>
Total 923 - Trash Removal							0.00
955 - Misc Expense/Contingency							<u>10.00</u>
Total 955 - Misc Expense/Contingency							0.00
955.1 - Bank Service Charges							<u>-10.00</u>
General Journal	11/13/2023	bsi/mtr		check printing fee refund	000-002 - HB MM Savings 0297	-10.00	0.00
							<u>200.00</u>
Total 955.1 - Bank Service Charges							200.00
955.2 - Miscellaneous							<u>0.00</u>
Total 955.2 - Miscellaneous							0.00
No acct							<u>0.00</u>
Total no acct							<u>0.00</u>
<b>TOTAL</b>							<u><u>0.00</u></u>

**Draft Budget FY 2024-2025**

	22-23 Actual	23-24 6Months	Projected 23-24	23-24 Budget	24-25 Proposed
<b>INCOME</b>					
400 · INCOME		\$237,439.79			
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	\$1,000.00
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	\$277,275.15
Total Income	\$11,068.00	\$297,603.67	\$298,564.89	\$256,376.11	\$277,275.15
<b>EXPENSE</b>					
700 · EXPENDITURE/EXPENSE					
702 · Salaries and Wages	\$75,163.00	\$47,040.26	\$94,080.52	\$100,441.48	\$104,893.20
703 · Social Security - Employer (6.2%)	\$5,715.00	\$2,849.14	\$5,698.28	\$6,227.37	\$6,504.00
704 · Medicare - Employer (1.45%)		\$666.34	\$1,332.68	\$1,456.40	\$1,521.00
705 · MI Unemployment Tax		\$0.00	\$0.00	\$100.00	\$100.00
706 · MI Obligation Assmt tax		\$0.00	\$0.00	\$0.00	\$0.00
707 · Fed Unemployment		\$0.00	\$0.00	\$145.00	\$150.00
709 · Health Insurance	\$19,370.00	\$9,082.92	\$18,165.84	\$15,599.04	\$20,000.00
710 401K Pension			\$10,000.00	\$10,000.00	\$10,000.00
Total 702-709	\$100,248.00	\$59,638.66	\$129,277.32	\$133,969.29	\$143,168.20
717 · Insurance					
717.1 · Property & Liability Insurance	\$646.00	\$3,787.00	\$3,787.00	\$3,787.00	\$4,000.00
717.2 · Workers Comp Insurance		\$441.00	\$882.00	\$900.00	\$900.00
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	\$4,900.00
726 · SUPPLIES					
727 · Office Materials					
727.1 · Postage	\$238.00	\$275.01	\$500.00	\$500.00	\$500.00
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	\$5,700.00
728 · Repairs and Maintenance	\$1,701.00	\$1,820.00	\$3,700.00	\$4,000.00	\$4,000.00
729 · Building Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$5,500.00
741 · Books	\$22,048.00	\$6,562.27	\$15,000.00	\$18,000.00	\$18,000.00

**Draft Budget FY 2024-2025**

	<u>22-23 Actual</u>	<u>23-24 6Months</u>	<u>Projected 23-24</u>	<u>23-24 Budget</u>	<u>24-25 Proposed</u>
742 · Audio Books	\$332.00	\$142.05	\$450.00	\$600.00	\$500.00
743 · Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
744 · Digital Materials	\$3,682.00	\$2,602.81	\$5,500.00	\$5,500.00	\$6,600.00
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	\$500.00
747 · Programs	\$1,197.00	\$583.28	\$1,200.00	\$2,750.00	\$2,000.00
<b>Total 740 - Materials and Programs</b>	<b>\$28,743.00</b>	<b>\$10,822.92</b>	<b>\$23,900.00</b>	<b>\$29,100.00</b>	<b>\$28,600.00</b>
750 · Information Technology	\$11,084.00	\$4,654.83	\$10,000.00	\$10,200.00	\$14,000.00
760 · PR & Advertising		\$180.00	\$700.00	\$750.00	\$500.00
801 · Professional Fees					
801.1 · Bookkeeping Fees		\$3,047.25	\$6,000.00	\$6,000.00	\$4,000.00
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
<b>Total 801 · Professional Fees</b>	<b>\$0.00</b>	<b>\$3,047.25</b>	<b>\$21,600.00</b>	<b>\$22,600.00</b>	<b>\$25,600.00</b>
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
<b>Total Services 850-923</b>	<b>\$3,850.00</b>	<b>\$2,452.26</b>	<b>\$6,150.00</b>	<b>\$7,300.00</b>	<b>\$8,200.00</b>
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					
<b>Total 955 · Misc Expense/Contingency/F</b>	<b>\$332.00</b>	<b>\$291.15</b>	<b>\$500.00</b>	<b>\$700.00</b>	<b>\$700.00</b>
<b>Total 700 · EXPENDITURE/EXPENSE</b>	<b>\$158,777.00</b>	<b>\$94,460.46</b>	<b>\$210,745.72</b>	<b>\$228,061.29</b>	<b>\$240,868.20</b>
<b>Total Expense</b>	<b>\$158,777.00</b>	<b>\$94,460.46</b>	<b>\$210,745.72</b>	<b>\$228,061.29</b>	<b>\$240,868.20</b>
<b>PROJECTED CARRYOVER</b>	<b>-\$147,709.00</b>	<b>\$203,143.21</b>	<b>\$87,819.17</b>	<b>\$28,314.82</b>	<b>\$36,406.95</b>

**2024-2025**

<b>DRAFT DETAILS</b>	<b>Amount</b>		<b>Explanation</b>
(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	\$50,628.60	Salaried +3.2%
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	\$20.25 x 11 hrs/wk x 52 wks +3.2%
Cric Clerk	\$14,144.00	\$14,601.60	\$17.55 x 16 hrs/wk x 52 wks +3.2%
<b>TOTAL SALARIES</b>	<b>\$100,441.48</b>	<b>\$104,893.20</b>	
(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			

## MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum is to document an understanding between Leelanau Township Public Library (the "Library") and Friends of Leelanau Township Library (the "Friends") regarding the role of the Friends in providing funding for the purposes of the Library.

The Library is a governmental unit organized under Michigan P.A. 164 of 1877, as amended, for the purpose of providing library services to the public. The Library is governed by a Board of Trustees and its principal funding source is tax revenues provided by a dedicated millage on properties in Leelanau Township. Contributions made directly to the Library are tax-deductible as having been made to a governmental unit in support of a public purpose. The Library's fiscal year ends on March 31.

The Friends is a Michigan nonprofit membership corporation. Its purposes are to stimulate the use of the Library, to support the Library in the development of Library services and facilities, and to generate contributions to support the Library's operations. The Friends is governed by officers elected by the membership. The Friends is an organization described in section 501(c)(3) of the Internal Revenue Code, contributions to which are tax-deductible, and its principal funding source is member contributions. The Friends' fiscal year ends on May 31.

As a result of the reorganization that occurred with the approval of a dedicated millage in November of 2022, the Library has a stable and sufficient funding source for its operations. The Friends intend that its financial support of the Library will continue in the traditional role of providing support for special programs, capital improvements and other needs of the Library that are not encompassed within the Library's normal operating budget, in addition to a modest level of support for general Library operations.

To that end, the Library and the Friends will work within the following framework for the solicitation and management of contributions made by the public in support of the Library.

### *1. Annual assessment of needs*

During the month of March in each year the President and Treasurer of the Library Board, and the Library Director, will confer with the President and Treasurer of the Friends to review -

- (i) the proposed budget for Library operations for the forthcoming fiscal year,
- (ii) the Library's programs, both current and proposed,
- (iii) any planned special events,
- (iv) the Library's planning for any proposed capital improvements, and
- (v) the current Library fund balance and the funds of the Friends available for Library support.

Based on that review, the representatives shall agree upon a funding plan designed to meet the needs of the Library for its forthcoming fiscal year. The plan will then be submitted for approval by the board of each party.

### *2. Annual fundraising*

Recognizing that annual fundraising requests from both the Library and the Friends could generate confusion and donor fatigue among the Library's supporters, annual appeals for funding will be coordinated between the Library and the Friends. In addition to any other media used for the purpose, annual appeals will be in the form of a solicitation letter to prospective donors sent during the month of

May in each year. That appeal may be made jointly by the Library and the Friends, or only by the Friends, and will solicit contributions to the Friends, to be delivered to its address. Appropriate steps will be taken to assure compliance with Library privacy laws. Taking into account the outcome of the review process described in paragraph 1, the appeal will focus on special programs, events, capital improvements, and/or other needs of the Library not encompassed within its operating budget, as well as the need for unrestricted public support of the Library's operations and recurring programmatic activities. **The Friends membership list of supporters will come from donations made directly to the Library or to the Friends.**

### *3. Other fundraising*

The timing and manner of any fundraising efforts other than those described in paragraph 2 above will be agreed upon by the Library and the Friends.

### *4. Distribution of Friends funds to the Library*

**The Friends will annually contribute to the Library's operations an amount equal to at least 5% of the Friends' unrestricted fund balance as of the end of its second quarter, December 31. This distribution will be made in the third quarter of the Friends' succeeding fiscal year (the fourth quarter of the Library's fiscal year). After the annual assessment of needs, the Library's Wishlist will be reviewed by the Friends Board to determine the level of support that can be provided. Those funds will be provided on an as needed basis. From time to time, additional funds raised by the Friends shall be contributed to the Library for the purposes described in paragraph 2 above upon request from the Library Board and/or the Library Director in accordance with the procedures set forth in the Bylaws of the Friends. Funds not distributed in any year shall be accumulated and held for future distribution to the Library.**

### *5. Administrative functions*

The Library will provide the Friends with staff support to assist in record-keeping, mailings, meeting coordination and the development of Friends' promotional materials. Staff time available for these purposes will be subject to the Library's operating needs and will be determined in the discretion of the Director. **The staff will forward the contact information from all donations made directly to the Library to the membership chair of the Friends.**

*6. Termination or revisions.* Neither party shall terminate these arrangements without giving at least six months prior notice to the other party. The provisions of this memorandum may be amended by the mutual agreement of the parties.