



119 Nagonaba St. Northport, MI 49670

www.leelanautownshiplibrary.org

**Leelanau Township Library Meeting of the Board of Trustees
Monday March 18, 2024 7-9 pm in the Library and on Zoom**

Meeting ID: 482 391 5571

- 1. Call to Order**
- 2. Approval of February Minutes**
- 3. Public Comment**
- 4. Directors Report**
- 5. Financial Report**
- 6. Old Business**
 - 1. Vanguard**
 - 2. Facilities Study Initiative**
 - 3. Strategic Planning**
- 7. New Business**
 - 1. Approve budget for FY 2024-2025**
 - 2. Director Evaluation**
- 8. Public comment**
- 9. Adjournment**

Next meeting: April 15, 2024 at 7pm

DRAFT Leelanau Township Library Board of Trustees Meeting Minutes February 26, 2024

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

Absent: Mary Robertson

Staff Present: Julie Alpers-Preneta, director

Friends and Public Present: Jaquie Johnson, Patty Noftz (Zoom) and Alana Osumi (Zoom)

- I. Mark Morton called the meeting to order at 7:05pm
- II. Approval of January minutes: Rick moved to accept the minutes, Dale seconded. Unanimous approval. Julie noted the budget item about health insurance can be discussed more tonight.
- III. Public Comment: none
- IV. Director's Report
 - A. Web visitors numbers change from last year looks drastic but are being sent directly to Julie this year to record. Rick supposed last year's much higher number was actually something like a Google "impressions" capture rather than web visits.
 - B. Hoopla signups are happening!
 - C. "Blind date with a book" is doing well and will be considered for repeat in the future
 - D. Friends have poetry month lined up in April
 - E. Technology Tuesdays are lined up in the coming months as well
 - F. William Kent Kreuger's visit is coming along. Mark circled back on this later in the meeting and noted this event will be free and will be available to the county library patrons first (2 per patron). Sign ups will start April 1st. During this discussion Dale also suggested that a donation box be present at the event, whose funds could be split between the four Friends of the Library groups whose funds are helping sponsor the event.
 - G. Erin is planning the kid's summer reading program. Kids programming attendance this winter has been light but more new families have joined. The trees giveaway program with Neighborhood Forest is in motion, children signed up will receive a Michigan native tree on Earth Day.
 - H. Julie is enhancing the 'searchability' features to allow patrons to easily determine the sequential number of a book within a series.
 - I. Mysteries will be moved in with fiction in the coming months which will allow for better organization within the library, and allow series and authors to be put together. This may receive some push back; however, the 'mystery' category will still be able to be searched in the catalog
 - J. Vanguard process started for IRA. Rick requested Julie to inquire with Vanguard about the possibility of making retroactive contributions.
 - K. Jamie asked for library notary service to be tracked
 - L. Sharecare+Library countywide program is in final stages, outline of agreement received and the library loan program will be rolled in with existing Errands program.

M. Received the Giles Estate donation of \$22,815.85. \$20,000 of the Giles estate money will be put into a 7 month CD at Huntington bank. This specific CD was chosen due to the highest interest rate.

V. Financial Report

- A. Julie noted line 744, Digital Materials reflects a negative balance as Hoopla expenses were deducted from this category. A transfer of \$1,600 is required to rectify this and appropriately allocate the funds to that line item.
- B. Julie pointed out that on line 850, the negative balance in Communications is a result of shared expenses with the township. The reimbursement was credited to revenue instead of being added back to this line item. To correct this, \$500 should be included in this line item.
- C. Rick moves to increase line 744 by \$1,600, line 850 by \$500, Dale seconds. Unanimous approval.
- D. Rick moves to approve the financial report, Amanda seconds. Unanimous approval.

VI. Old Business

A. Strategic Planning

- 1. Rick shared that the RFP is being evaluated by individuals/companies knowledgeable about small libraries and anticipates receiving a written response by the end of the week after a positive discussion with most of them. ReThinking Libraries, LLC; FastForward Libraries; and MCLS all promising. Plan A Advisors not a good fit. Rick is also reaching out to known sources for architectural guidance.

B. Facilities Study Initiative

- 1. Rick is committed to ensuring active engagement among individuals, promoting ongoing and meaningful conversations.

C. Budget

- 1. 717 - Insurance - no info from companies has been received yet so only estimated
- 2. 709 - Health insurance discussed last meeting but confirmed the budget is appropriate now
- 3. Friends of Leelanau Township Library have agreed to purchase a printer/copier/scanner. The library will assume the expected ~\$300 maintenance/year.
- 4. Mark noted a few small corrections including 727- office materials. 750 correct to "Biblionix" and "Wowbrary"
- 5. Mark also noted to ask for Julie to confirm whether McAfee and Netlink have a firewall redundancy in place, and if so, to explore the possibility of removing McAfee
- 6. \$2500 added for periodicals
- 7. Public Hearing for the draft budget is next month followed directly by the regular meeting

VII. New Business

- A. The balance of the Leelanau Township Library Endowment Fund is \$19,447. Including rollover unspent dollars and according to the LTCF spending policy, \$3,539 has the option of either being granted to the library or left with LTCF. Dale and Rick inquired whether the unspent endowment is accruing interest and recommended considering a transfer to a Certificate of Deposit (CD) if not. Julie will seek information on the current investment strategy by LTCF and any interest being earned before making a decision.
- B. The board wants to find out if unspent non-endowed funds are earning interest as well. There is also a possibility that the funds can be absorbed by LTCF if not touched in 5 years - the board wants to confirm a strategy to confirm this doesn't happen.

VIII. Public Comment

- A. Jaquie asked what the library of things was, and Julie explained the items available. Jackie also asked for clarification on mixing the mystery books in with the fiction books, this was explained with details of the logistical issues it has caused and that mystery books can still be searched by category in the directory.
- B. Patty asked and Julie clarified that the May 8 book discussion is not replacing the FOLTL discussion on May 22; rather, it is in addition to.

IX. Mark moved the meeting into closed session at 7:57pm.

X. Adjournment at 8:01pm

Next meeting is March 18, 2024 at 7pm

Notes recorded by Alana Osumi

Minutes submitted by Amanda Kruk, secretary



Directors Report February 2024

2024	2023
<u>In Person Visitors</u>	
890	632
<u>Webvisitors</u>	
585	2185
<u>Circulation</u>	
Adult 578	474
Children's 191	225
Digital	
Libby 501	430
Hoopla 44	--
New Cards 9	9

MeL

Items Borrowed 146

Items Loaned 50

Collection Development

Items added 90

Items weeded 319

Digital Collection

Overdrive/Libby Items added 7 ebooks

1 audiobooks

Programs

- Crafternoons, 12 children
- Wigglers, 11 children
- Neighborhood Forest Tree Give Away: we have 38 registered children.

- Smokey the Bear's 80th Birthday, passive programming all year long.
- 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. *John Woman* by Walter Mosely brought 15 to the discussion this month.
- ShareCare Partnership is ready to go.
- Great Decisions has been well attended; we had a total of 87 participants over the eight weeks in January and Feb. Working on continuing the discussions...
- Blind Date With a Book all of February was successful, 21 brave souls. We will likely do it again next year.
- Vanguard Update; accounts are open.
- Art in the Corner
Mark Morton's Digital Photography

Upcoming:

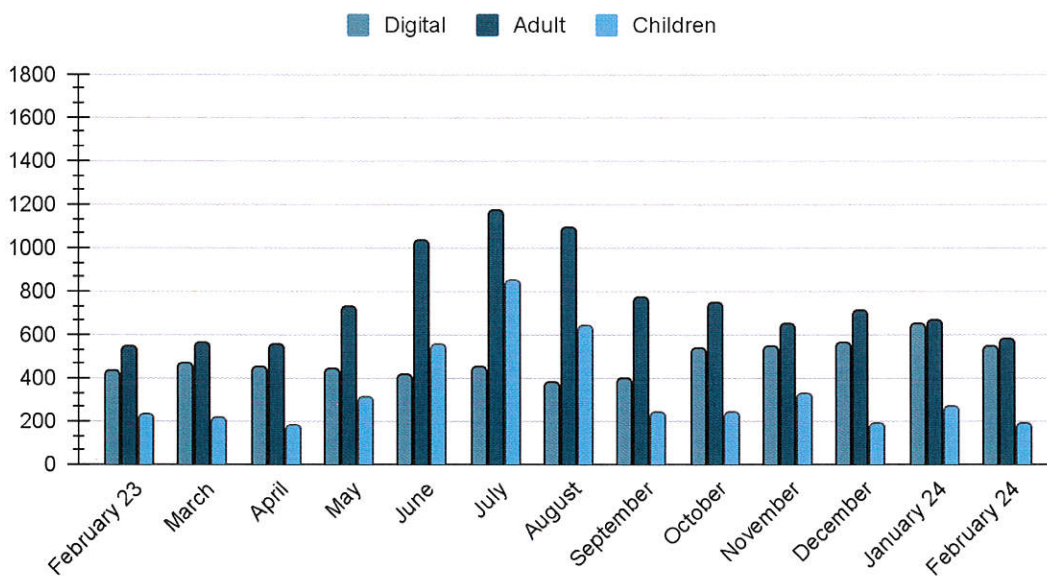
- FOLTL Poetry Month Tuesdays in April @ 7pm
 - 4/2 Carrie Cantalupo Sharp, Michael Hughes and Chelsea Marsh
 - 4/9 Linda Nemece Foster
 - 4/16 Songwriting workshop w/ Siusan O'Rourke

4/23 Holly Wren Spaulding

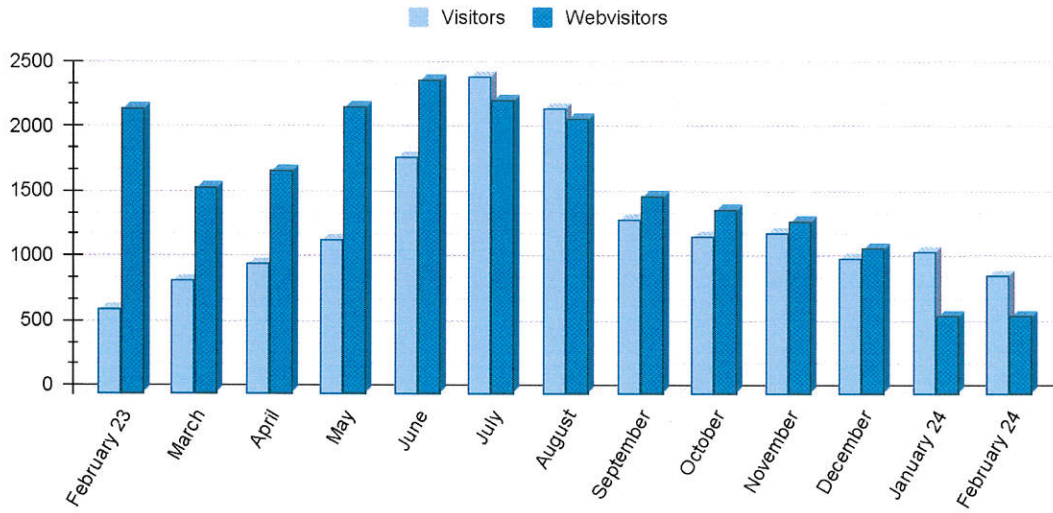
4/30 Open Mic Night

- Tentative: April 13 Unveiling of 'UpNorth Mother Goose' by Lynne Rae Perkins in honor of Mary Crowgey from the FOLTL
- William Kent Krueger's visit will include a book discussion of *The River We Remember* in the evening on May 8 and an author interview at the Northport Performing Art Center on May 18, 2024
- AI Program on May 22 with Kurt Lauckner
- Heartland Hospice Programs on May 2 and 16 @ 2pm
- Tech Tuesdays are back. March will be Google Drive
April: iPads
May: Digital Cameras

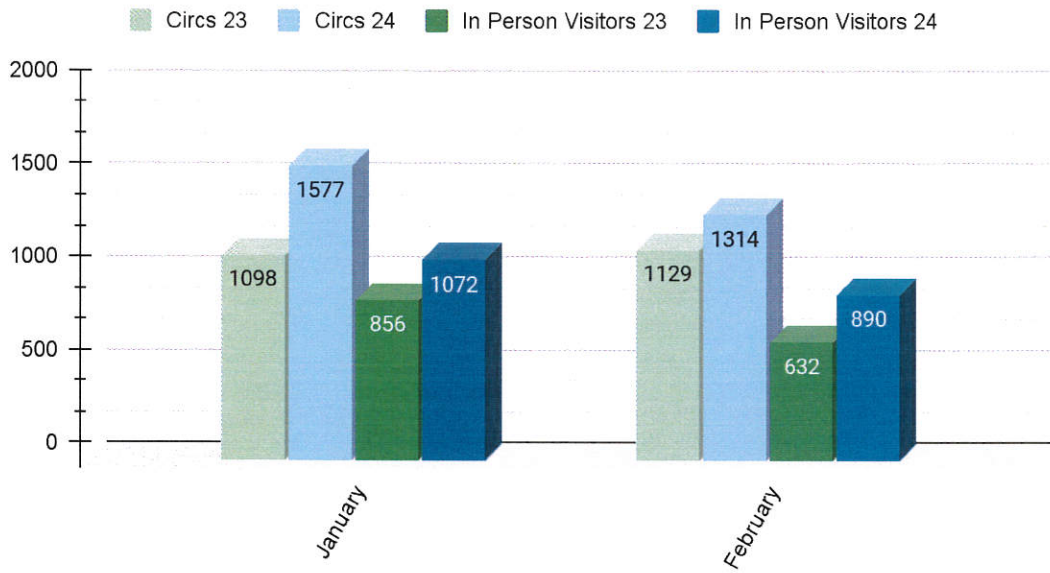
Circulation 23/24



Library Traffic 23/24



2023 vs 2024



Leelanau Township Library Profit & Loss Budget Performance February 2024

	Feb 24	Apr '23 - Feb 24	YTD Balance	Annual Budget
Income		237,439.79		
402 · Property Tax Capture	88,509.76	164,645.78	-154,109.46	247,976.11
566 · State Grants, Culture				
566.2 · Other Grants	0.00	220.00		
566.1 · State Library Aid	0.00	2,076.80	23.20	2,100.00
Total 566 · State Grants, Culture	0.00	2,296.80	23.20	2,100.00
581 · County Penal Fines	0.00	2,397.15	402.85	2,800.00
602 · In House Revenues	200.00	1,500.49	-1,000.49	500.00
669 · Investment Interest	69.64	568.46	-568.46	0.00
674 · Private Donations				
674.5 · Leelanau Twp. Comm. Foundation	0.00	0.00	1,000.00	1,000.00
674.3 · Donations-Unrestricted	22,815.85	62,615.19	-59,615.19	3,000.00
674.2 · Temporary Restricted Donation	0.00	40.00		
674.1 · Restricted Donation	0.00	86.90		
Total 674 · Private Donations	22,815.85	62,742.09	-58,615.19	4,000.00
687 · Rebates & Misc. Revenue	0.00	0.00	0.00	0.00
Total Income	111,595.25	471,590.56	-213,867.55	257,376.11
Expense				
701 · Payroll Expenses	7,622.07	84,526.57		
702 · Salaries and Wages	0.00	0.00	15,914.91	100,441.48
703 · Social Security - Employer	458.60	5,138.71	1,088.66	6,227.37
704 · Medicare - Employer	107.25	1,201.78	254.62	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	15,570.72	28.32	15,599.04
710 · 401K Pension	0.00	0.00	10,000.00	10,000.00
717 · INSURANCE				
717.3 · Notary Bond	0.00	55.00	0.00	55.00
717.2 · Workers Comp Insurance	0.00	441.00	459.00	900.00
717.1 · Property & Liability Insurance	0.00	3,787.00	0.00	3,787.00
Total 717 · INSURANCE	0.00	4,283.00	459.00	4,742.00
726 · SUPPLIES				
727 · OFFICE MATERIALS				
727.1 · Postage	5.55	474.93	25.07	500.00
727.2 · Printing	0.00	25.60	224.40	250.00
727.3 · Office Supplies	132.51	3,766.25	2,233.75	6,000.00
Total 727 · OFFICE MATERIALS	138.06	4,266.78	2,483.22	6,750.00
Total 726 · SUPPLIES	138.06	4,266.78	2,483.22	6,750.00
728 · Repairs & Maintenance	320.00	3,420.00	580.00	4,000.00
729 · Building Supplies	0.00	0.00	0.00	0.00
730 · Furnishings/Equipment	1,686.82	4,524.10	-524.10	4,000.00
741 · Books	1,243.02	13,810.21	4,189.79	18,000.00
742 · Audio Books	0.00	410.05	189.95	600.00
743 · Periodicals	0.00	0.00	0.00	0.00

Leelanau Township Library

Profit & Loss Budget Performance

February 2024

	<u>Feb 24</u>	<u>Apr '23 - Feb 24</u>	<u>YTD Balance</u>	<u>Annual Budget</u>
744 · Digital Materials	387.49	7,080.83	19.17	7,100.00
745 · Movies	37.90	884.55	615.45	1,500.00
746 · Library of Things	0.00	586.46	163.54	750.00
747 · Programs	133.99	1,149.29	1,600.71	2,750.00
750 · Information and Technology	327.98	9,462.39	737.61	10,200.00
760 · PR and Advertising	0.00	180.00	570.00	750.00
801 · Professional Fees				
801.1 · Bookkeeping Fees	470.25	4,746.00	1,254.00	6,000.00
801.2 · Legal Fees	0.00	0.00	1,000.00	1,000.00
801.3 · Accounting Fees	0.00	0.00	0.00	0.00
801.4 · Consultants	0.00	0.00	15,000.00	15,000.00
801.5 · Recording Secretary	0.00	0.00	600.00	600.00
Total 801 · Professional Fees	<u>470.25</u>	<u>4,746.00</u>	<u>17,854.00</u>	<u>22,600.00</u>
802 · Dues	0.00	1,619.40	80.60	1,700.00
810 · Education/TraininTransp	0.00	447.22	1,802.78	2,250.00
850 · Communications	49.99	829.37	170.63	1,000.00
920 · Heating	0.00	602.02	1,197.98	1,800.00
921 · Electric	214.59	2,562.85	1,637.15	4,200.00
922 · Sewer Use Fee	0.00	0.00	800.00	800.00
923 · Trash Removal	0.00	0.00	0.00	0.00
955 · Misc Expense/Contingency				
955.2 · Miscellaneous	0.00	500.00	200.00	700.00
955.1 · Bank Service Charges	0.00	-10.00	0.00	0.00
Total 955 · Misc Expense/Contingency	<u>0.00</u>	<u>490.00</u>	<u>210.00</u>	<u>700.00</u>
Total Expense	<u>14,495.57</u>	<u>167,792.30</u>	<u>62,368.99</u>	<u>230,161.29</u>
Net Income	<u><u>97,099.68</u></u>	<u><u>303,798.26</u></u>	<u><u>-276,236.54</u></u>	<u><u>27,214.82</u></u>

Leelanau Township Library

Balance Sheet

As of February 29, 2024

Feb 29, 24

ASSETS

Current Assets

Checking/Savings

000-001 · HB Checking 0284 7,443.59

000-002 · HB MM Savings 0297 297,966.94

Total Checking/Savings 305,410.53

Total Current Assets 305,410.53

TOTAL ASSETS 305,410.53

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2111 · *Direct Deposit Liabilities -3,150.47

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 -872.73

Total Current Liabilities -872.73

Total Liabilities -872.73

Equity

30000 · Opening Balance Equity 239,934.79

32000 · Retained Earnings -10.00

Net Income 66,358.47

Total Equity 306,283.26

TOTAL LIABILITIES & EQUITY 305,410.53

Leelanau Township Library
Profit & Loss
February 2024

	<u>Feb 24</u>
Income	
402 · Property Tax Capture	88,509.76
602 · In House Revenues	200.00
669 · Investment Interest	69.64
674 · Private Donations	
674.3 · Donations-Unrestricted	<u>22,815.85</u>
Total 674 · Private Donations	<u>22,815.85</u>
Total Income	111,595.25
Expense	
701 · Payroll Expenses	7,622.07
703 · Social Security - Employer	458.60
704 · Medicare - Employer	107.25
709 · Health Insurance	1,297.56
726 · SUPPLIES	
727 · OFFICE MATERIALS	
727.1 · Postage	5.55
727.3 · Office Supplies	<u>132.51</u>
Total 727 · OFFICE MATERIALS	<u>138.06</u>
Total 726 · SUPPLIES	138.06
728 · Repairs & Maintenance	320.00
730 · Furnishings/Equipment	1,686.82
741 · Books	1,243.02
744 · Digital Materials	387.49
745 · Movies	37.90
747 · Programs	133.99
750 · Information and Technology	327.98
801 · Professional Fees	
801.1 · Bookkeeping Fees	<u>470.25</u>
Total 801 · Professional Fees	470.25
850 · Communications	49.99
921 · Electric	<u>214.59</u>
Total Expense	14,495.57
Net Income	<u>97,099.68</u>

12:18 PM
03/15/24
Accrual Basis

Leelanau Township Library
General Ledger
As of February 29, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
							9,945.97
000-001 - HB Checking 0284							
Check	02/01/2024	auto	Google	Google Workspace	750 - Information and Technology	-18.00	9,927.97
Paycheck	02/01/2024	1139	Erin A Connolly		-SPLIT-	-810.07	9,117.90
Paycheck	02/01/2024	1140	Julie A Preneta		-SPLIT-	-1,530.64	7,587.26
Paycheck	02/01/2024	1141	Marie E Gaspari		-SPLIT-	-458.56	7,128.70
Paycheck	02/01/2024	1142	Mary Ann Lassaline		-SPLIT-	-368.61	6,760.09
Check	02/01/2024	online	School Outfitters	Mobile Bookcase, 4 shelf bookcase	730 - Furnishings/Equipment	-1,635.57	5,124.52
Check	02/05/2024	DC	Postmaster	postage to Terre Haute IN	727.1 - Postage	-3.92	5,120.60
Check	02/07/2024	online	Seed Savers Exchange	Order #SO986409	747 - Programs	-119.03	5,001.57
Check	02/08/2024	auto	Adobe Inc	2447760595: Acrobat Pro	750 - Information and Technology	-29.99	4,971.58
Transfer	02/14/2024			Funds Transfer	000-002 - HB MM Savings 0297	8,000.00	12,971.58
Liability Check	02/15/2024	EFTPS	United States Treasury	922059516 = 941 January 2024	-SPLIT-	-1,429.76	11,541.82
Liability Check	02/15/2024		QuickBooks Payroll Service	Created by Payroll Service on 02/14/2024	2111 - *Direct Deposit Liabilities	-3,158.66	8,383.16
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	-SPLIT-	0.00	8,383.16
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	-SPLIT-	0.00	8,383.16
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	8,383.16
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	8,383.16
Check	02/20/2024	online	Consumers Energy	1030 4900 3678: Dec/Jan 2024	921 - Electric	-214.59	8,168.57
Check	02/20/2024	online	Charter Communications	005323301012124: January 2024 statement	-SPLIT-	-179.98	7,988.59
Liability Check	02/22/2024	MTOnline	State of Michigan	92-2059516 - MI WH balance due 2023	241 - MI State Withholding	-1,253.95	6,734.64
Check	02/22/2024	1143	Erin A Connolly	Reimbursement: Valentines Day Programming	747 - Programs	-14.96	6,719.68
Check	02/22/2024	1144	Amazon Capital Services	Inv 1RYJ-PCJV-4J7K	-SPLIT-	-278.02	6,441.66
Check	02/22/2024	1145	Baker & Taylor	L5453842: January 2024	-SPLIT-	-996.32	5,445.34
Check	02/22/2024	1146	Bookkeeping Services Inc	7767: January 2024	801.1 - Bookkeeping Fees	-470.25	4,975.09
Check	02/22/2024	1147	Blue Care Network of Michigan	240370091923: March 2024	709 - Health Insurance	-1,297.56	3,677.53
Check	02/22/2024	1148	Cengage Learning Inc/Gale	83842839	741 - Books	-190.34	3,487.19
Check	02/22/2024	1149	Leelanau County Treasurer	2022 Tax Year adjustments	-SPLIT-	-8.57	3,478.62
Check	02/22/2024	1150	Ed Kolarik	January 2024 cleanings	728 - Repairs & Maintenance	-320.00	3,158.62
Check	02/22/2024	1151	NetLink Business Solutions	14790 3 mo maintenance agreement, copies	750 - Information and Technology	-150.00	3,008.62
Check	02/22/2024	1152	Overdrive Inc	01981CO24050291	744 - Digital Materials	-387.49	2,621.13
Transfer	02/22/2024			Funds Transfer	000-002 - HB MM Savings 0297	8,000.00	10,621.13
Check	02/22/2024	DC	Postmaster	postage Lansing MI	727.1 - Postage	-1.63	10,619.50
Check	02/28/2024	auto	Intuit	monthly payroll service	701 - Payroll Expenses	-25.44	10,594.06
Liability Check	02/29/2024		QuickBooks Payroll Service	Created by Payroll Service on 02/28/2024	2111 - *Direct Deposit Liabilities	-3,150.47	7,443.59
						-2,502.38	7,443.59
Total 000-001 - HB Checking 0284							202,363.12
000-002 - HB MM Savings 0297							
Deposit	02/02/2024			Deposit	-SPLIT-	101,383.67	303,746.79
Transfer	02/14/2024			Funds Transfer	000-001 - HB Checking 0284	-8,000.00	295,746.79
Transfer	02/22/2024			Funds Transfer	000-001 - HB Checking 0284	-8,000.00	287,746.79
Deposit	02/23/2024			Deposit	674.3 - Donations-Unrestricted	10,150.51	297,897.30
Deposit	02/29/2024			Interest	669 - Investment Interest	69.64	297,966.94
						95,603.82	297,966.94
Total 000-002 - HB MM Savings 0297							0.00
000-003 - HB MM Fund Balance							0.00
Total 000-003 - HB MM Fund Balance							0.00
000-400 - Petty Cash							0.00
Total 000-400 - Petty Cash							0.00
11000 - Accounts Receivable							0.00
Total 11000 - Accounts Receivable							0.00
12000 - Undeposited Funds							0.00
Total 12000 - Undeposited Funds							0.00
15000 - Capital Improvement							0.00
Total 15000 - Capital Improvement							0.00
20000 - Accounts Payable							0.00
Total 20000 - Accounts Payable							0.00
2111 - *Direct Deposit Liabilities							0.00
Liability Check	02/15/2024		QuickBooks Payroll Service	Created by Payroll Service on 02/14/2024	000-001 - HB Checking 0284	3,158.66	3,158.66
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-810.07	2,348.59
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-1,530.65	817.94
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-389.43	428.51

12:18 PM
03/15/24
Accrual Basis

Leelanau Township Library
General Ledger
As of February 29, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-428.51	0.00
Liability Check	02/29/2024		QuickBooks Payroll Service	Created by Payroll Service on 02/28/2024	000-001 - HB Checking 0284	3,150.47	3,150.47
						3,150.47	3,150.47
Total 2111 - Direct Deposit Liabilities							0.00
2110 - Direct Deposit Liabilities							0.00
Total 2110 - Direct Deposit Liabilities							-243.68
24000 - Payroll Liabilities							
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	0.00	-243.68
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	-24.27	-267.95
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	0.00	-267.95
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	-50.95	-318.90
Paycheck	02/01/2024	1141	Marie E Gaspari		000-001 - HB Checking 0284	0.00	-318.90
Paycheck	02/01/2024	1141	Marie E Gaspari		000-001 - HB Checking 0284	-13.77	-332.67
Paycheck	02/01/2024	1142	Mary Ann Lassaline		000-001 - HB Checking 0284	0.00	-332.67
Paycheck	02/01/2024	1142	Mary Ann Lassaline		000-001 - HB Checking 0284	-11.01	-343.68
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-343.68
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-24.26	-367.94
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-367.94
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-50.94	-418.88
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-418.88
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-11.66	-430.54
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-430.54
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-12.85	-443.39
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-199.71	-443.39
Total 24000 - Payroll Liabilities							-1,452.07
241 - MI State Withholding							
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	-19.89	-1,471.96
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	-61.88	-1,533.84
Paycheck	02/01/2024	1141	Marie E Gaspari		000-001 - HB Checking 0284	-12.53	-1,546.37
Paycheck	02/01/2024	1142	Mary Ann Lassaline		000-001 - HB Checking 0284	-8.19	-1,554.56
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-19.89	-1,574.45
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-61.88	-1,636.33
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-9.19	-1,645.52
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-11.06	-1,656.60
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	1,253.95	-402.65
Liability Check	02/22/2024	MTOnline	State of Michigan	92-2059516 - MI WH balance due 2023	000-001 - HB Checking 0284	1,049.42	-402.65
Total 241 - MI State Withholding							-300.00
242 - Federal Withholding							
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	0.00	-300.00
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	-150.00	-450.00
Paycheck	02/01/2024	1141	Marie E Gaspari		000-001 - HB Checking 0284	0.00	-450.00
Paycheck	02/01/2024	1142	Mary Ann Lassaline		000-001 - HB Checking 0284	0.00	-450.00
Liability Check	02/15/2024	EFTPS	United States Treasury	922059516 = 941 January 2024	000-001 - HB Checking 0284	300.00	-150.00
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-150.00
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-150.00	-300.00
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-300.00
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-300.00
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-300.00
Total 242 - Federal Withholding							-457.81
243 - Social Security - Co							
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	-55.72	-513.53
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	-116.99	-630.52
Paycheck	02/01/2024	1141	Marie E Gaspari		000-001 - HB Checking 0284	-31.63	-662.15
Paycheck	02/01/2024	1142	Mary Ann Lassaline		000-001 - HB Checking 0284	-25.29	-687.44
Liability Check	02/15/2024	EFTPS	United States Treasury	922059516 = 941 January 2024	000-001 - HB Checking 0284	457.81	-229.63
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-55.72	-285.35
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-116.98	-402.33
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-26.76	-429.09
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-29.51	-458.60
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-0.79	-458.60
Total 243 - Social Security - Co							-107.07
244 - Medicare - Co							
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	-13.03	-120.10
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	-27.36	-147.46

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Type	Date	Num	Name	Memo	Split	Amount	Balance
					000-001 - HB Checking 0284	-7.40	-154.86
Paycheck	02/01/2024	1141	Marie E Gaspari		000-001 - HB Checking 0284	-5.91	-160.77
Paycheck	02/01/2024	1142	Mary Ann Lassaline		000-001 - HB Checking 0284	107.07	-53.70
Liability Check	02/15/2024	EFTPS	United States Treasury	922059516 = 941 January 2024	000-001 - HB Checking 0284	-13.03	-66.73
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-27.36	-94.09
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-6.26	-100.35
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-6.90	-107.25
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-0.18	-107.25
							0.00
Total 244 - Medicare - Co							0.00
245 - MI Unemployment							0.00
Total 245 - MI Unemployment							-457.81
247 - Social Security - Employee							
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	-55.72	-513.53
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	-116.99	-630.52
Paycheck	02/01/2024	1141	Marie E Gaspari		000-001 - HB Checking 0284	-31.63	-662.15
Paycheck	02/01/2024	1142	Mary Ann Lassaline		000-001 - HB Checking 0284	-25.29	-687.44
Liability Check	02/15/2024	EFTPS	United States Treasury	922059516 = 941 January 2024	000-001 - HB Checking 0284	457.81	-229.63
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-55.72	-285.35
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-116.98	-402.33
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-26.76	-429.09
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-29.51	-458.60
						-0.79	-458.60
							-107.07
Total 247 - Social Security - Employee							-120.10
248 - Medicare - Employee							
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	-27.36	-147.46
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	-7.40	-154.86
Paycheck	02/01/2024	1141	Marie E Gaspari		000-001 - HB Checking 0284	-5.91	-160.77
Paycheck	02/01/2024	1142	Mary Ann Lassaline		000-001 - HB Checking 0284	107.07	-53.70
Liability Check	02/15/2024	EFTPS	United States Treasury	922059516 = 941 January 2024	000-001 - HB Checking 0284	-13.03	-66.73
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-27.36	-94.09
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-6.26	-100.35
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-6.90	-107.25
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-0.18	-107.25
							0.00
Total 248 - Medicare - Employee							0.00
249 - Federal Unemployment - Co							-239,934.79
Total 249 - Federal Unemployment - Co							-239,934.79
30000 - Opening Balance Equity							10.00
Total 30000 - Opening Balance Equity							10.00
32000 - Retained Earnings							0.00
Total 32000 - Retained Earnings							0.00
400 - INCOME							-76,136.02
Total 400 - INCOME							-140,023.94
402 - Property Tax Capture							-164,654.35
Deposit	02/02/2024	4729	Leelanau Township	Tax disb 12/21/23-1/15/24	000-002 - HB MM Savings 0297	-63,887.92	-164,654.35
Deposit	02/02/2024	4748	Leelanau Township	Tax disb	000-002 - HB MM Savings 0297	-24,630.41	-164,654.35
Check	02/22/2024	1149	Leelanau County Treasurer	DBOR 2023 008-233-008-01	000-001 - HB Checking 0284	2.77	-164,651.58
Check	02/22/2024	1149	Leelanau County Treasurer	DBOR 2023 008-135-032-12	000-001 - HB Checking 0284	5.80	-164,645.78
						-88,509.76	-164,645.78
							-2,296.80
Total 402 - Property Tax Capture							-220.00
566 - State Grants, Culture							-220.00
566.2 - Other Grants							-2,076.80
Total 566.2 - Other Grants							-2,076.80
566.1 - State Library Aid							0.00
Total 566.1 - State Library Aid							0.00
566 - State Grants, Culture - Other							-2,296.80
Total 566 - State Grants, Culture - Other							-2,397.15
581 - County Penal Fines							-2,397.15
Total 581 - County Penal Fines							-1,300.49
602 - In House Revenues							-1,500.49
Deposit	02/02/2024	Cash	VLF		000-002 - HB MM Savings 0297	-200.00	-1,500.49
						-200.00	-1,500.49
Total 602 - In House Revenues							

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Leelanau Township Library
General Ledger
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Type	Date	Num	Name	Memo	Split	Amount	Balance
							-498.82
669 - Investment Interest							
Deposit	02/29/2024			Interest	000-002 - HB MM Savings 0297	-69.64	-568.46
							-69.64
Total 669 - Investment Interest							-39,926.24
674 - Private Donations							
674.5 - Leelanau Twp. Comm. Foundation							
Total 674.5 - Leelanau Twp. Comm. Foundation							0.00
674.4 - Contributions from Friends							
Total 674.4 - Contributions from Friends							0.00
674.3 - Donations-Unrestricted							
Deposit	02/02/2024	20383326	Giles	Wells Fargo check	000-002 - HB MM Savings 0297	-12,665.34	-52,464.68
Deposit	02/23/2024	20436985	Giles	Donation	000-002 - HB MM Savings 0297	-10,150.51	-62,615.19
							-22,815.85
Total 674.3 - Donations-Unrestricted							-40.00
674.2 - Temporary Restricted Donation							
Total 674.2 - Temporary Restricted Donation							-40.00
674.1 - Restricted Donation							
Total 674.1 - Restricted Donation							-86.90
674 - Private Donations - Other							
Total 674 - Private Donations - Other							0.00
Total 674 - Private Donations							-22,815.85
							-62,742.09
687 - Rebates & Misc. Revenue							
Total 687 - Rebates & Misc. Revenue							0.00
700 - EXPENDITURE/EXPENSE							
Total 700 - EXPENDITURE/EXPENSE							0.00
							76,904.50
701 - Payroll Expenses							
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	713.41	77,617.91
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	185.30	77,803.21
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	24.27	77,827.48
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	1,792.53	79,620.01
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	94.34	79,714.35
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	50.95	79,765.30
Paycheck	02/01/2024	1141	Marie E Gaspari		000-001 - HB Checking 0284	510.12	80,275.42
Paycheck	02/01/2024	1141	Marie E Gaspari		000-001 - HB Checking 0284	13.77	80,289.19
Paycheck	02/01/2024	1142	Mary Ann Lassaline		000-001 - HB Checking 0284	408.00	80,697.19
Paycheck	02/01/2024	1142	Mary Ann Lassaline		000-001 - HB Checking 0284	11.01	80,708.20
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	898.71	81,606.91
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	24.26	81,631.17
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	1,886.87	83,518.04
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	50.94	83,568.98
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	431.64	84,000.62
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	11.66	84,012.28
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	476.00	84,488.28
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	12.85	84,501.13
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	25.44	84,526.57
Check	02/28/2024	auto	Intuit	monthly payroll service	000-001 - HB Checking 0284	7,622.07	84,526.57
Total 701 - Payroll Expenses							0.00
702 - Salaries and Wages							
Total 702 - Salaries and Wages							0.00
							4,680.11
703 - Social Security - Employer							
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	55.72	4,735.83
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	116.99	4,852.82
Paycheck	02/01/2024	1141	Marie E Gaspari		000-001 - HB Checking 0284	31.63	4,884.45
Paycheck	02/01/2024	1142	Mary Ann Lassaline		000-001 - HB Checking 0284	25.29	4,909.74
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	55.72	4,965.46
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	116.98	5,082.44
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	26.76	5,109.20
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	29.51	5,138.71
							458.60
Total 703 - Social Security - Employer							1,094.53
704 - Medicare - Employer							
Paycheck	02/01/2024	1139	Erin A Connolly		000-001 - HB Checking 0284	13.03	1,107.56
Paycheck	02/01/2024	1140	Julie A Preneta		000-001 - HB Checking 0284	27.36	1,134.92

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Type	Date	Num	Name	Memo	Split	Amount	Balance
					000-001 - HB Checking 0284	7.40	1,142.32
Paycheck	02/01/2024	1141	Marie E Gaspari		000-001 - HB Checking 0284	5.91	1,148.23
Paycheck	02/01/2024	1142	Mary Ann Lassaline		000-001 - HB Checking 0284	13.03	1,161.26
Paycheck	02/16/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	27.36	1,188.62
Paycheck	02/16/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	6.26	1,194.88
Paycheck	02/16/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	6.90	1,201.78
Paycheck	02/16/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	107.25	1,201.78
Total 704 - Medicare - Employer							0.00
705 - MI Unemployment Tax							0.00
Total 705 - MI Unemployment Tax							0.00
707 - Federal Unemployment							0.00
Total 707 - Federal Unemployment							0.00
708 - Bonus							0.00
Total 708 - Bonus							14,273.16
709 - Health Insurance							15,570.72
Check	02/22/2024	1147	Blue Care Network of Michigan	240370091923: March 2024	000-001 - HB Checking 0284	1,297.56	15,570.72
Total 709 - Health Insurance							1,297.56
710 - 401K Pension							0.00
Total 710 - 401K Pension							4,283.00
717 - INSURANCE							55.00
717.3 - Notary Bond							55.00
Total 717.3 - Notary Bond							441.00
717.2 - Workers Comp Insurance							441.00
Total 717.2 - Workers Comp Insurance							3,787.00
717.1 - Property & Liability Insurance							3,787.00
Total 717.1 - Property & Liability Insurance							0.00
717 - INSURANCE - Other							0.00
Total 717 - INSURANCE - Other							4,283.00
Total 717 - INSURANCE							4,128.72
726 - SUPPLIES							4,128.72
727 - OFFICE MATERIALS							469.38
727.1 - Postage							473.30
Check	02/05/2024	DC	Postmaster	postage to Terre Haute IN	000-001 - HB Checking 0284	3.92	473.30
Check	02/22/2024	DC	Postmaster	postage Lansing MI	000-001 - HB Checking 0284	1.63	474.93
Total 727.1 - Postage							5.55
727.2 - Printing							25.60
Total 727.2 - Printing							25.60
727.3 - Office Supplies							3,633.74
Check	02/22/2024	1144	Amazon Capital Services	Office Supplies	000-001 - HB Checking 0284	132.51	3,766.25
Total 727.3 - Office Supplies							132.51
727 - OFFICE MATERIALS - Other							0.00
Total 727 - OFFICE MATERIALS - Other							0.00
Total 727 - OFFICE MATERIALS							138.06
726 - SUPPLIES - Other							0.00
Total 726 - SUPPLIES - Other							0.00
Total 726 - SUPPLIES							138.06
728 - Repairs & Maintenance							3,100.00
Check	02/22/2024	1150	Ed Kolarik	January 2024 cleanings	000-001 - HB Checking 0284	320.00	3,420.00
Total 728 - Repairs & Maintenance							320.00
729 - Building Supplies							0.00
Total 729 - Building Supplies							0.00
730 - Furnishings/Equipment							2,837.28
Check	02/01/2024	online	School Outfitters	Mobile Bookcase, 4 shelf bookcase	000-001 - HB Checking 0284	1,635.57	4,472.85
Check	02/22/2024	1144	Amazon Capital Services	Equipment	000-001 - HB Checking 0284	51.25	4,524.10
Total 730 - Furnishings/Equipment							1,686.82
741 - Books							4,524.10
Check	02/22/2024	1144	Amazon Capital Services	Books	000-001 - HB Checking 0284	56.36	12,623.55
Check	02/22/2024	1145	Baker & Taylor	2038019886	000-001 - HB Checking 0284	79.30	12,702.85
Check	02/22/2024	1145	Baker & Taylor	2038034174	000-001 - HB Checking 0284	300.12	13,002.97
Check	02/22/2024	1145	Baker & Taylor	2038038702	000-001 - HB Checking 0284	191.94	13,194.91

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Type	Date	Num	Name	Memo	Split	Amount	Balance	
Check	02/22/2024	1145	Baker & Taylor	2038055317	000-001 - HB Checking 0284	321.92	13,516.83	
Check	02/22/2024	1145	Baker & Taylor	2038069746	000-001 - HB Checking 0284	103.04	13,619.87	
Check	02/22/2024	1148	Cengage Learning Inc/Gale	83842839	000-001 - HB Checking 0284	190.34	13,810.21	
						1,243.02	13,810.21	
Total 741 - Books							410.05	
742 - Audio Books							410.05	
Total 742 - Audio Books							0.00	
743 - Periodicals							0.00	
Total 743 - Periodicals							6,693.34	
744 - Digital Materials							7,080.83	
Check	02/22/2024	1152	Overdrive Inc	01981CO24050291	000-001 - HB Checking 0284	387.49	7,080.83	
						387.49	7,080.83	
Total 744 - Digital Materials							846.65	
745 - Movies							884.55	
Check	02/22/2024	1144	Amazon Capital Services	Movies/DVD	000-001 - HB Checking 0284	37.90	884.55	
						37.90	884.55	
Total 745 - Movies							586.46	
746 - Library of Things							586.46	
Total 746 - Library of Things							1,015.30	
747 - Programs							1,134.33	
Check	02/07/2024	online	Seed Savers Exchange	Order #SO986409	000-001 - HB Checking 0284	119.03	1,134.33	
Check	02/22/2024	1143	Erin A Connolly	Reimbursement: Valentines Day Programming	000-001 - HB Checking 0284	14.96	1,149.29	
						133.99	1,149.29	
Total 747 - Programs							9,134.41	
750 - Information and Technology							9,152.41	
Check	02/01/2024	auto	Google	Google Workspace	000-001 - HB Checking 0284	18.00	9,152.41	
Check	02/08/2024	auto	Adobe Inc	2447760595 Acrobat Pro	000-001 - HB Checking 0284	29.99	9,182.40	
Check	02/20/2024	online	Charter Communications	005323301012124: January 2024 statement Interne	000-001 - HB Checking 0284	129.99	9,312.39	
Check	02/22/2024	1151	NetLink Business Solutions	14790: 3 mo maintenance agreement, copies	000-001 - HB Checking 0284	150.00	9,462.39	
						327.98	9,462.39	
Total 750 - Information and Technology							180.00	
760 - PR and Advertising							180.00	
Total 760 - PR and Advertising							4,275.75	
801 - Professional Fees							4,275.75	
801.1 - Bookkeeping Fees							4,746.00	
Check	02/22/2024	1146	Bookkeeping Services Inc	7767: January 2024	000-001 - HB Checking 0284	470.25	4,746.00	
						470.25	4,746.00	
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	
801 - Professional Fees - Other							0.00	
Total 801 - Professional Fees - Other							4,746.00	
Total 801 - Professional Fees							1,619.40	
802 - Dues							1,619.40	
Total 802 - Dues							447.22	
810 - Education/TraininTransp							447.22	
Total 810 - Education/TraininTransp							779.38	
850 - Communications							829.37	
Check	02/20/2024	online	Charter Communications	005323301012124: January 2024 statement Teleph	000-001 - HB Checking 0284	49.99	829.37	
						49.99	829.37	
Total 850 - Communications							602.02	
920 - Heating							602.02	
Total 920 - Heating							2,348.26	
921 - Electric							2,562.85	
Check	02/20/2024	online	Consumers Energy	1030 4900 3678: Dec/Jan 2024	000-001 - HB Checking 0284	214.59	2,562.85	
						214.59	2,562.85	
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	

12:18 PM
 03/15/24
 Accrual Basis

Leelanau Township Library
General Ledger
 As of February 29, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
							490.00
955 - Misc Expense/Contingency							500.00
955.2 - Miscellaneous							500.00
Total 955.2 - Miscellaneous							-10.00
955.1 - Bank Service Charges							-10.00
Total 955.1 - Bank Service Charges							0.00
955 - Misc Expense/Contingency - Other							0.00
Total 955 - Misc Expense/Contingency - Other							490.00
Total 955 - Misc Expense/Contingency							0.00
No acct							0.00
Total no acct						0.00	0.00
TOTAL							

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
566.2 · 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	\$16,800.00
710 401K Pension			\$10,000.00	\$10,000.00	\$5,000.00
Total 702-709	\$100,248.00	\$58,341.10	\$126,682.20	\$133,969.29	\$138,151.67
717 · Insurance					
717.1 · Property & Liability Insurance	\$646.00	\$3,787.00	\$3,787.00	\$3,787.00	\$4,400.00
717.2 · Workers Comp Insurance		\$441.00	\$882.00	\$900.00	\$450.00
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	\$4,850.00
727 · SUPPLIES					
727 · Office Materials					
727.1 · Postage	\$238.00	\$275.01	\$500.00	\$500.00	\$650.00
727.2 · Printing	\$540.00	\$25.60	\$100.00	\$250.00	\$200.00
727.3 · 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

	<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	\$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	\$239,951.67
Total Expense	\$158,777.00	\$93,162.90	\$208,150.60	\$228,061.29	\$239,951.67
PROJECTED CARRYOVER	-\$147,709.00	\$204,440.77	\$90,414.29	\$28,314.82	\$37,523.48

Draft Budget FY 2024-2025

Cell: O15

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

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
Biblionix Apollo \$2100
Ploud/New host \$250
Wowbrary \$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

Director of the Leelanau Township Library
Performance Evaluation

In general:

The Director serves as the chief executive officer of the Library and is responsible for the administration of all Library functions within the goals, guidelines and policies established by the Library Board. This includes, but is not limited to, the organization and dissemination of information and services through the effective utilization of Library resources. The Director is expected to provide a leadership role within the Library.

1. Implements the library policies and procedures of the Leelanau Township Library Board of Trustees.

Rating: Excellent < 5 4 3 2 1 > Poor

Comments:

2. Directs all operations of the Library: Integrated Library Systems, collection development, reference and reader guidance systems, acquisitions, program development and publicity, using current technology and best practices.

Rating: Excellent < 5 4 3 2 1 > Poor

Comments:

3. Provides friendly, courteous, and accurate service to all users while ensuring confidentiality.

Rating: Excellent < 5 4 3 2 1 > Poor

Comments:

4. Responds to patron requests, suggestions and complaints.

Rating: Excellent < 5 4 3 2 1> Poor

Comments:

5. Supervises Library staff and volunteers, selects and trains assistants, prepares work schedules, and assists staff with problem solving.

Rating: Excellent < 5 4 3 2 1> Poor

Comments:

6. Evaluates the Library's collections, services and programs through interaction with patrons, community groups, and demographic analysis.

Rating: Excellent < 5 4 3 2 1> Poor

Comments:

7. Actively promotes programs, services, and resources.

Rating: Excellent < 5 4 3 2 1> Poor

Comments:

8. Oversees the automation and technology needs of the library, including maintenance and implementation of new technology as appropriate.

Rating: Excellent < 5 4 3 2 1> Poor

Comments:

9. Develops and implements annual and long-range plans for Library services and facilities, prepares State aid reports.

Rating: Excellent <6 5 4 3 2 1> Poor

Comments:

10. Prepares annual budget proposals.

Rating: Excellent < 5 4 3 2 1> Poor

Comments:

11. Participates in Friends of the Library meetings, and collaborates with the Friends in development and implementation of special programs and events.

Rating: Excellent < 5 4 3 2 1> Poor

Comments:

Further Comments/Narrative