



119 Nagonaba St. Northport, MI 49670

www.leelanautownshiplibrary.org

**Leelanau Township Library Meeting of the Board of Trustees
Monday October 16, 2023 7-9 pm in the Library and on Zoom**

Meeting ID: 482 391 5571

- 1. Call to Order**
- 2. Approval of September Minutes**
- 3. Public Comment**
- 4. Directors Report**
- 5. Financial Report**
- 6. Old Business**
 - 1. Strategic Planning - Discussion of draft RFP**
 - 2. CD Deposit**
 - 3.**
- 7. New Business**
 - 1.**
- 8. Public comment**
- 9. Closed Session**
- 10. Adjournment**

Next meeting: November 20, 2023 at 7pm

DRAFT Leelanau Township Library Board of Trustees Meeting Minutes for September 18, 2023

Present: Mark Morton, Mary Robertson, Rick Gans, Amanda Kruk

Members absent: Dale Lersch, Jamie Scripps

Staff Present: Julie Alpers-Preneta, director

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

- I. Call to Order. Mark Morton called the meeting to order at 7:02pm
- II. Approval of August minutes. Rick Gans moved to approve minutes, Mary Robertson seconded. Unanimous.
- III. Public Comment: None.
- IV. Director's Report
 - A. Julie presented the Director's Report for August 2023, highlighting that August remained busy due to extended opening hours. She also noted that Google Analytics would provide more accurate web visiting numbers in the coming months.
 - B. Rick inquired about the DAR program, and Julie informed the board that there is no definite agenda for the event at this time.
 - C. The suggestion box remains open with no new inputs received in the past month.
- V. Financial Report
 - A. Julie identified areas where additional funds should be allocated, which will be discussed separately in future meetings
 - B. Marilyn has not yet reconciled the numbers for August, and going forward, she will meet with Julie before board meetings to ensure accuracy.
 - C. An amount of \$37,864.82 remains unused this year and will be deposited into the bank.
 - D. Rick moved to approve the financial report, and Amanda Kruk seconded the motion. The approval was unanimous.
- VI. Old Business
 - A. Strategic Planning
 1. RFP writing has not commenced, and Rick is in the process of compiling information. The RFP is still expected to be completed by end of year.
 2. The goal is to start strategic planning next summer. A major decision is not required until an elected board is in place in November of the following year.
 - B. Policies
 1. Julie reviewed proposed changes to policies and suggested renaming the "Collection Development" heading to "Collection and Program Development."
 2. Mary moved to approve the policy changes, and Rick seconded the motion. The approval was unanimous.
 - C. CD Deposit
 1. Rick proposed rolling the ~\$35,000 CD deposit into an 11-month option at 5.3% due to its flexibility and higher interest rate.

2. Julie notes that the library was given a gift donation of a little over \$20,000 and has been working with Wells Fargo but wanted to bring this up to the board to determine what to do with the donation. Rick suggests that this gift be for future discussion so as not to hinder progress on current CD transfer.
3. To answer the question from last meeting, Julie reports that the CD came from the estate of Bob and Jeanette Hunt in 2012-2013.
4. Amanda moved to rollover the old CD into an 11 month option. Mary seconds. The approval was unanimous.
5. Rick will take care of the transfer.

VII. New Business

A. Budget Updates

1. All requests for changes to the budget were reviewed.
2. Rick moved to approve all new budget items, and Mary seconded the motion. The approval was unanimous.
3. Julie will provide the updated budget to Marilyn for adjustment.

B. Leelanau Township Council 2023 Tax Rate Request document

1. For informational purposes, Mark shared this document with the board noting that it does not affect the LTL but the data showing all taxable properties could be useful for us in the future in budget planning.

VIII. Public Comment

A. Patty had three questions:

1. She confirmed the presence of board members.
2. She inquired about the new donation received by the library, and Julie provided details that the gift will be a one time donation from Bob Giles Estate. Julie is still talking to Wells Fargo and is not 100% sure about the amount yet (only that it is around \$20,000) and no note was given that it was earmarked towards a specific purpose.
3. She asked about the handling of donations in terms of thank you notes, to which Julie clarified that the library handles everything related to donations specific to the library (no involvement of the Friends).
 - a) Rick noted that any member of the library board can write thank you notes for these donations. Mark noted the only necessity is that it is on the library letterhead and has the tax deductible information at the bottom so that it can be used for the donor's taxes.

B. The Friends meeting is scheduled for September 27th at 5:30 pm.

C. An event on May 18th at the Northport Performing Arts Center with William Kent Krueger was noted.

IX. Adjournment. Mary motioned to adjourn at 7:38 pm

Next meeting is scheduled for October 16, 2023 at 7pm.

Notes recorded by Alana Osumi

Minutes submitted by Amanda Kruk, secretary



Directors Report September 2023

| 2023 | 2022 |
|--------------------|------|
| <u>Visitors</u> | |
| 1327 | 1233 |
| <u>Webvisitors</u> | |
| 1500 est | 1602 |

Circulation

| | |
|--------------------|-----|
| Adult 770 | 716 |
| Children's 238 | 244 |
| Digital 395 | 351 |
| New Card Holders 7 | 7 |

MeL

Items Borrowed 165
Items Loaned 74

Collection Development

Items added 120
Items weeded 164

Digital Collection

Items added 7

Programs

- Crafternoons on Wednesdays in September and have had 5 children attend.
- Wigglers on Thursday mornings at 10:30am. We had just three children attend the September Wigglers.

- ShareCare Partnership is in progress!
- Northport Book Group begins in September 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

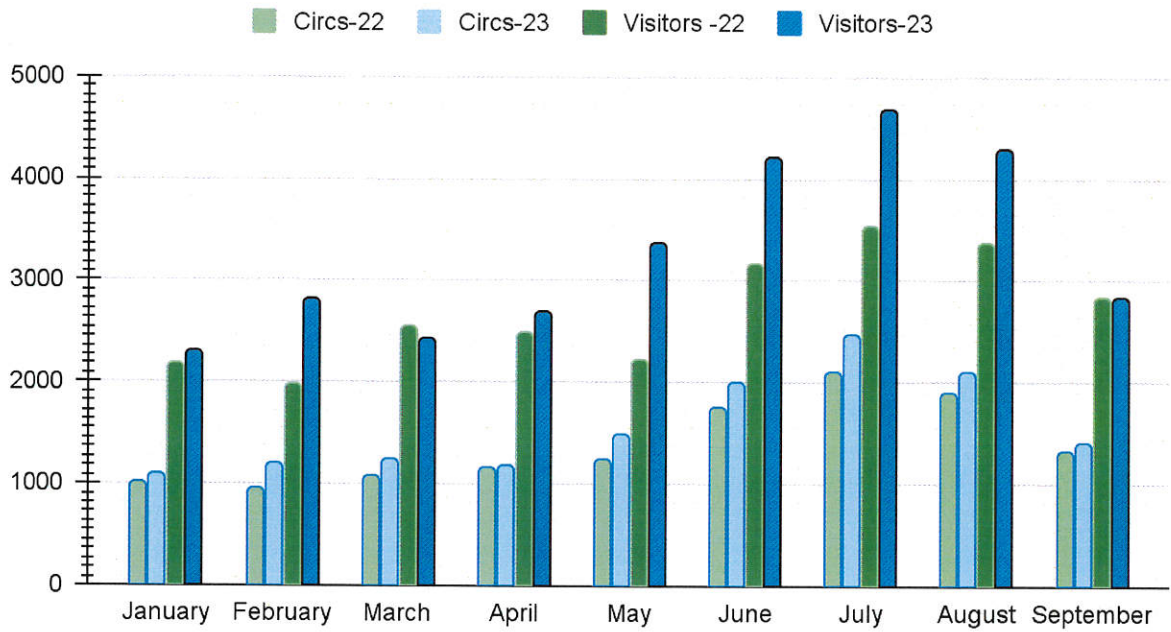
We had twelve participants for the discussion of *The Loon Feather* by Iola Fuller.

- **Constitution Week** Program with DAR September 19, 2023 at 7pm
We had 8 Participants and lively discussion
- STEAM Saturday Sept 23, 2023 10am-Noon **Exploring Static Electricity**; we had 2 young scientists attend.

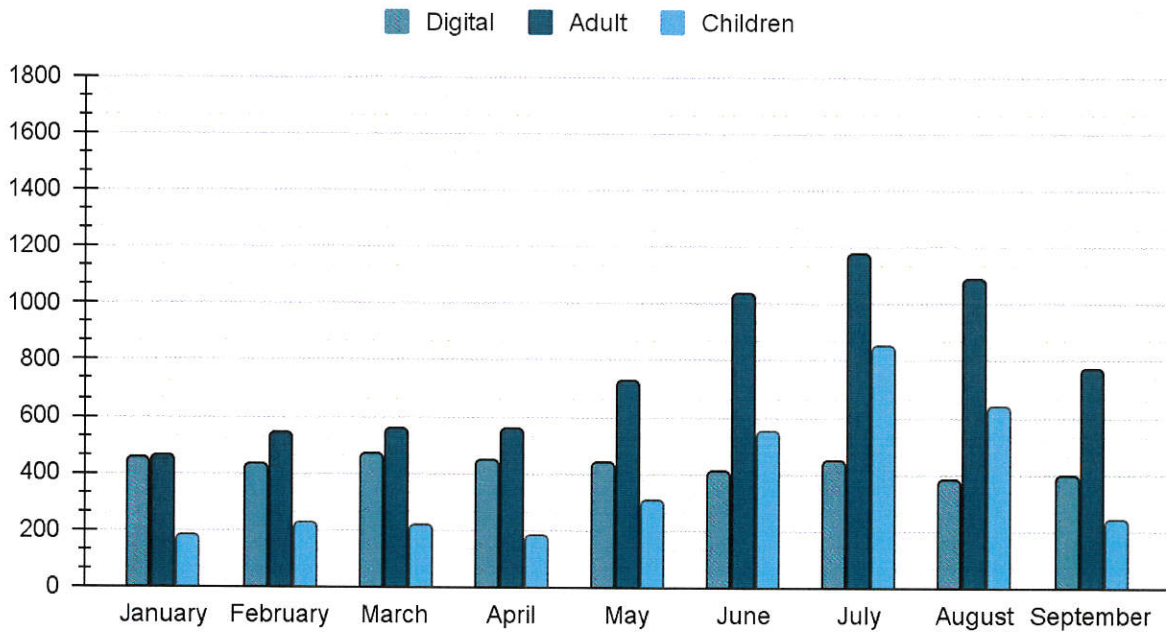
Upcoming:

- **Future-Proofing Your Home: Green Tech for Savings and Climate with Mark Ames** October 11, 2023 at 7pm
- Spooky STEAM Oct 28, 2023 10am - noon
- Thanksgiving Closure Nov 23, 2023
- Northport Tree Lighting Activities Nov 25, 2023 10am - Noon

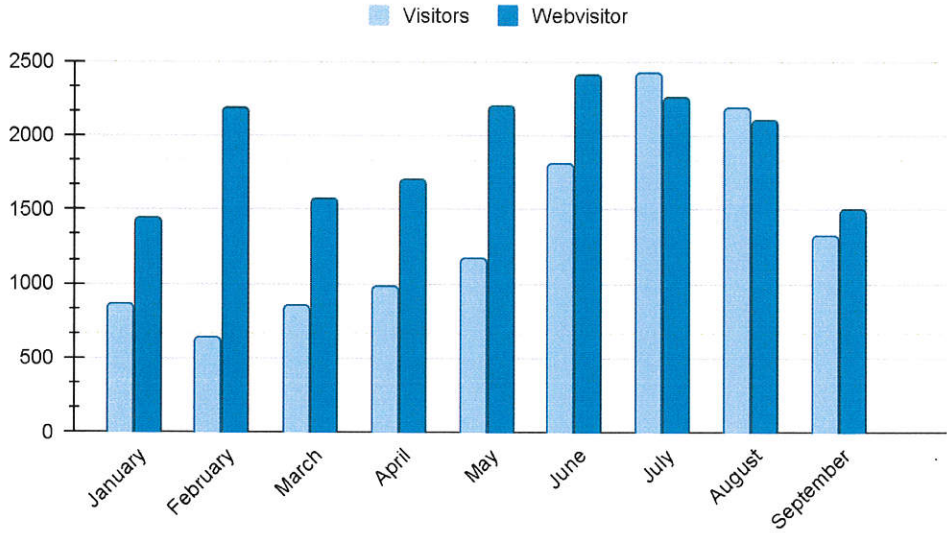
Circulation and Visitors 22-23



Circulation 2023



Library Traffic 2023



Leelanau Township Library
Profit & Loss
September 2023

| | <u>Sep 23</u> |
|----------------------------------|--------------------------|
| Income | |
| 602 · In House Revenues | 70.00 |
| 669 · Investment Interest | 51.66 |
| Total Income | <u>121.66</u> |
| Expense | |
| 701 · Payroll Expenses | 11,312.38 |
| 703 · Social Security - Employer | 692.14 |
| 704 · Medicare - Employer | 161.88 |
| 709 · Health Insurance | 1,297.56 |
| 717.2 · Workers Comp Insurance | 220.50 |
| 727.1 · Postage | 18.77 |
| 727.3 · Office Supplies | 183.07 |
| 728 · Repairs & Maintenance | 320.00 |
| 741 · Books | 161.33 |
| 744 · Digital Materials | 852.21 |
| 745 · Movies | 54.96 |
| 747 · Programs | 38.05 |
| 750 · Information and Technology | 47.99 |
| 921 · Electric | 291.20 |
| Total Expense | <u>15,652.04</u> |
| Net Income | <u><u>-15,530.38</u></u> |

Leelanau Township Library

Balance Sheet

As of September 30, 2023

Sep 30, 23

ASSETS

Current Assets

Checking/Savings

000-001 · HB Checking 0284 10,271.58

000-002 · HB MM Savings 0297 198,652.10

Total Checking/Savings 208,923.68

Total Current Assets 208,923.68

TOTAL ASSETS 208,923.68

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

24000 · Payroll Liabilities 455.67

241 · MI State Withholding 659.76

242 · Federal Withholding 462.00

243 · Social Security - Co 692.14

244 · Medicare - Co 161.88

247 · Social Security - Employee 692.14

248 · Medicare - Employee 161.88

Total Other Current Liabilities 3,285.47

Total Current Liabilities 3,285.47

Total Liabilities 3,285.47

Equity

30000 · Opening Balance Equity 239,934.79

Net Income -34,296.58

Total Equity 205,638.21

TOTAL LIABILITIES & EQUITY 208,923.68

Leelanau Township Library Profit & Loss Budget Performance September 2023

| | Sep 23 | Apr - Sep YTD | Budget Remaining | Annual Budget |
|--|-----------|---------------|------------------|---------------|
| Income | | 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 | 70.00 | 741.00 | -241.00 | 500.00 |
| 669 · Investment Interest | 51.66 | 306.56 | -306.56 | 0.00 |
| 674.1 · Restricted Donation | 0.00 | 86.90 | -86.90 | |
| 674.3 · Donations-Unrestricted | 0.00 | 38,744.34 | -35,744.34 | 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 |
| Total Income | 121.66 | 297,603.67 | -40,227.56 | 257,376.11 |
| Expense | | | | |
| 701 · Payroll Expenses | 11,312.38 | 47,040.26 | | |
| 702 · Salaries and Wages | 0.00 | 0.00 | 53,401.22 | 100,441.48 |
| 703 · Social Security - Employer | 692.14 | 2,849.14 | 3,378.23 | 6,227.37 |
| 704 · Medicare - Employer | 161.88 | 666.34 | 790.06 | 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 | 9,082.92 | 6,516.12 | 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 | 220.50 | 441.00 | 459.00 | 900.00 |
| 717.3 · Notary Bond | 0.00 | 55.00 | 0.00 | 55.00 |
| 727.1 · Postage | 18.77 | 275.01 | 224.99 | 500.00 |
| 727.2 · Printing | 0.00 | 25.60 | 224.40 | 250.00 |
| 727.3 · Office Supplies | 183.07 | 2,303.10 | 3,696.90 | 6,000.00 |
| 728 · Repairs & Maintenance | 320.00 | 1,820.00 | 2,180.00 | 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 | 161.33 | 6,562.27 | 11,437.73 | 18,000.00 |
| 742 · Audio Books | 0.00 | 142.05 | 457.95 | 600.00 |
| 743 · Periodicals | 0.00 | 0.00 | 0.00 | 0.00 |
| 744 · Digital Materials | 852.21 | 2,602.81 | 2,897.19 | 5,500.00 |
| 745 · Movies | 54.96 | 485.53 | 1,014.47 | 1,500.00 |
| 746 · Library of Things | 0.00 | 446.98 | 303.02 | 750.00 |
| 747 · Programs | 38.05 | 583.28 | 2,166.72 | 2,750.00 |
| 750 · Information and Technology | 47.99 | 4,654.83 | 5,545.17 | 10,200.00 |
| 760 · PR and Advertising | 0.00 | 180.00 | 570.00 | 750.00 |
| 801.1 · Bookkeeping Fees | 0.00 | 3,047.25 | 2,952.75 | 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 |

Leelanau Township Library Profit & Loss Budget Performance September 2023

| | <u>Sep 23</u> | <u>Apr - Sep YTD</u> | <u>Budget Remaining</u> | <u>Annual Budget</u> |
|-------------------------------|--------------------------|--------------------------|---------------------------|-------------------------|
| 802 · Dues | 0.00 | 1,619.40 | 80.60 | 1,700.00 |
| 810 · Education/TraininTransp | 0.00 | 210.00 | 2,040.00 | 2,250.00 |
| 850 · Communications | 0.00 | 629.88 | -129.88 | 500.00 |
| 920 · Heating | 0.00 | 230.90 | 1,569.10 | 1,800.00 |
| 921 · Electric | 291.20 | 1,591.48 | 2,608.52 | 4,200.00 |
| 922 · Sewer Use Fee | 0.00 | 0.00 | 800.00 | 800.00 |
| 923 · Trash Removal | 0.00 | 0.00 | 0.00 | 0.00 |
| 955.1 · Bank Service Charges | 0.00 | 91.15 | -91.15 | 0.00 |
| 955.2 · Miscellaneous | 0.00 | 200.00 | 500.00 | 700.00 |
| Total Expense | <u>15,652.04</u> | <u>94,460.46</u> | <u>133,600.83</u> | <u>228,061.29</u> |
| Net Income | <u><u>-15,530.38</u></u> | <u><u>203,143.21</u></u> | <u><u>-173,828.39</u></u> | <u><u>29,314.82</u></u> |

10:13 AM
10/13/23
Accrual Basis

Leelanau Township Library
General Ledger
As of September 30, 2023

| Type | Date | Num | Name | Memo | Split | Amount | Balance | |
|------------------------------------|------------|--------|-------------------------------|--|------------------------------------|-----------|------------|------------|
| 000-001 - HB Checking 0284 | | | | | | | 10,093.98 | |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | -SPLIT- | 0.00 | 10,093.98 | |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | -SPLIT- | 0.00 | 10,093.98 | |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | -SPLIT- | 0.00 | 10,093.98 | |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | -SPLIT- | 0.00 | 10,093.98 | |
| Check | 09/01/2023 | auto | Google | Google Workspace | 750 - Information and Technology | -18.00 | 10,075.98 | |
| Check | 09/07/2023 | DC | Postmaster | postage to Des Plaines IL | 727.1 - Postage | -3.92 | 10,072.06 | |
| Check | 09/08/2023 | auto | Adobe Inc | 2447760595: Acrobat Pro | 750 - Information and Technology | -29.99 | 10,042.07 | |
| Check | 09/11/2023 | DC | Postmaster | postage to Winona MN | 727.1 - Postage | -4.43 | 10,037.64 | |
| Liability Check | 09/14/2023 | | QuickBooks Payroll Service | Created by Payroll Service on 09/13/2023 | 2111 - *Direct Deposit Liabilities | -3,167.04 | 6,870.60 | |
| Transfer | 09/14/2023 | | | Funds Transfer | 000-002 - HB MM Savings 0297 | 3,200.00 | 10,070.60 | |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | -SPLIT- | 0.00 | 10,070.60 | |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | -SPLIT- | 0.00 | 10,070.60 | |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | -SPLIT- | 0.00 | 10,070.60 | |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | -SPLIT- | 0.00 | 10,070.60 | |
| Check | 09/15/2023 | DC | Postmaster | postage to Des Plymouth MI | 727.1 - Postage | -2.07 | 10,068.53 | |
| Bill Pmt -Check | 09/21/2023 | 1073 | Accident Fund | WC: 1000681696, A010160221 | 20000 - Accounts Payable | -220.50 | 9,848.03 | |
| Bill Pmt -Check | 09/21/2023 | 1074 | Amazon Capital Services | 19GW-VR9M-6KLV: August 2023 | 20000 - Accounts Payable | -228.89 | 9,619.14 | |
| Bill Pmt -Check | 09/21/2023 | 1075 | Baker & Taylor | L5453842Aug2023 | 20000 - Accounts Payable | -1,572.78 | 8,046.36 | |
| Bill Pmt -Check | 09/21/2023 | 1076 | Black Stone Publishing | 2114889 | 20000 - Accounts Payable | -39.99 | 8,006.37 | |
| Bill Pmt -Check | 09/21/2023 | 1077 | Blue Care Network of Michigan | 232510064898: October 2023 | 20000 - Accounts Payable | -1,297.56 | 6,708.81 | |
| Bill Pmt -Check | 09/21/2023 | 1078 | Bookkeeping Services Inc | 7658: August 2023 | 20000 - Accounts Payable | -385.75 | 6,323.06 | |
| Bill Pmt -Check | 09/21/2023 | 1079 | Cengage Learning Inc/Gale | 82513523 | 20000 - Accounts Payable | -190.34 | 6,132.72 | |
| Bill Pmt -Check | 09/21/2023 | 1080 | Charter Communications | 005233301082223 | 20000 - Accounts Payable | -389.94 | 5,742.78 | |
| Bill Pmt -Check | 09/21/2023 | 1081 | Consumers Energy | August 2023 | 20000 - Accounts Payable | -623.44 | 5,119.34 | |
| Bill Pmt -Check | 09/21/2023 | 1082 | Ed Kolarik | August 2023 | 20000 - Accounts Payable | -320.00 | 4,799.34 | |
| Bill Pmt -Check | 09/21/2023 | 1083 | Integrity Business Solutions | 2508626-0 | 20000 - Accounts Payable | -63.18 | 4,736.16 | |
| Bill Pmt -Check | 09/21/2023 | 1084 | Leelanau Township Office | 4/23-8/23 | 20000 - Accounts Payable | -1,246.93 | 3,489.23 | |
| Bill Pmt -Check | 09/21/2023 | 1085 | Leland Township Library | 126: Half Subscription for Book Pages: Aug 2023 to | 20000 - Accounts Payable | -120.00 | 3,369.23 | |
| Bill Pmt -Check | 09/21/2023 | 1086 | Mid-Michigan Library League | 13395: State Aid 2nd payment | 20000 - Accounts Payable | -522.84 | 2,846.39 | |
| Bill Pmt -Check | 09/21/2023 | 1087 | Overdrive Inc | 1981-1019: August and September 2023 | 20000 - Accounts Payable | -852.21 | 1,994.18 | |
| Transfer | 09/21/2023 | | | Funds Transfer | 000-002 - HB MM Savings 0297 | 8,000.00 | 9,994.18 | |
| Check | 09/22/2023 | DC | Postmaster | postage to Winona MN | 727.1 - Postage | -3.92 | 9,990.26 | |
| Transfer | 09/27/2023 | | | Funds Transfer | 000-002 - HB MM Savings 0297 | 5,000.00 | 14,990.26 | |
| Liability Check | 09/28/2023 | | QuickBooks Payroll Service | Created by Payroll Service on 09/27/2023 | 2111 - *Direct Deposit Liabilities | -3,222.55 | 11,767.71 | |
| Liability Check | 09/28/2023 | EFTPS | United States Treasury | 922059516 - 941 August 2023 | -SPLIT- | -1,465.20 | 10,302.51 | |
| Check | 09/28/2023 | DC | Postmaster | postage to Olympia WA | 727.1 - Postage | -4.43 | 10,298.08 | |
| Check | 09/28/2023 | auto | Intuit | monthly payroll service | 701 - Payroll Expenses | -26.50 | 10,271.58 | |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | -SPLIT- | 0.00 | 10,271.58 | |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | -SPLIT- | 0.00 | 10,271.58 | |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | -SPLIT- | 0.00 | 10,271.58 | |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | -SPLIT- | 0.00 | 10,271.58 | |
| Total 000-001 - HB Checking 0284 | | | | | | | 177.60 | 10,271.58 |
| 000-002 - HB MM Savings 0297 | | | | | | | 214,685.44 | |
| Deposit | 09/13/2023 | | | Deposit | -SPLIT- | 115.00 | 214,800.44 | |
| Transfer | 09/14/2023 | | | Funds Transfer | 000-001 - HB Checking 0284 | -3,200.00 | 211,600.44 | |
| Transfer | 09/21/2023 | | | Funds Transfer | 000-001 - HB Checking 0284 | -8,000.00 | 203,600.44 | |
| Transfer | 09/27/2023 | | | Funds Transfer | 000-001 - HB Checking 0284 | -5,000.00 | 198,600.44 | |
| Deposit | 09/30/2023 | | | Interest | 669 - Investment Interest | 51.66 | 198,652.10 | |
| Total 000-002 - HB MM Savings 0297 | | | | | | | -16,033.34 | 198,652.10 |
| 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 | |

10:13 AM
10/13/23
Accrual Basis

Leelanau Township Library
General Ledger
As of September 30, 2023

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|---|------------|----------------|-------------------------------|--|--------------------------------|-----------|-----------|
| | | | | | | | 0.00 |
| Total 15000 - Capital Improvement | | | | | | | -4,610.47 |
| 20000 - Accounts Payable | | | | | | | |
| Bill | 09/01/2023 | 19GW-VR9M-6KLV | Amazon Capital Services | 19GW-VR9M-6KLV: August 2023 | -SPLIT- | -228.89 | -4,839.36 |
| Bill | 09/04/2023 | August 2023 | Ed Kolarik | August 2023 | 728 - Repairs & Maintenance | -320.00 | -5,159.36 |
| Bill | 09/05/2023 | 2508626-0 | Integrity Business Solutions | 2508626-0 | 727.3 - Office Supplies | -63.18 | -5,222.54 |
| Bill | 09/08/2023 | 1000681696 | Accident Fund | WC: 1000681696, A010160221 | 717.2 - Workers Comp Insurance | -220.50 | -5,443.04 |
| Bill | 09/08/2023 | 232510064898 | Blue Care Network of Michigan | 232510064898: October 2023 | 709 - Health Insurance | -1,297.56 | -6,740.60 |
| Bill | 09/13/2023 | 82513523 | Cengage Learning Inc/Gale | 82513523 | 741 - Books | -190.34 | -6,930.94 |
| Bill | 09/14/2023 | 1000 2774 6658 | Consumers Energy | 1000 274 6658: Aug/Sept 2023 | 921 - Electric | -291.20 | -7,222.14 |
| Bill | 09/14/2023 | 1981-1019 | Overdrive Inc | 1981-1019: August and September 2023 | -SPLIT- | -852.21 | -8,074.35 |
| Bill Pmt -Check | 09/21/2023 | 1073 | Accident Fund | WC: 1000681696, A010160221 | 000-001 - HB Checking 0284 | 220.50 | -7,853.85 |
| Bill Pmt -Check | 09/21/2023 | 1074 | Amazon Capital Services | 19GW-VR9M-6KLV: August 2023 | 000-001 - HB Checking 0284 | 228.89 | -7,624.96 |
| Bill Pmt -Check | 09/21/2023 | 1075 | Baker & Taylor | L5453842Aug2023 | 000-001 - HB Checking 0284 | 1,572.78 | -6,052.18 |
| Bill Pmt -Check | 09/21/2023 | 1076 | Black Stone Publishing | 2114889 | 000-001 - HB Checking 0284 | 39.99 | -6,012.19 |
| Bill Pmt -Check | 09/21/2023 | 1077 | Blue Care Network of Michigan | 232510064898: October 2023 | 000-001 - HB Checking 0284 | 1,297.56 | -4,714.63 |
| Bill Pmt -Check | 09/21/2023 | 1078 | Bookkeeping Services Inc | 7658: August 2023 | 000-001 - HB Checking 0284 | 385.75 | -4,328.88 |
| Bill Pmt -Check | 09/21/2023 | 1079 | Cengage Learning Inc/Gale | 82513523 | 000-001 - HB Checking 0284 | 190.34 | -4,138.54 |
| Bill Pmt -Check | 09/21/2023 | 1080 | Charter Communications | 005323301082223 | 000-001 - HB Checking 0284 | 389.94 | -3,748.60 |
| Bill Pmt -Check | 09/21/2023 | 1081 | Consumers Energy | | 000-001 - HB Checking 0284 | 623.44 | -3,125.16 |
| Bill Pmt -Check | 09/21/2023 | 1082 | Ed Kolarik | August 2023 | 000-001 - HB Checking 0284 | 320.00 | -2,805.16 |
| Bill Pmt -Check | 09/21/2023 | 1083 | Integrity Business Solutions | 2508626-0 | 000-001 - HB Checking 0284 | 63.18 | -2,741.98 |
| Bill Pmt -Check | 09/21/2023 | 1084 | Leelanau Township Office | 4/23-8/23 | 000-001 - HB Checking 0284 | 1,246.93 | -1,495.05 |
| Bill Pmt -Check | 09/21/2023 | 1085 | Leland Township Library | 126: Half Subscription for Book Pages: Aug 2023 to | 000-001 - HB Checking 0284 | 120.00 | -1,375.05 |
| Bill Pmt -Check | 09/21/2023 | 1086 | Mid-Michigan Library League | 13395: State Aid 2nd payment | 000-001 - HB Checking 0284 | 522.84 | -852.21 |
| Bill Pmt -Check | 09/21/2023 | 1087 | Overdrive Inc | 1981-1019: August and September 2023 | 000-001 - HB Checking 0284 | 852.21 | 0.00 |
| Total 20000 - Accounts Payable | | | | | | | 4,610.47 |
| 2111 - Direct Deposit Liabilities | | | | | | | 3,174.17 |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | -826.97 | 2,347.20 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | -1,528.93 | 818.27 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -389.55 | 428.72 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -428.72 | 0.00 |
| Liability Check | 09/14/2023 | | QuickBooks Payroll Service | Created by Payroll Service on 09/13/2023 | 000-001 - HB Checking 0284 | 3,167.04 | 3,167.04 |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | -810.61 | 2,356.43 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | -1,528.92 | 827.51 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -458.84 | 368.67 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -368.67 | 0.00 |
| Liability Check | 09/28/2023 | | QuickBooks Payroll Service | Created by Payroll Service on 09/27/2023 | 000-001 - HB Checking 0284 | 3,222.55 | 3,222.55 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | -884.01 | 2,338.54 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | -1,528.93 | 809.61 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -380.89 | 428.72 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -428.72 | 0.00 |
| Total 2111 - Direct Deposit Liabilities | | | | | | | -3,174.17 |
| 2110 - Direct Deposit Liabilities | | | | | | | 0.00 |
| Total 2110 - Direct Deposit Liabilities | | | | | | | 0.00 |
| 24000 - Payroll Liabilities | | | | | | | -333.49 |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -333.49 |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -333.49 |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | -24.51 | -358.00 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -358.00 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -358.00 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -358.00 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -358.00 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -2.59 | -360.59 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -11.66 | -372.25 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -372.25 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -2.86 | -375.11 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -12.85 | -387.96 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -387.96 |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -387.96 |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -387.96 |

Leelanau Township Library
General Ledger
As of September 30, 2023

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|-----------------------------------|------------|--------|------------------------|---------------------------------|----------------------------|---------|----------------|
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | -7.60 | -395.56 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -395.56 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -395.56 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -395.56 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -398.62 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -3.06 | -412.39 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -13.77 | -412.39 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -412.39 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -2.45 | -414.84 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -11.02 | -425.86 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -425.86 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -425.86 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -425.86 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -425.86 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -425.86 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -425.86 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -425.86 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -2.53 | -428.39 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -11.39 | -439.78 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -439.78 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -2.85 | -442.63 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -2.85 | -445.48 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -12.85 | -455.67 |
| Liability Adjust | 09/30/2023 | | | 3rd qtr 2023 adjust to rounding | 701 - Payroll Expenses | -0.19 | -455.67 |
| | | | | | | -122.18 | -455.67 |
| Total 24000 - Payroll Liabilities | | | | | | | -375.84 |
| 241 - MI State Withholding | | | | | | | |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | -11.54 | -387.38 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | -59.60 | -446.98 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -9.07 | -456.05 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -10.87 | -466.92 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -10.79 | -477.71 |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | -59.60 | -537.31 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | -12.25 | -549.56 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -8.11 | -557.67 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -22.95 | -580.62 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | -59.60 | -640.22 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | -8.67 | -648.89 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -10.87 | -659.76 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -283.92 | -659.76 |
| Total 241 - MI State Withholding | | | | | | | -308.00 |
| 242 - Federal Withholding | | | | | | | |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -308.00 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | -154.00 | -462.00 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -462.00 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -462.00 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -462.00 |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | -154.00 | -616.00 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | -154.00 | -616.00 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -616.00 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -616.00 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 308.00 | -308.00 |
| Liability Check | 09/28/2023 | EFTPS | United States Treasury | 922059516 - 941 August 2023 | 000-001 - HB Checking 0284 | 0.00 | -308.00 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | -154.00 | -462.00 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -462.00 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -462.00 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | -462.00 |
| Total 242 - Federal Withholding | | | | | | | -468.94 |
| 243 - Social Security - Co | | | | | | | |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | -56.30 | -525.24 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | -116.98 | -642.22 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | -26.76 | -668.98 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | -29.51 | -698.49 |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | -55.14 | -753.63 |

10:13 AM
10/13/23
Accrual Basis

Leelanau Township Library
General Ledger
As of September 30, 2023

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|---|------------|--------|------------------------|-----------------------------|----------------------------|---------|--------------------|
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 · HB Checking 0284 | -116.99 | -870.62 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 · HB Checking 0284 | -31.63 | -902.25 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 · HB Checking 0284 | -25.30 | -927.55 |
| Liability Check | 09/28/2023 | EFTPS | United States Treasury | 922059516 - 941 August 2023 | 000-001 · HB Checking 0284 | 468.94 | -458.61 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 · HB Checking 0284 | -60.89 | -519.50 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 · HB Checking 0284 | -116.98 | -636.48 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 · HB Checking 0284 | -26.15 | -662.63 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 · HB Checking 0284 | -29.51 | -692.14 |
| Total 243 · Social Security - Co | | | | | | -223.20 | -692.14 |
| 244 · Medicare - Co | | | | | | | -109.66 |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 · HB Checking 0284 | -13.16 | -122.82 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 · HB Checking 0284 | -27.36 | -150.18 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 · HB Checking 0284 | -6.26 | -156.44 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 · HB Checking 0284 | -6.90 | -163.34 |
| Paycheck | 09/01/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 · HB Checking 0284 | -12.90 | -176.24 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 · HB Checking 0284 | -27.36 | -203.60 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 · HB Checking 0284 | -7.40 | -211.00 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 · HB Checking 0284 | -5.92 | -216.92 |
| Liability Check | 09/28/2023 | EFTPS | United States Treasury | 922059516 - 941 August 2023 | 000-001 · HB Checking 0284 | 109.66 | -107.26 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 · HB Checking 0284 | -14.24 | -121.50 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 · HB Checking 0284 | -27.36 | -148.86 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 · HB Checking 0284 | -6.12 | -154.98 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 · HB Checking 0284 | -6.90 | -161.88 |
| Total 244 · Medicare - Co | | | | | | -52.22 | -161.88 |
| 245 · MI Unemployment | | | | | | | 0.00 |
| Total 245 · MI Unemployment | | | | | | | 0.00 |
| 247 · Social Security - Employee | | | | | | | -468.94 |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 · HB Checking 0284 | -56.30 | -525.24 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 · HB Checking 0284 | -116.98 | -642.22 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 · HB Checking 0284 | -26.76 | -668.98 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 · HB Checking 0284 | -29.51 | -698.49 |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 · HB Checking 0284 | -55.14 | -753.63 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 · HB Checking 0284 | -116.99 | -870.62 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 · HB Checking 0284 | -31.63 | -902.25 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 · HB Checking 0284 | -25.30 | -927.55 |
| Liability Check | 09/28/2023 | EFTPS | United States Treasury | 922059516 - 941 August 2023 | 000-001 · HB Checking 0284 | 468.94 | -458.61 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 · HB Checking 0284 | -60.89 | -519.50 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 · HB Checking 0284 | -116.98 | -636.48 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 · HB Checking 0284 | -26.15 | -662.63 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 · HB Checking 0284 | -29.51 | -692.14 |
| Total 247 · Social Security - Employee | | | | | | -223.20 | -692.14 |
| 248 · Medicare - Employee | | | | | | | -109.66 |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 · HB Checking 0284 | -13.16 | -122.82 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 · HB Checking 0284 | -27.36 | -150.18 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 · HB Checking 0284 | -6.26 | -156.44 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 · HB Checking 0284 | -6.90 | -163.34 |
| Paycheck | 09/01/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 · HB Checking 0284 | -12.90 | -176.24 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 · HB Checking 0284 | -27.36 | -203.60 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 · HB Checking 0284 | -7.40 | -211.00 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 · HB Checking 0284 | -5.92 | -216.92 |
| Liability Check | 09/28/2023 | EFTPS | United States Treasury | 922059516 - 941 August 2023 | 000-001 · HB Checking 0284 | 109.66 | -107.26 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 · HB Checking 0284 | -14.24 | -121.50 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 · HB Checking 0284 | -27.36 | -148.86 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 · HB Checking 0284 | -6.12 | -154.98 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 · HB Checking 0284 | -6.90 | -161.88 |
| Total 248 · Medicare - Employee | | | | | | -52.22 | -161.88 |
| 249 · Federal Unemployment - Co | | | | | | | 0.00 |
| Total 249 · Federal Unemployment - Co | | | | | | | 0.00 |
| 30000 · Opening Balance Equity | | | | | | | -239,934.79 |

10:13 AM
10/13/23
Accrual Basis

Leelanau Township Library
General Ledger
As of September 30, 2023

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|--|------------|--------|--------------------|----------------|------------------------------|----------|-------------|
| | | | | | | | -239,934.79 |
| Total 30000 - Opening Balance Equity | | | | | | | 0.00 |
| 32000 - Retained Earnings | | | | | | | 0.00 |
| Total 32000 - Retained Earnings | | | | | | | 0.00 |
| 400 - INCOME | | | | | | | 0.00 |
| Total 400 - INCOME | | | | | | | -15,591.13 |
| 402 - Property Tax Capture | | | | | | | -15,591.13 |
| Total 402 - Property Tax Capture | | | | | | | 0.00 |
| 566 - State Grants, Culture | | | | | | | 0.00 |
| Total 566 - State Grants, Culture | | | | | | | -2,076.80 |
| 566.1 - State Library Aid | | | | | | | -2,076.80 |
| Total 566.1 - State Library Aid | | | | | | | -220.00 |
| 566.2 - Other Grants | | | | | | | -220.00 |
| Total 566.2 - Other Grants | | | | | | | -2,397.15 |
| 581 - County Penal Fines | | | | | | | -2,397.15 |
| Total 581 - County Penal Fines | | | | | | | -671.00 |
| 602 - In House Revenues | | | | | | | -671.00 |
| Deposit | 09/13/2023 | | Cash | Printing | 000-002 - HB MM Savings 0297 | -70.00 | -741.00 |
| Total 602 - In House Revenues | | | | | | -70.00 | -741.00 |
| 669 - Investment Interest | | | | | | | -254.90 |
| Deposit | 09/30/2023 | | | Interest | 000-002 - HB MM Savings 0297 | -51.66 | -306.56 |
| Total 669 - Investment Interest | | | | | | -51.66 | -306.56 |
| 674 - Private Donations | | | | | | | 0.00 |
| Total 674 - Private Donations | | | | | | | -86.90 |
| 674.1 - Restricted Donation | | | | | | | -86.90 |
| Total 674.1 - Restricted Donation | | | | | | | 0.00 |
| 674.2 - Temporary Restricted Donation | | | | | | | 0.00 |
| Total 674.2 - Temporary Restricted Donation | | | | | | | -38,744.34 |
| 674.3 - Donations-Unrestricted | | | | | | | -38,744.34 |
| Total 674.3 - Donations-Unrestricted | | | | | | | 0.00 |
| 674.4 - Contributions from Friends | | | | | | | 0.00 |
| Total 674.4 - Contributions from Friends | | | | | | | 0.00 |
| 674.5 - Leelanau Twp. Comm. Foundation | | | | | | | 0.00 |
| Total 674.5 - Leelanau Twp. Comm. Foundation | | | | | | | 0.00 |
| 687 - Rebates & Misc. Revenue | | | | | | | 0.00 |
| Total 687 - Rebates & Misc. Revenue | | | | | | | 0.00 |
| 700 - EXPENDITURE/EXPENSE | | | | | | | 0.00 |
| Total 700 - EXPENDITURE/EXPENSE | | | | | | | 35,727.88 |
| 701 - Payroll Expenses | | | | | | | 35,727.88 |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 907.97 | 36,635.85 |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | 36,635.85 |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 24.51 | 36,660.36 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 1,886.87 | 38,547.23 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | 38,547.23 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 431.64 | 38,978.87 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 2.59 | 38,981.46 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 11.66 | 38,993.12 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 476.00 | 39,469.12 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 2.86 | 39,471.98 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 12.85 | 39,484.83 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 889.44 | 40,374.27 |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | 40,374.27 |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 7.60 | 40,381.87 |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 1,886.87 | 42,268.74 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | 42,268.74 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | 42,268.74 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 510.12 | 42,778.86 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 3.06 | 42,781.92 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 13.77 | 42,795.69 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | | |

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10/13/23
Accrual Basis

Leelanau Township Library
General Ledger
As of September 30, 2023

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|---|------------|--------------|-------------------------------|---------------------------------|-----------------------------|-----------|-----------------|
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 408.00 | 43,203.69 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 2.45 | 43,206.14 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 11.02 | 43,217.16 |
| Check | 09/28/2023 | auto | Intuit | monthly payroll service | 000-001 - HB Checking 0284 | 26.50 | 43,243.66 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 982.09 | 44,225.75 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | 44,225.75 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | 44,225.75 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 1,698.18 | 45,923.93 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 188.69 | 46,112.62 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | 46,112.62 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 0.00 | 46,112.62 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 421.83 | 46,534.45 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 2.53 | 46,536.98 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 11.39 | 46,548.37 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 476.00 | 47,024.37 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 2.85 | 47,027.22 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 12.85 | 47,040.07 |
| Liability Adjust | 09/30/2023 | | | 3rd qtr 2023 adjust to rounding | 24000 - Payroll Liabilities | 0.19 | 47,040.26 |
| | | | | | | 11,312.38 | 47,040.26 |
| Total 701 - Payroll Expenses | | | | | | | 0.00 |
| 702 - Salaries and Wages | | | | | | | 0.00 |
| Total 702 - Salaries and Wages | | | | | | | 0.00 |
| 703 - Social Security - Employer | | | | | | | 2,157.00 |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 56.30 | 2,213.30 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 116.98 | 2,330.28 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 26.76 | 2,357.04 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 29.51 | 2,386.55 |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 55.14 | 2,441.69 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 116.99 | 2,558.68 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 31.63 | 2,590.31 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 25.30 | 2,615.61 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 60.89 | 2,676.50 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 116.98 | 2,793.48 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 26.15 | 2,819.63 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 29.51 | 2,849.14 |
| | | | | | | 692.14 | 2,849.14 |
| Total 703 - Social Security - Employer | | | | | | | 504.46 |
| 704 - Medicare - Employer | | | | | | | 504.46 |
| Paycheck | 09/01/2023 | DD1031 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 13.16 | 517.62 |
| Paycheck | 09/01/2023 | DD1032 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 27.36 | 544.98 |
| Paycheck | 09/01/2023 | DD1033 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 6.26 | 551.24 |
| Paycheck | 09/01/2023 | DD1034 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 6.90 | 558.14 |
| Paycheck | 09/15/2023 | DD1035 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 12.90 | 571.04 |
| Paycheck | 09/15/2023 | DD1036 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 27.36 | 598.40 |
| Paycheck | 09/15/2023 | DD1037 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 7.40 | 605.80 |
| Paycheck | 09/15/2023 | DD1038 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 5.92 | 611.72 |
| Paycheck | 09/29/2023 | DD1039 | Erin A Connolly | Direct Deposit | 000-001 - HB Checking 0284 | 14.24 | 625.96 |
| Paycheck | 09/29/2023 | DD1040 | Julie A Preneta | Direct Deposit | 000-001 - HB Checking 0284 | 27.36 | 653.32 |
| Paycheck | 09/29/2023 | DD1041 | Marie E Gaspari | Direct Deposit | 000-001 - HB Checking 0284 | 6.12 | 659.44 |
| Paycheck | 09/29/2023 | DD1042 | Mary Ann Lassaline | Direct Deposit | 000-001 - HB Checking 0284 | 6.90 | 666.34 |
| | | | | | | 161.88 | 666.34 |
| 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 | | | | | | | 0.00 |
| 709 - Health Insurance | | | | | | | 7,785.36 |
| Bill | 09/08/2023 | 232510064898 | Blue Care Network of Michigan | 232510064898: October 2023 | 20000 - Accounts Payable | 1,297.56 | 9,082.92 |
| | | | | | | 1,297.56 | 9,082.92 |
| Total 709 - Health Insurance | | | | | | | 0.00 |
| 710 - 401K Pension | | | | | | | 0.00 |

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10/13/23
Accrual Basis

Leelanau Township Library
General Ledger
As of September 30, 2023

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|---|------------|----------------|------------------------------|----------------------------|------------------------------|--------|----------|
| | | | | | | | 0.00 |
| Total 710 - 401K Pension | | | | | | | 0.00 |
| 717 - INSURANCE | | | | | | | 0.00 |
| Total 717 - INSURANCE | | | | | | | 3,787.00 |
| 717.1 - Property & Liability Insurance | | | | | | | 3,787.00 |
| Total 717.1 - Property & Liability Insurance | | | | | | | 220.50 |
| 717.2 - Workers Comp Insurance | | | | | | | 441.00 |
| Bill | 09/08/2023 | 1000681696 | Accident Fund | WC: 1000681696, A010160221 | 20000 - Accounts Payable | 220.50 | 441.00 |
| | | | | | | 220.50 | 441.00 |
| Total 717.2 - Workers Comp Insurance | | | | | | | 55.00 |
| 717.3 - Notary Bond | | | | | | | 55.00 |
| Total 717.3 - Notary Bond | | | | | | | 0.00 |
| 726 - SUPPLIES | | | | | | | 0.00 |
| Total 726 - SUPPLIES | | | | | | | 0.00 |
| 727 - OFFICE MATERIALS | | | | | | | 0.00 |
| Total 727 - OFFICE MATERIALS | | | | | | | 256.24 |
| 727.1 - Postage | | | | | | | 260.16 |
| Check | 09/07/2023 | DC | Postmaster | postage to Des Plaines IL | 000-001 - HB Checking 0284 | 3.92 | 260.16 |
| Check | 09/11/2023 | DC | Postmaster | postage to Winona MN | 000-001 - HB Checking 0284 | 4.43 | 264.59 |
| Check | 09/15/2023 | DC | Postmaster | postage to Des Plymouth MI | 000-001 - HB Checking 0284 | 2.07 | 266.66 |
| Check | 09/22/2023 | DC | Postmaster | postage to Winona MN | 000-001 - HB Checking 0284 | 3.92 | 270.58 |
| Check | 09/28/2023 | DC | Postmaster | postage to Olynpia WA | 000-001 - HB Checking 0284 | 4.43 | 275.01 |
| | | | | | | 18.77 | 275.01 |
| Total 727.1 - Postage | | | | | | | 25.60 |
| 727.2 - Printing | | | | | | | 25.60 |
| Total 727.2 - Printing | | | | | | | 2,120.03 |
| 727.3 - Office Supplies | | | | | | | 2,239.92 |
| Bill | 09/01/2023 | 19GW-VR9M-6KLV | Amazon Capital Services | Office Supplies | 20000 - Accounts Payable | 119.89 | 2,239.92 |
| Bill | 09/05/2023 | 2508626-0 | Integrity Business Solutions | 2508626-0 paper | 20000 - Accounts Payable | 63.18 | 2,303.10 |
| | | | | | | 183.07 | 2,303.10 |
| Total 727.3 - Office Supplies | | | | | | | 1,500.00 |
| 728 - Repairs & Maintenance | | | | | | | 1,820.00 |
| Bill | 09/04/2023 | August 2023 | Ed Kolarik | August 2023 | 20000 - Accounts Payable | 320.00 | 1,820.00 |
| | | | | | | 320.00 | 1,820.00 |
| Total 728 - Repairs & Maintenance | | | | | | | 0.00 |
| 729 - Building Supplies | | | | | | | 0.00 |
| Total 729 - Building Supplies | | | | | | | 2,837.28 |
| 730 - Furnishings/Equipment | | | | | | | 2,837.28 |
| Total 730 - Furnishings/Equipment | | | | | | | 6,400.94 |
| 741 - Books | | | | | | | 6,416.93 |
| Bill | 09/01/2023 | 19GW-VR9M-6KLV | Amazon Capital Services | Books | 20000 - Accounts Payable | 15.99 | 6,416.93 |
| Deposit | 09/13/2023 | 15565 | Grace Dow Mem Library | Book Replacement | 000-002 - HB MM Savings 0297 | -45.00 | 6,371.93 |
| Bill | 09/13/2023 | 82513523 | Cengage Learning Inc/Gale | 82513523 | 20000 - Accounts Payable | 190.34 | 6,562.27 |
| | | | | | | 161.33 | 6,562.27 |
| Total 741 - Books | | | | | | | 142.05 |
| 742 - Audio Books | | | | | | | 142.05 |
| Total 742 - Audio Books | | | | | | | 0.00 |
| 743 - Periodicals | | | | | | | 0.00 |
| Total 743 - Periodicals | | | | | | | 1,750.60 |
| 744 - Digital Materials | | | | | | | 2,197.46 |
| Bill | 09/14/2023 | 1981-1019 | Overdrive Inc | 01981CO23288373 | 20000 - Accounts Payable | 446.86 | 2,197.46 |
| Bill | 09/14/2023 | 1981-1019 | Overdrive Inc | 01981CO23320294 | 20000 - Accounts Payable | 405.35 | 2,602.81 |
| | | | | | | 852.21 | 2,602.81 |
| Total 744 - Digital Materials | | | | | | | 430.57 |
| 745 - Movies | | | | | | | 485.53 |
| Bill | 09/01/2023 | 19GW-VR9M-6KLV | Amazon Capital Services | Movies | 20000 - Accounts Payable | 54.96 | 485.53 |
| | | | | | | 54.96 | 485.53 |
| Total 745 - Movies | | | | | | | 446.98 |
| 746 - Library of Things | | | | | | | 446.98 |
| Total 746 - Library of Things | | | | | | | 545.23 |
| 747 - Programs | | | | | | | 583.28 |
| Bill | 09/01/2023 | 19GW-VR9M-6KLV | Amazon Capital Services | Programs | 20000 - Accounts Payable | 38.05 | 583.28 |
| | | | | | | 38.05 | 583.28 |
| Total 747 - Programs | | | | | | | 4,606.84 |
| 750 - Information and Technology | | | | | | | 4,624.84 |
| Check | 09/01/2023 | auto | Google | Google Workspace | 000-001 - HB Checking 0284 | 18.00 | 4,624.84 |
| Check | 09/08/2023 | auto | Adobe Inc | 2447760595 Acrobat Pro | 000-001 - HB Checking 0284 | 29.99 | 4,654.83 |
| | | | | | | 47.99 | 4,654.83 |
| Total 750 - Information and Technology | | | | | | | |

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 10/13/23
 Accrual Basis

Leelanau Township Library
 General Ledger
 As of September 30, 2023

| Type | Date | Num | Name | Memo | Split | Amount | Balance | |
|--------------------------------------|------|------------|----------------|------------------|------------------------------|--------------------------|-------------|----------|
| | | | | | | | 180.00 | |
| | | | | | | | 180.00 | |
| 760 · PR and Advertising | | | | | | | 0.00 | |
| Total 760 · PR and Advertising | | | | | | | 0.00 | |
| 801 · Professional Fees | | | | | | | 3,047.25 | |
| Total 801 · Professional Fees | | | | | | | 3,047.25 | |
| 801.1 · Bookkeeping Fees | | | | | | | 0.00 | |
| Total 801.1 · Bookkeeping Fees | | | | | | | 0.00 | |
| 801.2 · Legal Fees | | | | | | | 0.00 | |
| Total 801.2 · Legal Fees | | | | | | | 0.00 | |
| 801.3 · Accounting Fees | | | | | | | 0.00 | |
| Total 801.3 · Accounting Fees | | | | | | | 0.00 | |
| 801.4 · Consultants | | | | | | | 0.00 | |
| Total 801.4 · Consultants | | | | | | | 0.00 | |
| 801.5 · Recording Secretary | | | | | | | 1,619.40 | |
| Total 801.5 · Recording Secretary | | | | | | | 1,619.40 | |
| 802 · Dues | | | | | | | 210.00 | |
| Total 802 · Dues | | | | | | | 210.00 | |
| 810 · Education/TraininTransp | | | | | | | 629.88 | |
| Total 810 · Education/TraininTransp | | | | | | | 629.88 | |
| 850 · Communications | | | | | | | 230.90 | |
| Total 850 · Communications | | | | | | | 230.90 | |
| 920 · Heating | | | | | | | 1,300.28 | |
| Total 920 · Heating | | | | | | 291.20 | 1,591.48 | |
| 921 · Electric | Bill | 09/14/2023 | 1000 2774 6658 | Consumers Energy | 1000 274 6658: Aug/Sept 2023 | 20000 · Accounts Payable | 291.20 | 1,591.48 |
| Total 921 · Electric | | | | | | | 0.00 | |
| 922 · Sewer Use Fee | | | | | | | 0.00 | |
| Total 922 · Sewer Use Fee | | | | | | | 0.00 | |
| 923 · Trash Removal | | | | | | | 0.00 | |
| Total 923 · Trash Removal | | | | | | | 0.00 | |
| 955 · Misc Expense/Contingency | | | | | | | 91.15 | |
| Total 955 · Misc Expense/Contingency | | | | | | | 91.15 | |
| 955.1 · Bank Service Charges | | | | | | | 200.00 | |
| Total 955.1 · Bank Service Charges | | | | | | | 200.00 | |
| 955.2 · Miscellaneous | | | | | | | 0.00 | |
| Total 955.2 · Miscellaneous | | | | | | | 0.00 | |
| No acct | | | | | | | 0.00 | |
| Total no acct | | | | | | | 0.00 | |
| TOTAL | | | | | | | 0.00 | |

Leelanau Township Library, Northport, Michigan Request For Proposal Strategic Planning and Potential Facilities Study

PART 1: OVERVIEW AND BACKGROUND

Overview:

Leelanau Township Library is a small library serving a village and township of around 2,000 full time residents in Northern Michigan. The area at the tip of the Leelanau Peninsula is also a prime tourist destination, where about half of the houses in the township are not primary residences. The local population approximately triples during the prime summer tourist season, but also sees significant numbers of visitors during the spring cherry blossom season and fall color change. It is also a significant agricultural area with cherries, wine grapes, and other stone fruit comprising the majority of crops.

In 2022, township voters overwhelmingly approved a proposal to create an independent millage for the library and an elected library board. The current library board was initially appointed by the township government and will serve until the end of 2024. With the new millage and board in place, the library has significantly expanded its hours of operation as well as increased its community based programming and services. See "Background" below for more information.

The Strategic Plan:

The library needs a goal oriented, data backed, measurable strategic plan to guide its overall policy for the next 5 years. We need a plan that lays out specific goals to accomplish, criteria by which to measure our success, and strategies and tactics to reach those goals. We need data to make sure that the community supports those goals, too.

Anecdotally, we know our current library is too small to meet the needs of both our year round and transient communities. The building also houses the Township offices, and is owned by the Township, but an intergovernmental agreement guarantees the library its space. The library enjoys broad, bipartisan support as confirmed by the overwhelming support by voters for the 2022 initiative that created an independent library.

The library has begun informally polling its users through a suggestion box asking for opinions about the future of the library. There are also several community surveys about issues of concern to area residents that are available and have data that might be relevant to a library strategic plan.

Additionally, we see a need to survey our library users, other governmental units, our Friends of the Library, key community influencers and local non-profits, and the community in general, to gauge feelings towards the current library, desires for the future of the library, and willingness to support implementation of future plans.

Facilities:

Concurrent but independent of the library needs, are needs of the Township government, Village of Northport government, and Northport School. The Township government offices are also inadequate, and the Village offices also offer challenges. And while there is a newer community auditorium that is

part of the Northport School (K-12), there are no clearly defined “community spaces” for public programs, meeting, and work spaces other than that auditorium for passive entertainment. The village, township, and school all own and utilize properties throughout the township, although no formal inventory exists of those spaces and their uses.

The library board has reached out to the village, township, and school governing bodies to suggest a quarterly meeting among representatives of the different bodies to identify common needs and areas of cooperation and make recommendations to their respective boards. No meetings have been held yet, but the response to the initiative was positive from all parties.

Library Background:

The library has long been recognized as a significant institution that provides an essential element of our information infrastructure and enhances the life of our community. During the unprecedented and disruptive pandemic, Township residents had experienced even greater appreciation for our many library services. Libraries are the last free, publicly financed, indoor spaces in our country where everyone is welcome to enter, read, listen, converse, and learn. Particularly in Leelanau Township, the library is a critical anchor institution in our community.

When you walk past the Leelanau Township Library next to the Post Office on Nagonaba Street almost any day or evening in temperate weather, you will notice a few people at the covered bench and table balancing mobile phones, tablets, and laptops. Even outside, you may take advantage of the free Wi-Fi service emanating from within the building to search for information, find entertainment, or communicate with family and friends. Inside you’ll find friendly staff, volunteers, and a world of information hardly imaginable in 1968 when the current building was erected with financial assistance from a Library of Michigan grant and matching funds raised by the community.

If you pause to think about the changes in information, entertainment, and communication over the past 54 years, you may be astounded. From land lines to mobile phones, from heavy reference books to online data resources, from typewriters to electronic keyboards and computers, the world and the way we can access it has changed as dramatically as the change our great grandparents experienced when progressing from the horse and wagon to the automobile and tractor.

The library is currently housed in a structure that was completed in 1968. It is extensively used by the community and sees an average of over 20,000 unique visits by individuals and families each year. Last year, over 30,000 items were loaned, including books, videos, STEM backpacks, bicycles, internet hot spots, snow shoes, and even a telescope. Residents and visitors, including summer guests, enjoy programs ranging from children’s story hours to book discussion groups, public readings, informational seminars, poetry workshops, and other learning opportunities. The 2020 census data indicates the Township has 2,048 residents; however, the library has over 3,500 cardholders, some of whom are seasonal residents.

The size and quality of the library facility is now inadequate in several ways. One of the most pressing problems is the lack of safe doorways into the building for those with mobility challenges; specifically, the building is not compliant with the Americans with Disabilities Act (ADA). The library space also lacks

a public restroom for its patrons. Furthermore, the space available for technology (i.e., public computer terminals, printers, personal computing devices) is not sufficient to serve the number of interested users. Most importantly, the physical library space (2,720 square feet) is inadequate to provide the community's need for public programs, quiet spaces, and open shelving of materials for the public to browse, in addition to administrative space for library materials processing.

These deficiencies have long been indicated in reports compiled over the last twenty years by committees charged by the Township with studying the needs of the library with a view toward improvement and expansion.

Township officers and community leaders have contemplated a need for upgrading the library's facility and programs many times; but Township officials have always chosen to focus attention on other priorities, such as emergency services and sewer obligations. Consequently, the dream of providing expanded services and improved facilities has been long deferred, but with the new library governance structure in place, we can seriously consider needed upgrades.

The library is well regarded by the residents of the Township, which includes the Village of Northport. In our long, narrow township spanning the 15 miles from the Grand Traverse Lighthouse to Omena, the library is centrally located at 119 E. Nagonaba Street, near the intersection with Bay Street along the waterfront, which provides easy access for all nearby residents. Organized, community support is evident from the 225 members and households affiliated with the Friends of the Leelanau Township Library (FOLTL), which hosts an annual book sale and other fundraising initiatives to support the meagre program and materials budget.

The Leelanau Township Library was originally established under PA-269 of 1955 which was repealed in 1976. Our library was grandfathered in under that statute. According to Clare Membiela (MLS, JD), Law Library Consultant for the Library of Michigan, ours was one of only three libraries in the state that remained in this antiquated legal limbo before the 2022 election which changed its status.

Libraries, including now the Leelanau Township Library, in our state are organized to operate with independent governing bodies (most elected, a few appointed) with revenue derived from a designated millage. In this way, most libraries in Michigan are directly accountable to the voters, rather than indirectly through a Township board, which has many other municipal services to oversee and manage.

The process for "re-establishing" the Leelanau Township Library under Michigan law (PA-164) was straightforward. The issue was put to the voters of the Township during the November, 2022 election and passed by an almost 2 to 1 margin.

While the millage allowed by law may be up to two mils (based on the taxable value of Township property), most libraries in our county adopt a half mil (0.5) or less. In Leelanau Township, a half mil (0.5) levy was approved by voters, allowing approximately \$238,000 annually for the operation of the library. The vote for the millage includes, by law, the establishment of an independent, autonomous, and non-partisan governing board of six citizens to oversee the library.

Besides the approved millage, a small amount of funding comes from state and county sources. The library also receives a portion of county penal fines distributed on a per capita basis. Penal fine totals vary each year in accordance with the number of traffic tickets and fines issued in the county. In 2021, the amount was \$3,200. The Friends of the Leelanau Township Library, an independent 501C(3) organization, supplements the library budget with donated funds by purchasing materials and financing some programs.

The staff consists of a full-time Director, a part-time Youth Services Assistant, and two part-time, hourly circulation assistants. Health insurance and retirement benefits are offered to all employees. The millage allowed the library to be open 6 days a week, instead of the previous schedule where the library was closed entirely for two days per week and only open for 31 hours during the other five days of the week.

The small size of the library facility limits the number of public programs that can be offered. The library was particularly creative and resourceful in coordinating and sharing funding with the other three county libraries in the county to offer additional programs electronically during the pandemic.

The library is thriving and saw a significant increase in users during the pandemic, especially in 2021, and it has gained 419 new patrons since March 2019. (NEED TO UPDATE THESE STATISTICS TO REFLECT 2023) In addition, the library has partnered with the Northport school to create connections with local teachers and begin a new teen program to attract this important group of inquisitive learners who need safe places and activities as they navigate their community while gradually independent of parental supervision. Furthermore, the library's many services, and especially digital resources, are reaching a broader audience. These materials—such as digital magazines and books, language courses, ebooks and audio books—can be viewed on its website: www.leelanautownshiplibrary.org and on its FaceBook page @LeelanauTownshipLibrary.

Since the expansion of hours of the library after the successful millage, library usage has skyrocketed beyond simply being open more hours.

The limitations of the library building, itself, have been the primary focus of attention since the turn of the current century. In 2003, Township resident and retired architect, James A. Ham, chaired a Library and Township Offices Needs Committee that conducted a needs assessment of the Township offices. At that time the Township offices were generally open for seven hours per day, five days per week. Deficiencies were noted in office space for the five elected Township board members, as well as space for the Physical Plant supervisor. The report described the small size of the meeting room as a limitation for larger gatherings such as public hearings, and the inconvenience of sharing it with the library for events such as summer story hours. Lack of space to house copier, printer, and postage machine, as well as inadequate vault and general storage, was also noted. Based on then-current architectural standards for office space, the Township, with no additional employees, would be expected to need 4,100 square feet as compared to the existing 2,087 square feet.

In 2005, as the library's needs became critical, Ham and then current library director Deb Stannard designed a minor renovation, which was undertaken with funds from the FOLTL, since the Township failed to appropriate any funds for desperately needed improvements. Existing shelving was repositioned, new shelving was added, furniture was added, and new lighting was installed in the stack areas.

In September 2014, the Library Director issued a Report to the Planning Commission requesting that the library be moved up from "desirable" to "important" on the Township's Capital Improvement Plan. She listed eight critical needs:

1. No public restroom; restroom in Township section not always open during library hours and not accessible for differently abled persons.
2. No kitchen or space to eat or prepare food.
3. Not enough storage.
4. Not enough shelving for materials; shelving not wheelchair accessible.
5. Not enough electrical outlets for computers, printers and charging.
6. No quiet areas for the public to work
7. Not enough space for public programs.
8. Not enough space for children's programs, especially in the summer when attendance swells (use of Township meeting room is disruptive to the office work there).

In February 2015, the Township Board approved the creation of a Library Expansion Committee to examine the needs as articulated in the Capital Improvement Plan. Six members were appointed: Suzanne Landes, Katherine May, Phillip Mikesell, Brian Mitchell, Clint Sampson (Chair), and Ben Walraven, all "recognized as significant leaders in our community and...familiar with the library's important role in it," wrote Supervisor Doug Scripps at the time. The Committee worked with then Director, Deborah Stannard, and architect, Jim Ham, to develop a preliminary design based on a detailed review of current and projected needs.

Ham then produced a document entitled *Preliminary Design and Cost Estimate for Alterations and Additions to the Leelanau Township Library (12/16/15)*, which included a proposed layout and elevations for a renovation on the existing site that utilized the entire building, including the space then occupied by the Township offices. The committee was impressed by the thoroughness of the report and prudent assumptions and cost estimates, which were supplemented by estimates from Hallmark Construction and Traverse Bay Truss. The committee instructed Chair Sampson to transmit the report to Supervisor Scripps with "our enthusiastic support," which he did on January 1, 2016. No action was ever taken at the time by the Township board.

In November 2021, Leelanau Energy (a local nonprofit) conducted an energy efficiency audit of the library building. Several notable deficiencies were recorded. The most significant is that all the windows (except one over the doorway) are single pane casements in wooden frames, which are not energy efficient. While the exact energy loss was not measured, the short-term recommendation is to apply plastic window wrapping or install honeycomb cellular shades to increase efficiency. These and other investments are short-term fixes for long-term building challenges and deferred maintenance.

No action was ever taken by the Township Board to address the deficiencies in the facility; and thus now the current library board is focusing on correcting deficiencies and moving forward.

For over twenty years, active library users and Township residents have envisioned a larger library space with more room for children's books, materials, and activities. Adults too, would like more reading space, more quiet space, a meeting room, and computer and printer space. Satisfying these long-term objectives can become part of a new vision for the library.

PART 2: THE RFP PROCESS

Below you will find questions we'd like you to consider and answer for us in any manner you wish, in writing. We want you to provide the strongest answers possible, so we will have both our library director and members of our library board of trustees available to you to help answer questions as you move through the process.

Budget, of course, is of a key concern for us. While we do have some money allocated for this year, and we will likely be able to also allocate some money from our next fiscal year (Beginning April 1, 2024), we may be reaching out to other governmental agencies for their participation as well as looking to possible grant funding. Any funding expertise you can provide will be much appreciated.

Once written responses are received, the library director, the board of trustees, and a representative of the friends of the library will evaluate the responses. We will then choose one or more respondents to present their vision and conduct a further interview and discussion at our library (most likely in the evening when the library is closed) with our core team. We will give you a list of additional questions we generate based on your written responses for you to answer at your presentation. We would like to make sure that you have present at that presentation the actual staff from your organization with whom we would be working together with.

Our goal is to award a contract in early 2024, but that will be contingent upon the quality of responses and the potential need for further research. Our timing would be as follows:

Issue RFP:

- 5 business days to indicate you wish to respond
- 4 weeks (20 business days to research and formulate your response, working with our informants)
- 2 weeks (10 business days) for us to evaluate your response and generate questions.
- 2 weeks (10 business days) for you to plan your responses to our new set of questions and develop your presentation.

After your presentation, we may ask for further clarifications or discussion, or begin negotiations on a contract.

PART 3: QUESTIONS FOR YOU TO ANSWER

These are general, important questions to us, but feel free to elaborate or provide additional information where you feel appropriate.

1. How long has your organization been in business? How many employees?
2. Do you use freelancers and other trusted outside resources? If you have informal or formal ties with other relevant organizations, please be specific.
3. What is your specific experience doing both action oriented strategic plans as well as working with libraries, other governmental bodies, and non-profit organizations? Please provide specific, relevant examples.
4. What is your expertise in conducting surveys and other information gathering techniques and you experience in collating existing informational resources?
5. How familiar is your organization with Leelanau County and Leelanau Township? What is your experience in working in our area?
6. Please provide a "plan of attack" for accomplishing our goals: an outline of specific steps you would recommend, a timetable for accomplishing each step, and the process you would use.
7. Please provide an estimated budget for each step.
8. Right now, a complete facilities study for the township is not included in the scope of this proposal; however, we would like you to address doing such a study and an approximate budget.
9. Independent of a full facilities study, the board has also begun quietly identifying potential sites for a new library if we conclude that there is enough support in the community to do so. We would likely at least ask for an analysis of some of those sites. Again, that would not be part of the initial RFP, but we would like to hear your approach and possible cost to accomplish this.
10. What are we missing? What haven't we thought about? How crazy are we?