



119 Nagonaba St. Northport, MI 49670

www.leelanautownshiplibrary.org

Leelanau Township Library Meeting of the Board of Trustees Monday Nov 20, 2023 7-9 pm in the Library and on Zoom

Meeting ID: 482 391 5571

- 1. Call to Order**
- 2. Approval of October Minutes**
- 3. Public Comment**
- 4. Directors Report**
- 5. Financial Report**
- 6. Old Business**
 - 1. Strategic Planning**
 - 2. Intergovernmental Committee**
- 7. New Business**
 - 1. Director Evaluation**
 - 2. Begin Budget Process**
- 8. Public comment**
- 9. Closed Session**
- 10. Adjournment**

Next meeting: Dec 18, 2023 at 7pm

DRAFT Leelanau Township Library Board of Trustees Meeting Minutes Oct 16, 2023

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

Members absent: Mary Robertson

Staff Present: Julie Alpers-Preneta, director

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

- I. Call to Order: The meeting was called to order by Mark Morton at 7:01 pm.
- II. Approval of September Minutes: Rick Gans moved to approve the September minutes. The approval was unanimous.
- III. Public Comment: None
- IV. Directors Report
 - A. Julie presented the Director's Report for September 2023 and confirmed it was a slower month as expected.
 - B. Sharecare partnership is in progress. Julie is working to get zipper bags made from Dolls & More for transporting materials for home delivery. Other county libraries will also participate in Sharecare since it is county-wide.
 - C. Erin is planning more STEM Saturdays, and materials were ordered for the eclipse, although it wasn't visible due to clouds. The library will use these supplies for April's upcoming eclipse.
- V. Financial Report
 - A. This marks the halfway point (6 months) through the library fiscal year and is overall in good shape.
 - B. Line item 850 - Communications was negative (\$-129.88). This was not adjusted last month as the expense concerns the shared Spectrum bill with the township. There have been challenges in obtaining reimbursement from the township, but it is being worked on, and Julie will address handling this issue with Marilyn in the future.
 - C. Line item 955.1 - Bank Service Charges also showed a negative balance, as the charge is being worked on for a refund but has not been processed yet.
 - D. It was noted that the Township board voted to reduce the millage that was previously used to fund the library.
 - E. Rick Gans moved to approve the Financial Reports. Amanda Kruk seconded. The approval was unanimous.
- VI. Old Business
 - A. Strategic Planning
 1. Rick reviewed the RFP draft. Feedback from the board will be incorporated. There were also a few typos that will be corrected.
 2. The utility section will be clarified following an intergovernmental meeting (likely in early November) where they will discuss two items: sharing expenses for a grant writing consultant and a facilities study.

3. A list of potential companies or individuals to approach with the RFP has not been created yet.
 4. Mark noted a couple of resources - one was a webinar that mentioned vendors and services for libraries; the second was a director of Mid Michigan library who has offered assistance
 5. An idea was proposed to print out surveys and keep them in the library, social media channels, etc.
 6. 2023 Budgeted consulting funds have not yet been used.
 7. Dale moved to proceed with the RFP as proposed with amendments, Jamie seconded; approval was unanimous.
- B. CD Deposit
1. The ~\$35,000 CD deposit rolled into an 11-month, 5.3% option.
 2. Julie confirmed the library has not received the gift donation of ~\$20,000 yet; she continues to work with Wells Fargo
- VII. New Business
- A. Mark Morton and Silvia Gans met about the Memorandum of Understanding regarding the Friends/library relationship. Friends can't spend money raised for the library on other items, and library staff can assist Friends with services.(e.g. printing pages, using the library to host meetings). The final draft will be completed for approval at the next meeting. Silvia also wants to discuss how the Friends will disburse funds to the library (providing a check rather than working with a wish list from the library director)
 - B. Rick notes that the intergovernmental committee is moving forward.
- VIII. Public Comment
- A. Anne Harper mentioned helpful resources from the Midwest Collaborative for Library Services. Mark confirmed the library is a member of the organization. She also noted the Traverse City strategic plan as a helpful reference for both who created the plan as well as the content itself.
 - B. Anne Harper expressed the importance of having a comprehensive record of the library's historical minutes accessible within the library. Silvia has a complete record that will be given to Julie. In addition, Anne provided her own copies which will be included in the library's archival collection. Julie will ensure that a dedicated space is set up for housing these historical records.
 - C. Patty Noftz asked if the Memorandum of Understanding discusses handling donations (Friends of the Library versus Library). Mark confirmed this was not discussed, but it will be addressed at the next meeting.
- IX. Rick moved to move into **closed session** at 7:33pm, Dale seconded with unanimous approval.
- X. Adjournment: Rick moved to return to open session, Jamie seconded. Dale moved to adjourn at 7:48pm.
- XI. Next meeting: Next meeting is scheduled for November 20, 2023 at 7pm.

Notes recorded by Alana Osumi; minutes submitted by Amanda Kruk, secretary



Directors Report October 2023

2023	2022
<u>Visitors</u>	
1196	1023
<u>Webvisitors</u>	
664	1383
<u>Circulation</u>	
Adult 743	652
Children's 239	198
Digital 537	341
New Cards 12	7

MeL

Items Borrowed 159

Items Loaned 63

Collection Development

Items added 146

Items weeded 94

Digital Collection

Items added 11

Programs

- Crafternoons on Wednesdays and Wiggles on Thursdays in October and have had 10 children attend.

- Northport Book Group September - May 1:30pm on Weds in person and by Zoom
 - Sept 27 *The Loon Feather* by Iola Fuller
 - Oct 25 *Bridge of Clay* by Markus Zusak
 - Nov 15 *The Soul of an Octopus* by Sy Montgomery
 - Jan 24 *Snow Child* by Eowyn Ivey
 - Feb 28 *John Woman* by Walter Mosley
 - Mar 27 *The Sum of Us* by Heather McGhee
 - Apr 24 *The Island of the Sea Women* by Lisa See
 - May 22 *Horse* by Geraldine Brooks

- We had thirteen participants for the discussion of *Bridge of Clay* by Markus Zusak.

- We had a respectable turn out of 19 people for the program. Future-Proofing Your Home: Green Tech for Savings and Climate with Mark Ames and Kevin Houldsworth October 11, 2023

- Spooky STEAM Oct 28, 2023 10am - noon. We had 20 you scientists stop in.

- We passed out 42 eclipse glasses for the partial eclipse in October.

- October 2023 had the most checkouts on Overdrive/Libby to date.

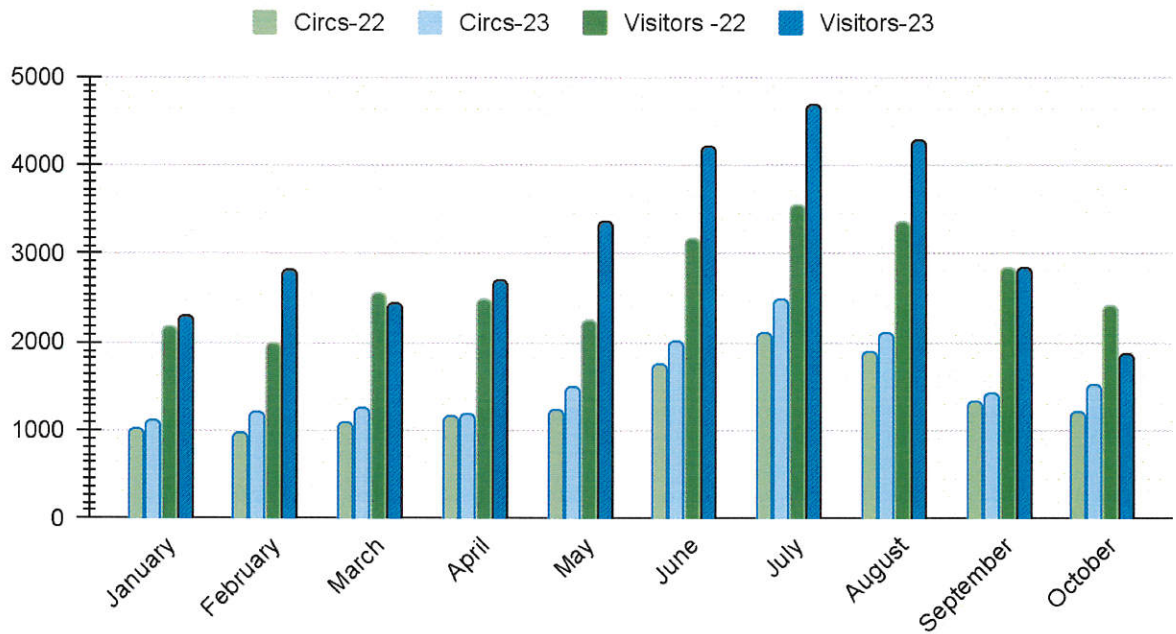
Julie attended a Back to Basics workshop offered by the Lakeland Library Cooperative on November 14. The program was on weeding, diversity in collection development and tools for readers advisory.

Our Michigan section was weeded and reorganized to include Michigan history and titles of local interest.

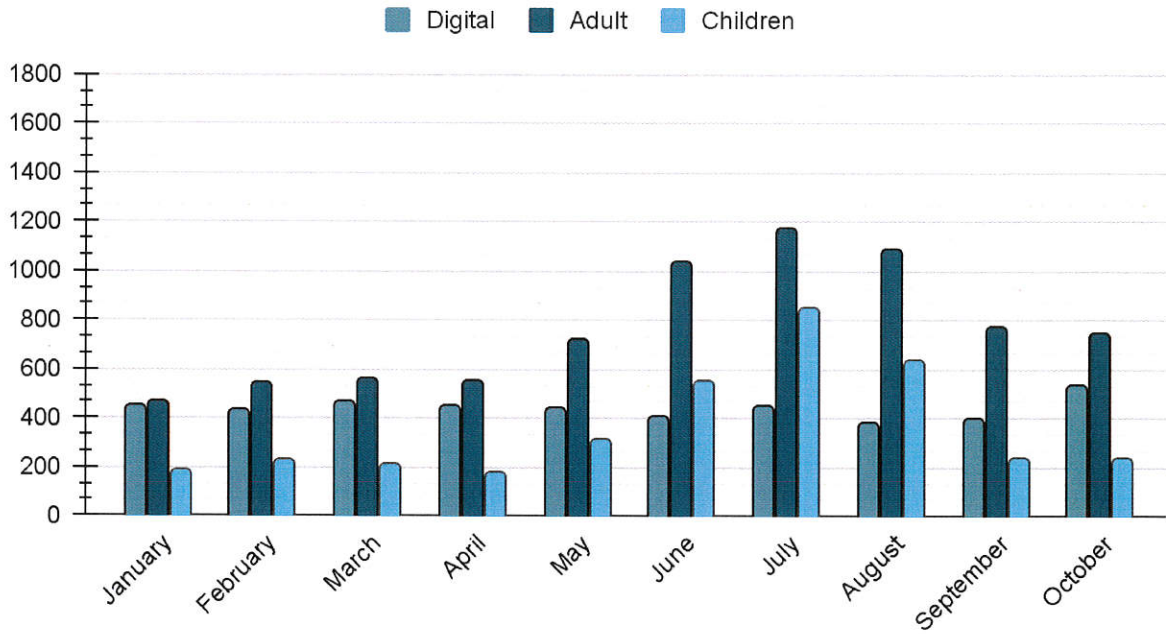
Upcoming:

- Thanksgiving Closure Nov 23, 2023
- Northport Tree Lighting Activities in the Library
Nov 25, 2023 10am - 12:30pm

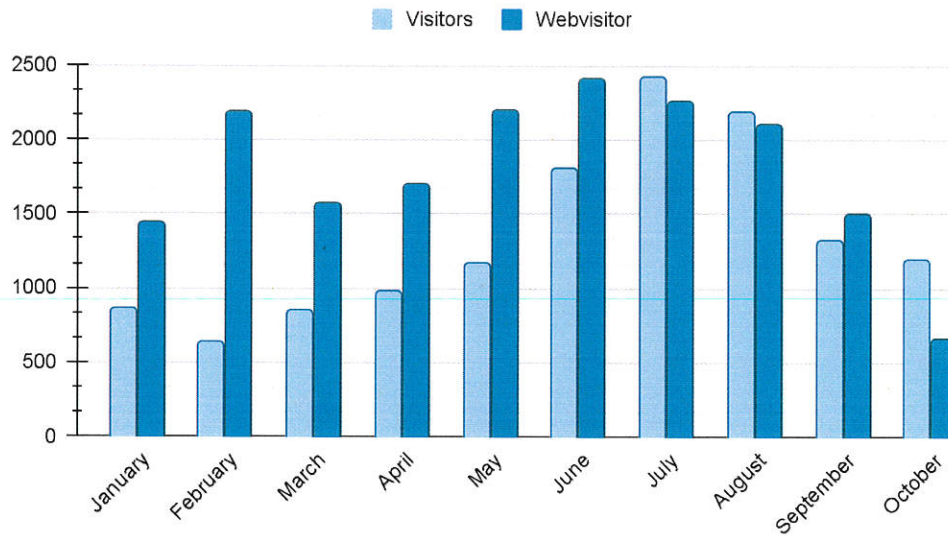
Circulation and Visitors 22-23



Circulation 2023



Library Traffic 2023



Leelanau Township Library Profit & Loss Budget Performance October 2023

	Oct 23	April - Oct 23	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	212.49	953.49	-453.49	500.00
669 · Investment Interest	49.61	356.17	-356.17	0.00
674.1 · Restricted Donation	0.00	86.90	-86.90	
674.3 · Donations-Unrestricted	1,016.00	39,760.34	-36,760.34	3,000.00
674.5 · Leelanau Twp. Comm. Foundation	0.00	0.00	1,000.00	1,000.00
687 · Rebates & Misc. Revenue	0.00	0.00	0.00	0.00
Total Income	1,278.10	298,881.77	-41,285.66	257,376.11
Expense				
701 · Payroll Expenses	7,439.75	54,480.01		
702 · Salaries and Wages	0.00	0.00	45,961.47	100,441.48
703 · Social Security - Employer	456.24	3,305.38	2,921.99	6,227.37
704 · Medicare - Employer	106.68	773.02	683.38	1,456.40
705 · MI Unemployment Tax	0.00	0.00	100.00	100.00
707 · Federal Unemployment	0.00	0.00	145.00	145.00
709 · Health Insurance	0.00	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	0.00	441.00	459.00	900.00
717.3 · Notary Bond	0.00	55.00	0.00	55.00
727.1 · Postage	47.04	322.05	177.95	500.00
727.2 · Printing	0.00	25.60	224.40	250.00
727.3 · Office Supplies	84.72	2,387.82	3,612.18	6,000.00
728 · Repairs & Maintenance	320.00	2,140.00	1,860.00	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	92.94	6,655.21	11,344.79	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	516.48	3,119.29	2,380.71	5,500.00
745 · Movies	32.65	518.18	981.82	1,500.00
746 · Library of Things	0.00	446.98	303.02	750.00
747 · Programs	53.00	636.28	2,113.72	2,750.00
750 · Information and Technology	264.12	4,918.95	5,281.05	10,200.00
760 · PR and Advertising	0.00	180.00	570.00	750.00
801.1 · Bookkeeping Fees	270.50	3,317.75	2,682.25	6,000.00
801.2 · Legal Fees	0.00	0.00	1,000.00	1,000.00
801.3 · Accounting Fees	0.00	0.00	0.00	0.00
801.4 · Consultants	0.00	0.00	15,000.00	15,000.00
801.5 · Recording Secretary	0.00	0.00	600.00	600.00

Leelanau Township Library Profit & Loss Budget Performance October 2023

	<u>Oct 23</u>	<u>April - Oct 23</u>	<u>Budget Remaining</u>	<u>Annual Budget</u>
802 · Dues	0.00	1,619.40	80.60	1,700.00
810 · Education/TraininTransp	25.00	235.00	2,015.00	2,250.00
850 · Communications	65.51	695.39	-195.39	500.00
920 · Heating	0.00	230.90	1,569.10	1,800.00
921 · Electric	0.00	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	-81.15	10.00	-10.00	0.00
955.2 · Miscellaneous	0.00	200.00	500.00	700.00
Total Expense	<u>9,693.48</u>	<u>104,153.94</u>	<u>123,907.35</u>	<u>228,061.29</u>
Net Income	<u><u>-8,415.38</u></u>	<u><u>194,727.83</u></u>	<u><u>-165,193.01</u></u>	<u><u>29,314.82</u></u>

Leelanau Township Library
Profit & Loss
October 2023

	<u>Oct 23</u>
Income	
602 · In House Revenues	212.49
669 · Investment Interest	49.61
674.3 · Donations-Unrestricted	<u>1,016.00</u>
Total Income	1,278.10
Expense	
701 · Payroll Expenses	7,439.75
703 · Social Security - Employer	456.24
704 · Medicare - Employer	106.68
727.1 · Postage	47.04
727.3 · Office Supplies	84.72
728 · Repairs & Maintenance	320.00
741 · Books	92.94
744 · Digital Materials	516.48
745 · Movies	32.65
747 · Programs	53.00
750 · Information and Technology	264.12
801.1 · Bookkeeping Fees	270.50
810 · Education/TraininTransp	25.00
850 · Communications	65.51
955.1 · Bank Service Charges	-81.15
Total Expense	<u>9,693.48</u>
Net Income	<u><u>-8,415.38</u></u>

Leelanau Township Library

Balance Sheet

As of October 31, 2023

Oct 31, 23

ASSETS

Current Assets

Checking/Savings

000-001 · HB Checking 0284 6,586.52

000-002 · HB MM Savings 0297 193,139.58

Total Checking/Savings 199,726.10

Total Current Assets 199,726.10

TOTAL ASSETS 199,726.10

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

24000 · Payroll Liabilities 211.58

241 · MI State Withholding 856.85

242 · Federal Withholding 309.00

243 · Social Security - Co 456.24

244 · Medicare - Co 106.68

247 · Social Security - Employee 456.24

248 · Medicare - Employee 106.68

Total Other Current Liabilities 2,503.27

Total Current Liabilities 2,503.27

Total Liabilities 2,503.27

Equity

30000 · Opening Balance Equity 239,934.79

Net Income -42,711.96

Total Equity 197,222.83

TOTAL LIABILITIES & EQUITY 199,726.10

1:22 PM
11/17/23
Accrual Basis

Leelanau Township Library
General Ledger

As of October 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
							10,271.58
000-001 · HB Checking 0284							
Check	10/01/2023	auto	Google	Google Workspace	750 · Information and Technology	-18.00	10,253.58
Check	10/03/2023	DC	Postmaster	stamps	727.1 · Postage	-39.60	10,213.98
Check	10/08/2023	auto	Adobe Inc	2447760595: Acrobat Pro	750 · Information and Technology	-29.99	10,183.99
Liability Check	10/12/2023		QuickBooks Payroll Service	Created by Payroll Service on 10/11/2023	2111 · *Direct Deposit Liabilities	-3,130.97	7,053.02
Check	10/12/2023	1088	Suttons Bay Bingham District Library	Programs: Tech Tuesdays presentations Oct 24 & 3: 747 · Programs	747 · Programs	-50.00	7,003.02
Check	10/12/2023	1089	Erin A Connolly	Programs: supplies	744 · Digital Materials	-3.00	7,000.02
Check	10/12/2023	1090	Overdrive Inc	01981CO23370766: September 2023	750 · Information and Technology	-516.48	6,483.54
Check	10/12/2023	1091	Interactive Sciences Inc	2023-9518-1: Wowbrary 9/28/23-9/27/24	728 · Repairs & Maintenance	-499.38	5,984.16
Check	10/12/2023	1092	Ed Kolarik	Custodial Services: September 2023	801.1 · Bookkeeping Fees	-320.00	5,664.16
Check	10/12/2023	1093	Bookkeeping Services Inc	7691: September 2023	741 · Books	-270.50	5,393.66
Check	10/12/2023	1094	White Pine Library Cooperative	1012: 2023 Q3 Interloans		-33.00	5,360.66
Check	10/12/2023	1095	Amazon Capital Services	1H4R-YNFF-X66V: September 2023	-SPLIT-	-177.31	5,183.35
Transfer	10/12/2023			Funds Transfer	000-002 · HB MM Savings 0297	7,300.00	12,483.35
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	-SPLIT-	0.00	12,483.35
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	12,483.35
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	12,483.35
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	12,483.35
Liability Check	10/13/2023	EFTPS	United States Treasury	922059516 - 941 September 2023	-SPLIT-	-2,170.04	10,313.31
Check	10/13/2023	DC	Postmaster	postage: Chicago IL	727.1 · Postage	-3.72	10,309.59
Liability Check	10/16/2023	online	State of Michigan	2298363000: MUA 3rd qtr 2023	24000 · Payroll Liabilities	-304.00	10,005.59
Check	10/17/2023	DC	Charter Communications	2323301: September 2023	-SPLIT-	-215.49	9,790.10
Check	10/25/2023	1096	Lakeland Library Cooperative	Inv #PT24-1057	810 · Education/TraininTransp	-25.00	9,765.10
Liability Check	10/26/2023		QuickBooks Payroll Service	Created by Payroll Service on 10/25/2023	2111 · *Direct Deposit Liabilities	-3,158.66	6,606.44
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	-SPLIT-	0.00	6,606.44
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	6,606.44
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	6,606.44
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	6,606.44
Check	10/28/2023	auto	Intuit	monthly payroll service	701 · Payroll Expenses	-21.20	6,585.24
General Journal	10/31/2023	bsi/mtr		check printing fee refund	955.1 · Bank Service Charges	5.00	6,590.24
Check	10/31/2023	DC	Postmaster	postage: Niles IL	727.1 · Postage	-3.72	6,586.52
						-3,685.06	6,586.52
							198,652.10
Total 000-001 · HB Checking 0284							
000-002 · HB MM Savings 0297							
Deposit	10/05/2023			Deposit	-SPLIT-	76.50	198,728.60
Transfer	10/12/2023			Funds Transfer	000-001 · HB Checking 0284	-7,300.00	191,428.60
Deposit	10/13/2023			Deposit	-SPLIT-	1,025.00	192,453.60
General Journal	10/17/2023	bsi/mtr		credit adjustment	955.1 · Bank Service Charges	61.15	192,514.75
Deposit	10/30/2023			Deposit	-SPLIT-	560.22	193,074.97
General Journal	10/31/2023	bsi/mtr		check printing fee refund	955.1 · Bank Service Charges	15.00	193,089.97
Deposit	10/31/2023			Interest	669 · Investment Interest	49.61	193,139.58
						-5,512.52	193,139.58
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	10/12/2023		QuickBooks Payroll Service	Created by Payroll Service on 10/11/2023	000-001 · HB Checking 0284	3,130.97	3,130.97

Leelanau Township Library
General Ledger

As of October 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
					000-001 - HB Checking 0284	-794.03	2,336.94
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-1,528.93	808.01
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-320.25	487.76
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-487.76	0.00
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	3,158.66	3,158.66
Liability Check	10/26/2023		QuickBooks Payroll Service	Created by Payroll Service on 10/25/2023	000-001 - HB Checking 0284	-802.19	2,356.47
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-1,528.92	827.55
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-458.86	368.69
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-368.69	0.00
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	0.00
							0.00
Total 2111 - *Direct Deposit Liabilities							0.00
2110 - Direct Deposit Liabilities							-455.67
Total 2110 - Direct Deposit Liabilities							
24000 - Payroll Liabilities							
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-455.67
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-455.67
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-455.67
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-455.67
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-455.67
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-455.67
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-2.12	-457.79
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-9.54	-467.33
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-467.33
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-3.27	-470.60
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-14.69	-485.29
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	304.00	-181.29
Liability Check	10/16/2023	online	State of Michigan	2298363000: MUA 3rd qtr 2023	000-001 - HB Checking 0284	0.00	-181.29
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-181.29
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-181.29
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-181.29
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-181.29
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-181.29
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-181.29
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-3.06	-184.35
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-13.77	-198.12
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-198.12
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-2.45	-200.57
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-11.01	-211.58
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	244.09	-211.58
							-659.76
Total 24000 - Payroll Liabilities							
241 - MI State Withholding							
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-18.82	-678.58
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-59.60	-738.18
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-5.89	-744.07
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-13.62	-757.69
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-19.20	-776.89
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-59.60	-836.49
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-12.25	-848.74
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-8.11	-856.85
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-197.09	-856.85
							-462.00
Total 241 - MI State Withholding							0.00
242 - Federal Withholding							
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-154.00	-616.00
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-616.00
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-1.00	-617.00
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	462.00	-155.00
Liability Check	10/13/2023	EFTPS	United States Treasury	922059516 - 941 September 2023	000-001 - HB Checking 0284		

Leelanau Township Library
General Ledger

Type	Date	Num	Name	As of October 31, 2023 Memo	Split	Amount	Balance
						0.00	-155.00
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-154.00	-309.00
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-309.00
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-309.00
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit		153.00	-309.00
							-692.14
Total 242 - Federal Withholding							
243 - Social Security - Co							
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-54.57	-746.71
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-116.99	-863.70
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-21.90	-885.60
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-33.73	-919.33
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	692.14	-227.19
Liability Check	10/13/2023	EFTPS	United States Treasury	922059516 - 941 September 2023	000-001 - HB Checking 0284	-55.15	-282.34
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-116.99	-399.33
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-31.62	-430.95
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-25.29	-456.24
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit		235.90	-456.24
							-161.88
Total 243 - Social Security - Co							
244 - Medicare - Co							
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-12.76	-174.64
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-27.35	-201.99
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-5.12	-207.11
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-7.89	-215.00
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	161.88	-53.12
Liability Check	10/13/2023	EFTPS	United States Treasury	922059516 - 941 September 2023	000-001 - HB Checking 0284	-12.90	-66.02
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-27.36	-93.38
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-7.39	-100.77
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-5.91	-106.68
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit		55.20	-106.68
							0.00
Total 244 - Medicare - Co							
245 - MI Unemployment							
Total 245 - MI Unemployment							
247 - Social Security - Employee							
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-54.57	-746.71
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-116.99	-863.70
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-21.90	-885.60
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-33.73	-919.33
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	692.14	-227.19
Liability Check	10/13/2023	EFTPS	United States Treasury	922059516 - 941 September 2023	000-001 - HB Checking 0284	-55.15	-282.34
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-116.99	-399.33
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-31.62	-430.95
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-25.29	-456.24
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit		235.90	-456.24
							-161.88
Total 247 - Social Security - Employee							
248 - Medicare - Employee							
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-12.76	-174.64
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-27.35	-201.99
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-5.12	-207.11
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-7.89	-215.00
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	161.88	-53.12
Liability Check	10/13/2023	EFTPS	United States Treasury	922059516 - 941 September 2023	000-001 - HB Checking 0284	-12.90	-66.02
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-27.36	-93.38
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-7.39	-100.77
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-5.91	-106.68
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit		55.20	-106.68
							0.00
Total 248 - Medicare - Employee							
249 - Federal Unemployment - Co							
Total 249 - Federal Unemployment - Co							
30000 - Opening Balance Equity							
Total 30000 - Opening Balance Equity							
							-239,934.79
							-239,934.79

Leelanau Township Library
General Ledger

As of October 31, 2023 Memo

Type	Date	Num	Name	Split	Amount	Balance
						0.00
						0.00
						0.00
32000 · Retained Earnings						0.00
Total 32000 · Retained Earnings						0.00
400 · INCOME						-15,591.13
Total 400 · INCOME						-15,591.13
402 · Property Tax Capture						0.00
Total 402 · Property Tax Capture						0.00
566 · State Grants, Culture						-2,076.80
Total 566 · State Grants, Culture						-2,076.80
566.1 · State Library Aid						-220.00
Total 566.1 · State Library Aid						-220.00
566.2 · Other Grants						-2,397.15
Total 566.2 · Other Grants						-2,397.15
581 · County Penal Fines						-741.00
Total 581 · County Penal Fines						-741.00
602 · In House Revenues						
				copies	000-002 · HB MM Savings 0297	-60.50
				book replacement	000-002 · HB MM Savings 0297	-25.00
Deposit	10/05/2023					-86.50
Deposit	10/13/2023	6143		copies	000-002 · HB MM Savings 0297	-105.00
Deposit	10/30/2023			book replacement	000-002 · HB MM Savings 0297	-21.99
Deposit	10/30/2023	1058	Fitzgerlad			-212.49
						-306.56
Total 602 · In House Revenues						-356.17
669 · Investment Interest						
				Interest	000-002 · HB MM Savings 0297	-49.61
Deposit	10/31/2023					-49.61
						0.00
Total 669 · Investment Interest						0.00
674 · Private Donations						-86.90
Total 674 · Private Donations						-86.90
674.1 · Restricted Donation						0.00
Total 674.1 · Restricted Donation						0.00
674.2 · Temporary Restricted Donation						-38,744.34
Total 674.2 · Temporary Restricted Donation						-38,744.34
674.3 · Donations-Unrestricted						
				bookmarks	000-002 · HB MM Savings 0297	-16.00
Deposit	10/05/2023	4356	Sussman			-1,000.00
Deposit	10/13/2023	6542	Atwill Memorial Chapel Asso	Donation		-1,016.00
						-39,760.34
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						47,040.26
Total 700 · EXPENDITURE/EXPENSE						47,040.26
701 · Payroll Expenses						
				Direct Deposit	000-001 · HB Checking 0284	880.18
Paycheck	10/13/2023	DD1043	Erin A Connolly			0.00
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00
Paycheck	10/13/2023	DD1043	Erin A Connolly			47,920.44
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	1,886.87
Paycheck	10/13/2023	DD1044	Julie A Preneta			0.00
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	0.00
Paycheck	10/13/2023	DD1044	Julie A Preneta			49,807.31
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	353.16
Paycheck	10/13/2023	DD1045	Marie E Gaspari			2.12
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	9.54
Paycheck	10/13/2023	DD1045	Marie E Gaspari			50,172.13
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	544.00
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline			3.27
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	14.69
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline			50,734.09
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	889.44
						51,623.53

1:22 PM
11/17/23
Accrual Basis

Leelanau Township Library
General Ledger

As of October 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
					000-001 - HB Checking 0284	0.00	51,623.53
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	51,623.53
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	1,415.15	53,038.68
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	471.72	53,510.40
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	53,510.40
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	53,510.40
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	510.12	54,020.52
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	3.06	54,023.58
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	13.77	54,037.35
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	408.00	54,445.35
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	2.45	54,447.80
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	11.01	54,458.81
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	21.20	54,480.01
Check	10/28/2023	auto	Intuit	monthly payroll service		7,439.75	54,480.01
							0.00
							0.00
Total 701 - Payroll Expenses							0.00
702 - Salaries and Wages							2,849.14
Total 702 - Salaries and Wages							2,849.14
703 - Social Security - Employer							2,903.71
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	54.57	2,903.71
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	116.99	3,020.70
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	21.90	3,042.60
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	33.73	3,076.33
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	55.15	3,131.48
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	116.99	3,248.47
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	116.99	3,248.47
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	31.62	3,280.09
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	25.29	3,305.38
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	456.24	3,305.38
							666.34
Total 703 - Social Security - Employer							679.10
704 - Medicare - Employer							706.45
Paycheck	10/13/2023	DD1043	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	12.76	706.45
Paycheck	10/13/2023	DD1044	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	27.35	711.57
Paycheck	10/13/2023	DD1045	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	5.12	711.57
Paycheck	10/13/2023	DD1046	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	7.89	719.46
Paycheck	10/27/2023	DD1047	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	12.90	732.36
Paycheck	10/27/2023	DD1048	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	27.36	759.72
Paycheck	10/27/2023	DD1049	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	7.39	767.11
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	5.91	773.02
Paycheck	10/27/2023	DD1050	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	106.68	773.02
							0.00
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							9,082.92
Total 708 - Bonus							9,082.92
709 - Health Insurance							0.00
Total 709 - Health Insurance							0.00
710 - 401K Pension							0.00
Total 710 - 401K Pension							0.00
717 - INSURANCE							3,787.00
Total 717 - INSURANCE							3,787.00
717.1 - Property & Liability Insurance							441.00
Total 717.1 - Property & Liability Insurance							441.00
717.2 - Workers Comp Insurance							55.00
Total 717.2 - Workers Comp Insurance							55.00
717.3 - Notary Bond							0.00
Total 717.3 - Notary Bond							0.00
726 - SUPPLIES							

1:22 PM
11/17/23
Accrual Basis

Leelanau Township Library
General Ledger
As of October 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
							0.00
							0.00
							0.00
							275.01
							314.61
							318.33
							322.05
							25.60
							25.60
							2,303.10
							2,387.82
							2,387.82
							1,820.00
							2,140.00
							2,140.00
							0.00
							0.00
							2,837.28
							2,837.28
							6,562.27
							6,595.27
							6,655.21
							6,655.21
							142.05
							142.05
							0.00
							0.00
							2,602.81
							3,119.29
							3,119.29
							485.53
							518.18
							518.18
							446.98
							446.98
							583.28
							633.28
							636.28
							636.28
							4,654.83
							4,672.83
							4,702.82
							5,202.20
							5,352.18
							4,918.95
							4,918.95
							180.00
							180.00
							0.00
							0.00
							3,047.25
							3,317.75
							3,317.75
							0.00

