



119 Nagonaba St. Northport, MI 49670

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

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

Meeting ID: 482 391 5571

**1. Call to Order**

**2. Approval of August Minutes**

**3. Public Comment**

**4. Directors Report**

**5. Financial Report**

**6. Old Business**

**1. Strategic Planning**

**2. Policies**

**3. CD Deposit**

**7. New Business**

**1. Budget Updates**

**2.**

**3.**

**8. Public comment**

**9. Adjournment**

**Next meeting: October 16, 2023 at 7pm**

DRAFT - LTL Board of Trustees Meeting Minutes Aug 21, 2023

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

Absent: none

Staff Present: Julie Alpers-Preneta, director

Friends Present: Patty Noftz, Alana Osumi via Zoom

Public Present: Jackie Johnson

- I. Mark Morton called the meeting to order at 7:05pm
- II. Approval of Minutes. Dale moves to approve July minutes, Jamie seconds.
- III. Public Comment: none
- IV. Director's Report. Julie reads report for July 2023. Notes about press release and board decides not to pre-write note.
- V. Financial Report.
  - A. Julie provides update on the 955.1 bank service charge of \$66.55. Julie notes overage on postage fee.
  - B. Discussion about the date window for reporting- Mark suggests the data should reflect the whole prior month, rather than a span over multiple months (e.g. June 23-July 22.) Mary says we can ask Marilyn to change the dates of the reports.
  - C. Rick notes that we are tracking over in bookkeeping fees and we may want to prepare a revision for discussion next month which would include \$1000 for bookkeeping fees and doubling the postage budget. Mark notes to add any future budget changes to the future month agenda on an adhoc basis.
  - D. Rick moves to accept the report and expenditures, Mary seconds.
- VI. Old Business
  - A. Strategic Planning.
    1. Mark & Julie attended the webinar. We will need input from staff, public, Village, Township, Board of Ed, school Superintendent, etc. A facilitator for interviews and process would be beneficial. It is determined that we will have to fund strategic planning ourselves. Jennifer Balcolm has offered to facilitate, maybe we consult with her or have her present at interviews.
    2. Rick Gans suggests we send out an RFP (Request for Proposal) for strategic planning. He and Dale offer to work together to write it. A couple of ideas for places to send an RFP: Amanda Standerfer of Fast Forward Libraries who ran the webinar; MCLS if they can scale to our size.
    3. Julie asks for a realistic timeline for the RFP, the end of this year is mentioned. Rick and Dale will work together to write the RFP and meet together to do so beginning in October.

B. Policies.

1. Julie asks for greenlight for PTO retroactive to April 1st. Confirms employees after 3 years get 1:18hr PTO, but cannot carry over more than 60 hours. Marilyn can track hours accrued.
2. Separate programming policies need writing. Mark looked for examples at other libraries and couldn't find. Mary will reach out to a resource at Huntington Woods library & report back.

C. Sharecare Home Delivery

1. Dale says Sharecare was thrilled to add this service. One can sign up to request service to talk to someone about which books they would like, or be driven to the library. Reassurance visits in person or via phone could include this service and will ensure the personal component. Jenny is point of contact, Julie will speak with Jenny and Dawn. Dale will send contact to Julie. Thank you to Jacquie Johnson for suggesting this!

VII. New Business

- A. PA-164. Mark explains Act 164 of 1877. Before the first Monday of September, we shall report the estimate for the next fiscal year to the Township. Rick moves to approve for Mark to send the letter to Twp Supervisor Mike McMillan. Dale seconds.
- B. CD Deposit of \$35,348.25 is available, Julie asks what to do with it? Mark asks if we should put it into another CD. Discussion about researching rates for a minimum of one year. Rick will research rates for 1, 2, and 3 year CD deposits for the next meeting.

VIII. Public Comment

- A. Jacquie notes that our policies are very good, similar to school and media specialist policies with which she is familiar. Asks if we have Library Board policies, it is confirmed we have our Bylaws. Julie to put them on our website. Asks what happens if we ever need to have an elected board member removed? It is determined that that is a very difficult, long process. Mark suggests we check our bylaws for replacing an elected member who must leave before term is over, should include an appointment to term. Rick suggests we check bylaws for reference of conflict of interest and accepting gifts.
- B. Patty Noftz asks from whom did the CD come? Julie offers to look through the documentation to find out. We decide against it for now, but the information is available.

IX. Adjournment

- A. Mary moves we adjourn, Dale seconds. 8:00pm

X. Next Meeting: Sept 18, 2023



**Directors Report August 2023**

<b>2023</b>	<b>2022</b>
<u>Visitors</u>	
2185	1665
<u>Webvisitors</u>	
2100 est	1695

<u>Circulation</u>	
Adult 1089	967
Childrens 636	578
Digital 380	346
New Card Holders 19	18

MeL

Items Borrowed 220  
Items Loaned 55

Collection Development

Items added 124  
Items weeded 208

Digital Collection

Items added 11

Programs

- Crafternoons on Wednesdays in August and have had 20 children attend.
- Summer Reading Program; weekly reading log check ins with Erin; weekly programming for *All together Now* June 15 through Aug 17 10:30am on Thursdays. We had 145+ attend weekly programming

and there were 27 reading check-ins for the Summer Reading that finished up in August.

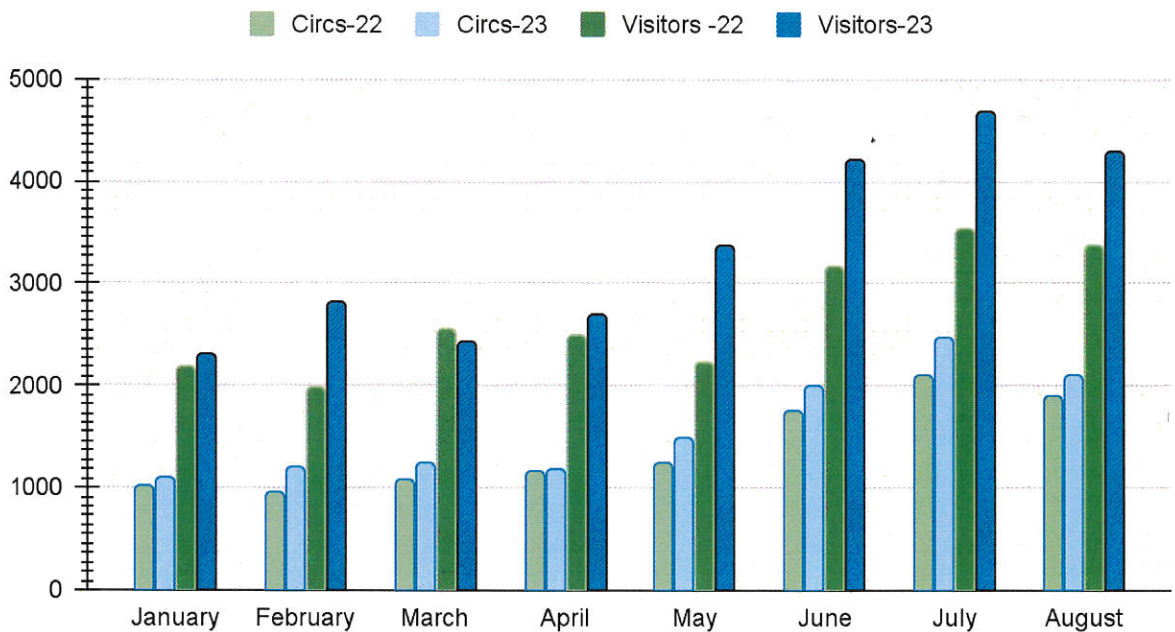
- June 15 Program kick off at the library
  - June 22 Tilt Think Improv
  - June 29 Miriam Pico
  - July 6 Tye-Dye Fun
  - July 13 GLCM Mobile Museum
  - July 20 Storyteller Jenifer Strauss
  - July 27 Beverly the Music Lady
  - Aug 3 Art with Northport Art Association
  - Aug 10 Children's Yoga with Hollie Anderson
  - Aug 17 Program wrap up party at the library
- 
- Wiggles returned to Thursday mornings at 10:30am after the completion of the Summer Reading Program. We had nine children attend the August Wiggles.
  - FOLTL Clifford Book Giveaway at the Northport Dog Parade: A great day for a parade with 150+ books given away.
  - FOLTL Art in the Corner  
July-Aug Paintings by Elizabeth Emerson
  - FOLTL Fall Meeting Sept 27, 2023
  - ShareCare Partnership is in progress!

### Upcoming

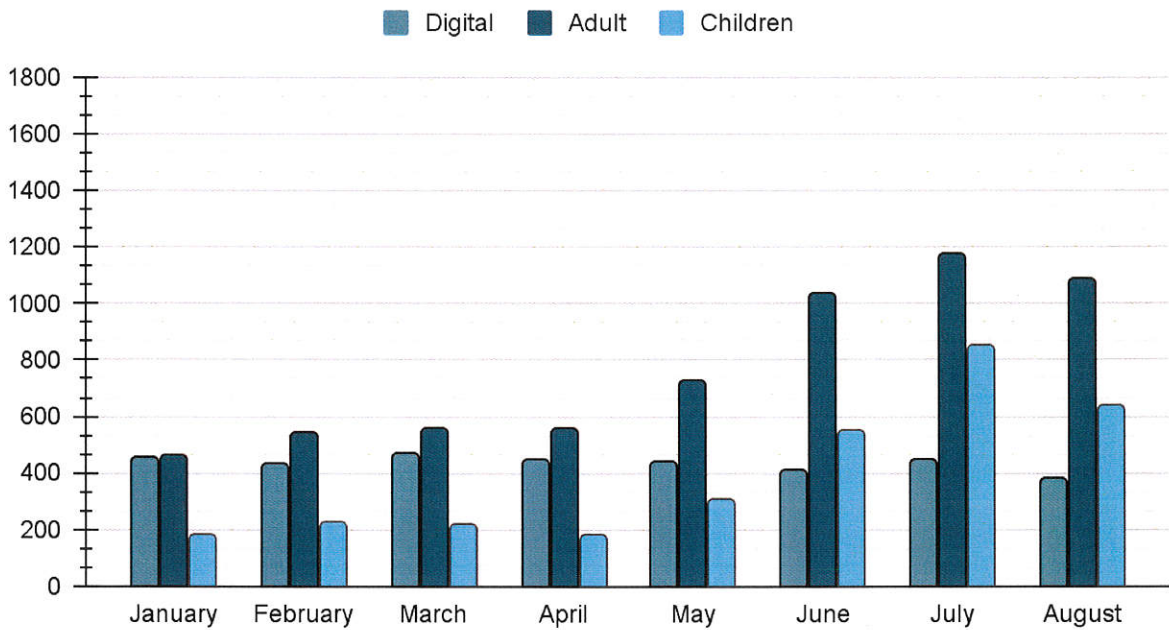
- Northport Book Group begins in September 1:30pm on Weds in person and by Zoom

- 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
- **Constitution Week** Program with DAR September 19, 2023 at 7pm
  - STEAM Saturday Sept 23, 2023 10am-Noon **Exploring Static Electricity**
  - **Future-Proofing Your Home: Green Tech for Savings and Climate with Mark Ames** October 11, 2023 at 7pm

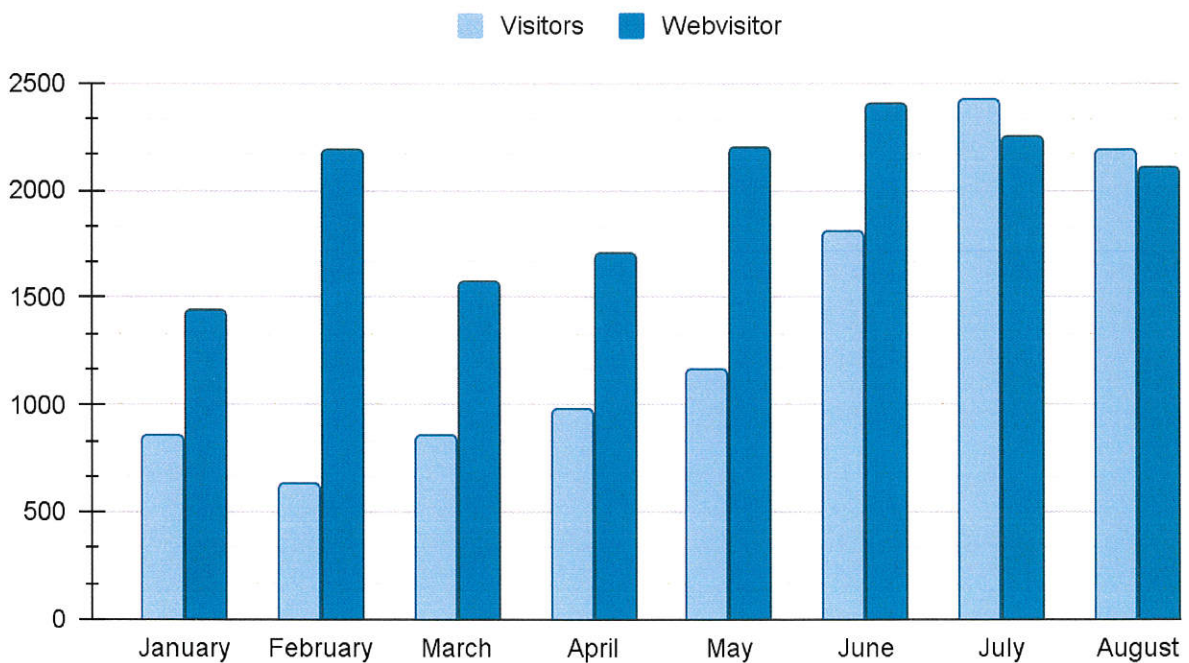
### Circulation and Visitors 22-23



## Circulation 2023



## Library Traffic 2023



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

	Aug 23	Apr - Aug 23	Budget Remaining	Annual Budget
<b>Income</b>		237,439.79		
402 · Property Tax Capture	-193.26	15,591.13	5,054.81	247,976.11
566.1 · State Library Aid	0.00	1,031.12	-1,068.88	2,100.00
566.2 · Other Grants	0.00	220.00	220.00	
581 · County Penal Fines	0.00	2,397.15	-402.85	2,800.00
602 · In House Revenues	84.00	574.00	74.00	500.00
669 · Investment Interest	0.00	202.46	202.46	0.00
674.1 · Restricted Donation	0.00	86.90	86.90	
674.3 · Donations-Unrestricted	35,548.25	38,649.34	35,649.34	3,000.00
674.5 · Leelanau Twp. Comm. Foundation	0.00	0.00	1,000.00	1,000.00
687 · Rebates & Misc. Revenue	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>35,438.99</b>	<b>296,191.89</b>	<b>38,815.78</b>	<b>257,376.11</b>
<b>Expense</b>				
701 · Payroll Expenses	7,701.80	35,722.58	-35,722.58	
702 · Salaries and Wages	0.00	0.00	100,441.48	100,441.48
703 · Social Security - Employer	468.94	2,157.00	4,070.37	6,227.37
704 · Medicare - Employer	109.66	504.46	951.94	1,456.40
705 · MI Unemployment Tax	0.00	0.00	100.00	100.00
707 · Federal Unemployment	0.00	0.00	145.00	145.00
709 · Health Insurance	2,595.12	7,785.36	7,813.68	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	220.50	579.50	800.00
717.3 · Notary Bond	0.00	55.00	0.00	55.00
727.1 · Postage	0.00	256.24	-6.24	250.00
727.2 · Printing	0.00	25.60	224.40	250.00
727.3 · Office Supplies	382.86	2,120.03	3,879.97	6,000.00
728 · Repairs & Maintenance	320.00	1,500.00	1,500.00	3,000.00
729 · Building Supplies	0.00	0.00	0.00	0.00
730 · Furnishings/Equipment	171.95	2,837.28	1,162.72	4,000.00
741 · Books	1,761.47	4,888.61	13,111.39	18,000.00
742 · Audio Books	67.12	102.06	497.94	600.00
743 · Periodicals	0.00	0.00	0.00	0.00
744 · Digital Materials	0.00	1,750.60	3,749.40	5,500.00
745 · Movies	99.55	430.57	1,069.43	1,500.00
746 · Library of Things	0.00	446.98	303.02	750.00
747 · Programs	9.98	545.23	2,204.77	2,750.00
750 · Information and Technology	159.90	4,266.89	2,933.11	7,200.00
760 · PR and Advertising	56.25	180.00	570.00	750.00
801.1 · Bookkeeping Fees	450.75	2,661.50	838.50	3,500.00
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 August 2023

	<u>Aug 23</u>	<u>Apr - Aug 23</u>	<u>Budget Remaining</u>	<u>Annual Budget</u>
802 · Dues	0.00	1,096.56	403.44	1,500.00
810 · Education/TraininTransp	0.00	210.00	2,040.00	2,250.00
850 · Communications	0.00	549.90	-49.90	500.00
920 · Heating	0.00	0.00	1,800.00	1,800.00
921 · Electric	0.00	0.00	2,700.00	2,700.00
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	78.57	-78.57	0.00
955.2 · Miscellaneous	0.00	80.00	620.00	700.00
<b>Total Expense</b>	<u>14,355.35</u>	<u>74,258.52</u>	<u>145,252.77</u>	<u>219,511.29</u>
<b>Net Income</b>	<u><u>21,083.64</u></u>	<u><u>221,933.37</u></u>	<u><u>-106,436.99</u></u>	<u><u>37,864.82</u></u>

# Leelanau Township Library

## Balance Sheet

As of August 31, 2023

Aug 31, 23

### ASSETS

#### Current Assets

##### Checking/Savings

000-001 · HB Checking 0284 10,081.28

000-002 · HB MM Savings 0297 213,347.45

Total Checking/Savings 223,428.73

Total Current Assets 223,428.73

**TOTAL ASSETS** 223,428.73

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

2111 · \*Direct Deposit Liabilities -3,174.17

24000 · Payroll Liabilities 333.49

241 · MI State Withholding 375.84

242 · Federal Withholding 308.00

243 · Social Security - Co 468.94

244 · Medicare - Co 109.66

247 · Social Security - Employee 468.94

248 · Medicare - Employee 109.66

Total Other Current Liabilities -999.64

Total Current Liabilities -999.64

Total Liabilities -999.64

#### Equity

30000 · Opening Balance Equity 239,934.79

Net Income -15,506.42

Total Equity 224,428.37

**TOTAL LIABILITIES & EQUITY** 223,428.73

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

	<u>Aug 23</u>
<b>Income</b>	
402 · Property Tax Capture	-193.26
602 · In House Revenues	84.00
674.3 · Donations-Unrestricted	<u>35,548.25</u>
<b>Total Income</b>	<u>35,438.99</u>
<b>Expense</b>	
701 · Payroll Expenses	7,701.80
703 · Social Security - Employer	468.94
704 · Medicare - Employer	109.66
709 · Health Insurance	2,595.12
727.3 · Office Supplies	382.86
728 · Repairs & Maintenance	320.00
730 · Furnishings/Equipment	171.95
741 · Books	1,761.47
742 · Audio Books	67.12
745 · Movies	99.55
747 · Programs	9.98
750 · Information and Technology	159.90
760 · PR and Advertising	56.25
801.1 · Bookkeeping Fees	450.75
<b>Total Expense</b>	<u>14,355.35</u>
<b>Net Income</b>	<u><u>21,083.64</u></u>

11:11 AM  
09/14/23  
Accrual Basis

Leelanau Township Library  
General Ledger  
As of August 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
							9,194.76
000-001 - HB Checking 0284							
Check	08/01/2023	auto	Google	Google Workspace	750 - Information and Technology	-18.00	9,176.76
Transfer	08/02/2023			Funds Transfer	000-002 - HB MM Savings 0297	4,700.00	13,876.76
Liability Check	08/03/2023		QuickBooks Payroll Service	Created by Payroll Service on 08/02/2023	2111 - *Direct Deposit Liabilities	-3,231.20	10,645.56
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	-SPLIT-	0.00	10,645.56
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	10,645.56
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	-SPLIT-	0.00	10,645.56
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	10,645.56
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	-SPLIT-	-29.99	10,615.57
Check	08/08/2023	auto	Adobe Inc	2447760595: Acrobat Pro	750 - Information and Technology	-1,434.52	9,181.05
Liability Check	08/15/2023	EFTPS	United States Treasury	922059516 - 941 July 2023	-SPLIT-	-68.89	9,112.16
Check	08/16/2023	Debit	McAfee	1 year subscription, 5 devices	750 - Information and Technology	-67.12	9,045.04
Check	08/16/2023	1062	Black Stone Publishing	2113324	742 - Audio Books	-397.64	8,647.40
Check	08/16/2023	1063	Amazon Capital Services	August invoice: 1GWW-1XQQ-GKPC	-SPLIT-	-1,542.75	7,104.65
Check	08/16/2023	1064	Baker & Taylor	L5453842: July 2023	-SPLIT-	-188.74	6,915.91
Check	08/16/2023	1065	Cengage Learning Inc/Gale	81671658	741 - Books	-2,595.12	4,320.79
Check	08/16/2023	1066	Blue Care Network of Michigan	232200078123: August and September 2023	709 - Health Insurance	-450.75	3,870.04
Check	08/16/2023	1067	Bookkeeping Services Inc	7638: July 2023	801.1 - Bookkeeping Fees	-320.00	3,550.04
Check	08/16/2023	1068	Ed Kolarik	August 2023	728 - Repairs & Maintenance	-56.25	3,493.79
Check	08/16/2023	1069	Glen Lake Community Library	Shared Library ads: Glen Arbor Sun summer advert	760 - PR and Advertising	-25.02	3,468.77
Check	08/16/2023	1070	T-Mobile	974287504: Jun/Jul 2023	750 - Information and Technology	-220.40	3,248.37
Check	08/16/2023	1071	Leelanau County Treasurer	2023 JBOR Tax Capture Refund	402 - Property Tax Capture	-296.68	2,951.69
Check	08/16/2023	1072	Demco	210091990: July 2023	-SPLIT-	10,400.00	13,351.69
Transfer	08/16/2023			Funds Transfer	000-002 - HB MM Savings 0297	-3,257.04	10,094.65
Liability Check	08/17/2023		QuickBooks Payroll Service	Created by Payroll Service on 08/16/2023	2111 - *Direct Deposit Liabilities	0.00	10,094.65
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	-SPLIT-	0.00	10,094.65
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	10,094.65
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	10,094.65
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	10,094.65
Check	08/28/2023	auto	Intuit	monthly payroll service	701 - Payroll Expenses	-21.20	10,073.45
Transfer	08/30/2023			Funds Transfer	000-002 - HB MM Savings 0297	3,200.00	13,273.45
Liability Check	08/31/2023		QuickBooks Payroll Service	Created by Payroll Service on 08/30/2023	2111 - *Direct Deposit Liabilities	-3,174.17	10,099.28
Check	08/31/2023	auto	Google	Google Workspace	750 - Information and Technology	-18.00	10,081.28
						886.52	10,081.28
							195,988.06
Total 000-001 - HB Checking 0284							
000-002 - HB MM Savings 0297							
Transfer	08/02/2023			Funds Transfer	000-001 - HB Checking 0284	-4,700.00	191,288.06
Deposit	08/07/2023			Deposit	-SPLIT-	211.14	191,499.20
Deposit	08/15/2023			Deposit	-SPLIT-	35,448.25	226,947.45
Transfer	08/16/2023			Funds Transfer	000-001 - HB Checking 0284	-10,400.00	216,547.45
Transfer	08/30/2023			Funds Transfer	000-001 - HB Checking 0284	-3,200.00	213,347.45
						17,359.39	213,347.45
							0.00
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	08/03/2023		QuickBooks Payroll Service	Created by Payroll Service on 08/02/2023	000-001 - HB Checking 0284	3,231.20	3,231.20
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-814.70	2,416.50
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-1,528.92	887.58

11:11 AM  
09/14/23  
Accrual Basis

Leelanau Township Library  
General Ledger  
As of August 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
					000-001 - HB Checking 0284	-458.84	428.74
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-368.69	60.05
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-60.05	0.00
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 - HB Checking 0284	3,257.04	3,257.04
Liability Check	08/17/2023		QuickBooks Payroll Service	Created by Payroll Service on 08/16/2023	000-001 - HB Checking 0284	-900.60	2,356.44
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-1,528.92	827.52
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-458.85	368.67
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-368.67	0.00
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	3,174.17	3,174.17
Liability Check	08/31/2023		QuickBooks Payroll Service	Created by Payroll Service on 08/30/2023		3,174.17	3,174.17
							<b>0.00</b>
							0.00
Total 2111 - Direct Deposit Liabilities							0.00
<b>2110 - Direct Deposit Liabilities</b>							<b>-216.30</b>
Total 2110 - Direct Deposit Liabilities							-216.30
<b>24000 - Payroll Liabilities</b>							
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-216.30
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-3.45	-219.75
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-24.14	-243.89
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-243.89
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-243.89
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-243.89
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-3.06	-246.95
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-13.77	-260.72
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-260.72
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-2.45	-263.17
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-11.01	-274.18
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-274.18
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 - HB Checking 0284	-0.41	-274.59
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 - HB Checking 0284	-1.83	-276.42
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 - HB Checking 0284	0.00	-276.42
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-276.42
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-26.77	-303.19
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-303.19
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-303.19
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-303.19
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-303.19
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-3.07	-306.26
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-13.77	-320.03
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-320.03
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-2.44	-322.47
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-11.02	-333.49
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-117.19	-333.49
							<b>-187.27</b>
Total 24000 - Payroll Liabilities							-187.27
<b>241 - MI State Withholding</b>							
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-10.98	-198.25
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-59.60	-257.85
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-12.25	-270.10
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-8.11	-278.21
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 - HB Checking 0284	-2.75	-280.96
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-14.92	-295.88
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-59.60	-355.48
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-12.25	-367.73
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-8.11	-375.84
						-188.57	-375.84
							<b>-314.00</b>
Total 241 - MI State Withholding							-314.00
<b>242 - Federal Withholding</b>							
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-314.00
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-154.00	-468.00
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-468.00
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-468.00

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Leelanau Township Library  
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Type	Date	Num	Name	Memo	Split	Amount	Balance
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 · HB Checking 0284	0.00	-468.00
Liability Check	08/15/2023	EFTPS	United States Treasury	922059516 - 941 July 2023	000-001 · HB Checking 0284	314.00	-154.00
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-154.00
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-154.00	-308.00
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-308.00
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-308.00
Total 242 · Federal Withholding						6.00	-308.00
<b>243 · Social Security - Co</b>							<b>-454.06</b>
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-55.43	-509.49
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-116.99	-626.48
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-31.63	-658.11
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-25.29	-683.40
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 · HB Checking 0284	-4.22	-687.62
Liability Check	08/15/2023	EFTPS	United States Treasury	922059516 - 941 July 2023	000-001 · HB Checking 0284	454.06	-233.56
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-61.46	-295.02
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-116.99	-412.01
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-31.63	-443.64
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-25.30	-468.94
Total 243 · Social Security - Co						-14.88	-468.94
<b>244 · Medicare - Co</b>							<b>-106.20</b>
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-12.96	-119.16
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-27.36	-146.52
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-7.40	-153.92
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-5.91	-159.83
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 · HB Checking 0284	-0.98	-160.81
Liability Check	08/15/2023	EFTPS	United States Treasury	922059516 - 941 July 2023	000-001 · HB Checking 0284	106.20	-54.61
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-14.38	-68.99
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-27.36	-96.35
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-7.39	-103.74
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-5.92	-109.66
Total 244 · Medicare - Co						-3.46	-109.66
<b>245 · MI Unemployment</b>							<b>0.00</b>
Total 245 · MI Unemployment							0.00
<b>247 · Social Security - Employee</b>							<b>-454.06</b>
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-55.43	-509.49
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-116.99	-626.48
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-31.63	-658.11
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-25.29	-683.40
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 · HB Checking 0284	-4.22	-687.62
Liability Check	08/15/2023	EFTPS	United States Treasury	922059516 - 941 July 2023	000-001 · HB Checking 0284	454.06	-233.56
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-61.46	-295.02
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-116.99	-412.01
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-31.63	-443.64
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-25.30	-468.94
Total 247 · Social Security - Employee						-14.88	-468.94
<b>248 · Medicare - Employee</b>							<b>-106.20</b>
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-12.96	-119.16
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-27.36	-146.52
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-7.40	-153.92
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-5.91	-159.83
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 · HB Checking 0284	-0.98	-160.81
Liability Check	08/15/2023	EFTPS	United States Treasury	922059516 - 941 July 2023	000-001 · HB Checking 0284	106.20	-54.61
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-14.38	-68.99
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-27.36	-96.35
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-7.39	-103.74
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-5.92	-109.66
Total 248 · Medicare - Employee						-3.46	-109.66

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Leelanau Township Library  
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Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>249 · Federal Unemployment - Co</b>							0.00
Total 249 · Federal Unemployment - Co							0.00
<b>30000 · Opening Balance Equity</b>							-239,934.79
Total 30000 · Opening Balance Equity							-239,934.79
<b>32000 · Retained Earnings</b>							0.00
Total 32000 · Retained Earnings							0.00
<b>400 · INCOME</b>							0.00
Total 400 · INCOME							0.00
<b>402 · Property Tax Capture</b>							-15,784.39
Deposit	08/07/2023	122210	County of Leelanau	072123 adjustments	000-002 · HB MM Savings 0297	-27.14	-15,811.53
Check	08/16/2023	1071	Leelanau County Treasurer	2023 JBOR Tax Capture Refund	000-001 · HB Checking 0284	220.40	-15,591.13
Total 402 · Property Tax Capture						193.26	-15,591.13
<b>566 · State Grants, Culture</b>							0.00
Total 566 · State Grants, Culture							0.00
<b>566.1 · State Library Aid</b>							-1,031.12
Total 566.1 · State Library Aid							-1,031.12
<b>566.2 · Other Grants</b>							-220.00
Total 566.2 · Other Grants							-220.00
<b>581 · County Penal Fines</b>							-2,397.15
Total 581 · County Penal Fines							-2,397.15
<b>602 · In House Revenues</b>							-490.00
Deposit	08/07/2023			In House Revenues	000-002 · HB MM Savings 0297	-84.00	-574.00
Total 602 · In House Revenues						-84.00	-574.00
<b>669 · Investment Interest</b>							-202.46
Total 669 · Investment Interest							-202.46
<b>674 · Private Donations</b>							0.00
Total 674 · Private Donations							0.00
<b>674.1 · Restricted Donation</b>							-86.90
Total 674.1 · Restricted Donation							-86.90
<b>674.2 · Temporary Restricted Donation</b>							0.00
Total 674.2 · Temporary Restricted Donation							0.00
<b>674.3 · Donations-Unrestricted</b>							-3,101.09
Deposit	08/07/2023	941485785	Blumenschine, Norma	RD from Fidelity	000-002 · HB MM Savings 0297	-100.00	-3,201.09
Deposit	08/15/2023	045856	Leelanau Township	CD Maturity	000-002 · HB MM Savings 0297	-35,348.25	-38,549.34
Deposit	08/15/2023	5907	Library of Michigan	Cora Schaeff - MNB Author Tour Payment	000-002 · HB MM Savings 0297	-100.00	-38,649.34
Total 674.3 · Donations-Unrestricted						-35,548.25	-38,649.34
<b>674.4 · Contributions from Friends</b>							0.00
Total 674.4 · Contributions from Friends							0.00
<b>674.5 · Leelanau Twp. Comm. Foundation</b>							0.00
Total 674.5 · Leelanau Twp. Comm. Foundation							0.00
<b>687 · Rebates &amp; Misc. Revenue</b>							0.00
Total 687 · Rebates & Misc. Revenue							0.00
<b>700 · EXPENDITURE/EXPENSE</b>							0.00
Total 700 · EXPENDITURE/EXPENSE							0.00
<b>701 · Payroll Expenses</b>							28,020.78
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	894.07	28,914.85
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	3.45	28,918.30
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	24.14	28,942.44
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	1,886.87	30,829.31
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	0.00	30,829.31
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	0.00	30,829.31
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	510.12	31,339.43
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	3.06	31,342.49
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	13.77	31,356.26
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	408.00	31,764.26
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	2.45	31,766.71
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	11.01	31,777.72

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 - HB Checking 0284	68.00	31,845.72
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 - HB Checking 0284	0.41	31,846.13
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 - HB Checking 0284	1.83	31,847.96
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	991.36	32,839.32
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	32,839.32
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	26.77	32,866.09
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	1,886.87	34,752.96
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	34,752.96
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	34,752.96
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	510.12	35,263.08
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	3.07	35,266.15
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	13.77	35,279.92
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	408.00	35,687.92
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	2.44	35,690.36
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	11.02	35,701.38
Check	08/28/2023	auto	Intuit	monthly payroll service	000-001 - HB Checking 0284	21.20	35,722.58
Total 701 - Payroll Expenses						7,701.80	35,722.58
<b>702 - Salaries and Wages</b>							<b>0.00</b>
Total 702 - Salaries and Wages							0.00
<b>703 - Social Security - Employer</b>							<b>1,688.06</b>
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	55.43	1,743.49
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	116.99	1,860.48
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	31.63	1,892.11
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	25.29	1,917.40
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 - HB Checking 0284	4.22	1,921.62
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	61.46	1,983.08
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	116.99	2,100.07
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	31.63	2,131.70
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	25.30	2,157.00
Total 703 - Social Security - Employer						468.94	2,157.00
<b>704 - Medicare - Employer</b>							<b>394.80</b>
Paycheck	08/04/2023	DD1022	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	12.96	407.76
Paycheck	08/04/2023	DD1023	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	27.36	435.12
Paycheck	08/04/2023	DD1024	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	7.40	442.52
Paycheck	08/04/2023	DD1025	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	5.91	448.43
Paycheck	08/04/2023	DD1026	Sarah J Murphy	Direct Deposit	000-001 - HB Checking 0284	0.98	449.41
Paycheck	08/18/2023	DD1027	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	14.38	463.79
Paycheck	08/18/2023	DD1028	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	27.36	491.15
Paycheck	08/18/2023	DD1029	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	7.39	498.54
Paycheck	08/18/2023	DD1030	Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	5.92	504.46
Total 704 - Medicare - Employer						109.66	504.46
<b>705 - MI Unemployment Tax</b>							<b>0.00</b>
Total 705 - MI Unemployment Tax							0.00
<b>707 - Federal Unemployment</b>							<b>0.00</b>
Total 707 - Federal Unemployment							0.00
<b>708 - Bonus</b>							<b>0.00</b>
Total 708 - Bonus							0.00
<b>709 - Health Insurance</b>							<b>5,190.24</b>
Check	08/16/2023	1066	Blue Care Network of Michigan	232200078123: August and September 2023	000-001 - HB Checking 0284	2,595.12	7,785.36
Total 709 - Health Insurance						2,595.12	7,785.36
<b>710 - 401K Pension</b>							<b>0.00</b>
Total 710 - 401K Pension							0.00
<b>717 - INSURANCE</b>							<b>0.00</b>
Total 717 - INSURANCE							0.00
<b>717.1 - Property &amp; Liability Insurance</b>							<b>3,787.00</b>
Total 717.1 - Property & Liability Insurance							3,787.00
<b>717.2 - Workers Comp Insurance</b>							<b>220.50</b>



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	Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 717.2 - Workers Comp Insurance								220.50
<b>717.3 - Notary Bond</b>								<b>55.00</b>
Total 717.3 - Notary Bond								55.00
<b>726 - SUPPLIES</b>								<b>0.00</b>
Total 726 - SUPPLIES								0.00
<b>727 - OFFICE MATERIALS</b>								<b>0.00</b>
Total 727 - OFFICE MATERIALS								0.00
<b>727.1 - Postage</b>								<b>256.24</b>
Total 727.1 - Postage								256.24
<b>727.2 - Printing</b>								<b>25.60</b>
Total 727.2 - Printing								25.60
<b>727.3 - Office Supplies</b>								<b>1,737.17</b>
Check	08/16/2023	1063	Amazon Capital Services	Office Supplies		000-001 - HB Checking 0284	86.18	1,823.35
Check	08/16/2023	1072	Demco	7340705		000-001 - HB Checking 0284	237.57	2,060.92
Check	08/16/2023	1072	Demco	7337341		000-001 - HB Checking 0284	59.11	2,120.03
Total 727.3 - Office Supplies							382.86	2,120.03
<b>728 - Repairs &amp; Maintenance</b>								<b>1,180.00</b>
Check	08/16/2023	1068	Ed Kolarik	August 2023		000-001 - HB Checking 0284	320.00	1,500.00
Total 728 - Repairs & Maintenance							320.00	1,500.00
<b>729 - Building Supplies</b>								<b>0.00</b>
Total 729 - Building Supplies								0.00
<b>730 - Furnishings/Equipment</b>								<b>2,665.33</b>
Check	08/16/2023	1063	Amazon Capital Services	Furnishings & Equipment		000-001 - HB Checking 0284	171.95	2,837.28
Total 730 - Furnishings/Equipment							171.95	2,837.28
<b>741 - Books</b>								<b>3,127.14</b>
Check	08/16/2023	1063	Amazon Capital Services	Books		000-001 - HB Checking 0284	29.98	3,157.12
Check	08/16/2023	1064	Baker & Taylor	2037610404		000-001 - HB Checking 0284	316.63	3,473.75
Check	08/16/2023	1064	Baker & Taylor	2037632079		000-001 - HB Checking 0284	284.05	3,757.80
Check	08/16/2023	1064	Baker & Taylor	2037629443		000-001 - HB Checking 0284	79.56	3,837.36
Check	08/16/2023	1064	Baker & Taylor	2037646043		000-001 - HB Checking 0284	196.89	4,034.25
Check	08/16/2023	1064	Baker & Taylor	2037669344		000-001 - HB Checking 0284	665.62	4,699.87
Check	08/16/2023	1065	Cengage Learning Inc/Gale	81671658		000-001 - HB Checking 0284	188.74	4,888.61
Total 741 - Books							1,761.47	4,888.61
<b>742 - Audio Books</b>								<b>34.94</b>
Check	08/16/2023	1062	Black Stone Publishing	2113324		000-001 - HB Checking 0284	67.12	102.06
Total 742 - Audio Books							67.12	102.06
<b>743 - Periodicals</b>								<b>0.00</b>
Total 743 - Periodicals								0.00
<b>744 - Digital Materials</b>								<b>1,750.60</b>
Total 744 - Digital Materials								1,750.60
<b>745 - Movies</b>								<b>331.02</b>
Check	08/16/2023	1063	Amazon Capital Services	Movies/DVD		000-001 - HB Checking 0284	99.55	430.57
Total 745 - Movies							99.55	430.57
<b>746 - Library of Things</b>								<b>446.98</b>
Total 746 - Library of Things								446.98
<b>747 - Programs</b>								<b>535.25</b>
Check	08/16/2023	1063	Amazon Capital Services	Programs		000-001 - HB Checking 0284	9.98	545.23
Total 747 - Programs							9.98	545.23
<b>750 - Information and Technology</b>								<b>4,106.99</b>
Check	08/01/2023	auto	Google	Google Workspace		000-001 - HB Checking 0284	18.00	4,124.99
Check	08/08/2023	auto	Adobe Inc	2447760595: Acrobat Pro		000-001 - HB Checking 0284	29.99	4,154.98
Check	08/16/2023	Debit	McAfee	1 year subscription, 5 devices		000-001 - HB Checking 0284	68.89	4,223.87
Check	08/16/2023	1070	T-Mobile	974287504: Jun/Jul 2023		000-001 - HB Checking 0284	25.02	4,248.89
Check	08/31/2023	auto	Google	Google Workspace		000-001 - HB Checking 0284	18.00	4,266.89
Total 750 - Information and Technology							159.90	4,266.89
<b>760 - PR and Advertising</b>								<b>123.75</b>
Check	08/16/2023	1069	Glen Lake Community Library	Shared Library ads: Glen Arbor Sun summer adverti		000-001 - HB Checking 0284	56.25	180.00

11:11 AM  
09/14/23  
Accrual Basis

Leelanau Township Library  
General Ledger  
As of August 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 760 - PR and Advertising							
<b>801 - Professional Fees</b>						56.25	180.00
Total 801 - Professional Fees							0.00
<b>801.1 - Bookkeeping Fees</b>							0.00
	Check	08/16/2023	1067	Bookkeeping Services Inc	7638: July 2023		2,210.75
Total 801.1 - Bookkeeping Fees					000-001 - HB Checking 0284	450.75	2,661.50
<b>801.2 - Legal Fees</b>						450.75	2,661.50
Total 801.2 - Legal Fees							0.00
<b>801.3 - Accounting Fees</b>							0.00
Total 801.3 - Accounting Fees							0.00
<b>801.4 - Consultants</b>							0.00
Total 801.4 - Consultants							0.00
<b>801.5 - Recording Secretary</b>							0.00
Total 801.5 - Recording Secretary							0.00
<b>802 - Dues</b>							0.00
Total 802 - Dues							1,096.56
<b>810 - Education/TraininTransp</b>							1,096.56
Total 810 - Education/TraininTransp							210.00
<b>850 - Communications</b>							210.00
Total 850 - Communications							549.90
<b>920 - Heating</b>							549.90
Total 920 - Heating							0.00
<b>921 - Electric</b>							0.00
Total 921 - Electric							0.00
<b>922 - Sewer Use Fee</b>							0.00
Total 922 - Sewer Use Fee							0.00
<b>923 - Trash Removal</b>							0.00
Total 923 - Trash Removal							0.00
<b>955 - Misc Expense/Contingency</b>							0.00
Total 955 - Misc Expense/Contingency							0.00
<b>955.1 - Bank Service Charges</b>							0.00
Total 955.1 - Bank Service Charges							78.57
<b>955.2 - Miscellaneous</b>							78.57
Total 955.2 - Miscellaneous							80.00
No acct							80.00
Total no acct							0.00
<b>TOTAL</b>						<u>0.00</u>	<u>0.00</u>

## **Collection Development**

This policy sets guidelines for the selection of library materials, including books, magazines, newspapers, music, films, digital materials and programs; which correspond to the Library's mission and identified roles. It may also be used to inform the public and staff about the principles upon which selections are made. The goal of selection is to provide collections and programming that meet the informational, educational and recreational needs of the library users. The primary objective of selection is to acquire materials, and provide programming, of both contemporary significance and permanent value. The Leelanau Township Library strives to provide current and representative materials, and programming, that reflect new trends, ideas, and controversial topics, from various points of view, and to provide a broad range of materials that reflect upon the past. Selection of all material, and programming decisions, shall be the responsibility of the Library Director, who operates within the framework of policies determined by the Library Board. A staff member with library experience assists the Director in the principles, practices of material selection and program determination. Each type of material and program must be considered in terms of its own merit. The selection of any particular material is not equivalent to Library endorsement of the viewpoint expressed in the material.

### ***Selection criteria***

- Significance of subject matter
- Appeal to the interests and needs of the community of users
- Timeliness, currency and accuracy of information
- Readability, style and clarity of presentation
- Reputation, authority, popularity or significance of the author, publisher, film director, composer, performer, producer or presenter.
- Contribution to the diversity of the collection including the need to provide materials of differing points of view

### ***Reviews***

Reviews in professionally recognized periodicals are a primary source for materials selection. Professional sources such as *Booklist*, *Library Journal*, and the *New York Times Book Review* are utilized.

### ***Requests***

Requests from patrons for specific authors, titles, or subjects will be considered.

### ***Replacement and Maintenance***

The library keeps its collection vital and useful by retaining or replacing essential material, and removing on a systematic and continuous basis, those works which are worn, outdated, of little historical significance or no longer in demand.

### ***Requests for Reconsideration of Library Materials***

Materials are not automatically withdrawn because of complaint or controversy. However, patron comments are welcome and will be formally considered. Individuals having serious concern about the appropriateness of any Library material may request reconsideration of the item (*see section IV*).

A borrower's choice of library material for personal use is an individual matter. Parents or legal guardians are responsible for the selection of their children's library materials. While a library user may reject certain materials, he cannot exercise censorship to restrict access by others. Following is the Reconsideration Process:

- File a "Citizen's Request for Reconsideration of a Book" (*Appendix IV*). Forms are available at the library.
- Completed forms will be passed on to the Library Board. No challenged materials shall be removed from the Library during the reconsideration process. The Library Board shall review the request, the challenged material, and any available reviews of the material.
- The Library Board shall follow Board procedures to resolve the matter. As is our policy, the Library supports the American Library Association's "Library Bill of Rights" (*Appendix II*) and "Freedom to Read" (*Appendix V*) and agrees that material should not be proscribed or removed because of partisan or doctrinal disapproval.
- The decision of the Library Board is final.

Promotional Rates      Standard Rates

Rates effective as of Thursday, August 31, 2023.

Term (Months)		Term (Months)		Term (Months)	
7		11		17	
<b>\$1,000.00 - \$19,999.99 INTEREST RATE</b>		<b>\$1,000.00 - \$19,999.99 INTEREST RATE</b>		<b>\$1,000.00 - \$19,999.99 INTEREST RATE</b>	
4.75%		5.25%		4.75%	
<b>\$1,000.00 - \$19,999.99 APY*</b>		<b>\$1,000.00 - \$19,999.99 APY*</b>		<b>\$1,000.00 - \$19,999.99 APY*</b>	
4.86%		5.39%		4.86%	
<b>\$20,000.00 - \$99,999.99 INTEREST RATE</b>		<b>\$20,000.00 - \$99,999.99 INTEREST RATE</b>		<b>\$20,000.00 - \$99,999.99 INTEREST RATE</b>	
4.75%		5.25%		4.75%	
<b>\$20,000.00 - \$99,999.99 APY*</b>		<b>\$20,000.00 - \$99,999.99 APY*</b>		<b>\$20,000.00 - \$99,999.99 APY*</b>	
4.86%		5.39%		4.86%	
<a href="#">Disclosure Link</a>	1 of 4	<a href="#">Disclosure Link</a>	2 of 4	<a href="#">Disclosure Link</a>	3 of 4

**2023 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2023)

Carefully read the instructions on page 2.

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>Leelanau County</b>	2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023 <b>535,250,306</b>
Local Government Unit Requesting Millage Levy <b>Leelanau Township</b>	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Oper	11-04-69	1.0000	0.5051	1.0000	0.5051	1.0000	0.5051			Indefinite
Extra Voted	Oper	08-04-20	0.4884	0.4828	1.0000	0.4828	1.0000	0.4828			12-02-23
Extra Voted	Fire/Eme Serv	08-04-20	3.5500	3.5095	1.0000	3.5095	1.0000	3.5095			12-02-23
Extra Voted	Facilities/Eq	11-08-22	0.3000	0.3000	1.0000	0.3000	1.0000	0.3000			12-02-25
Extra Voted	Pol/Equip	11-08-22	0.2500	0.2500	1.0000	0.2500	1.0000	0.2500			12-02-25
Extra Voted	Library	11-08-22	0.5000	0.5000	1.0000	0.5000	1.0000	0.5000			12-02-27

Prepared by <b>Andrew Giguere</b>	Telephone Number <b>(231) 256-9823</b>	Title of Preparer <b>Equalization Director</b>	Date
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.**

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		<b>Jessica Alpers</b>	
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President		<b>Michael McMillan</b>	

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

	<b>Aug 23</b>	<b>Apr - Aug 23</b>	<b>Budget Remaining</b>	<b>Annual Budget</b>	<b>Additional Requested</b>	
717.2 · Workers Comp Insurance	0.00	220.50	579.50	800.00	100.00	\$220.50 X 4 = \$882
727.1 · Postage	0.00	256.24	-6.24	250.00	250.00	
728 · Repairs & Maintenance	320.00	1,500.00	1,500.00	3,000.00	1,000.00	\$320/month X 12 = \$3840 for janitor
750 · Information and Technology	159.90	4,266.89	2,933.11	7,200.00	3,000.00	To cover Netlink work
801.1 · Bookkeeping Fees	450.75	2,661.50	838.50	3,500.00	2,500.00	\$400/month
802 · Dues	0.00	1,096.56	403.44	1,500.00	200.00	
921 · Electric	0.00	0.00	2,700.00	2,700.00	1,500.00	\$350/month X 12 = 4200. \$4200 - \$2700 in budget = \$1500
<b>Request to add to the FY23-24 budget lines</b>						