



119 Nagonaba St. Northport, MI 49670

www.leelanautownshiplibrary.org

**Leelanau Township Library Meeting of the Board of Trustees
Wednesday Oct 23, 2024 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**
 - 2. Audit Report**
 - 3.**
- 7. New Business**
 - 1. Foster Swift Engagement Letter**
 - 2. Board emails and bios**
 - 3.**
- 8. Public comment**
- 9. Adjournment**

Next meeting: Wed Nov 20, 2024 at 7pm

DRAFT Leelanau Township Library Board of Trustees Meeting Minutes for September 16, 2024

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

Absent: Dale Lersch, Mary Robertson

Staff present: Julie Alpers-Preneta, director

Friends and public present: Patty Noftz, Alana Osumi, both via Zoom

- I. Mark Morton called the meeting to order at 7:13pm
- II. Approval of August Minutes
 - A. Minutes were amended to change section VII. New Business A. to read: "PA 164 requires us to submit the library's annual needs to the township..."
 - B. Rick moved to approve the minutes as amended, Jamie seconded. Unanimous approval.
- III. Public Comment: None
- IV. Director's Report
 - A. Julie read the Director's Report for August 2024. There was a conversation around dropping circulation numbers compared to last year and how this trend of similar number of visitors but difference in circulation numbers was also seen in other libraries.
 - B. Julie plans to move books again, the fiction books need to be more accessible. Weeding nonfiction books, Erin weeding children's books.
- V. Financial Report
 - A. Some changes have not yet been made after approval last month but will be, which will rectify the negatives. A CD expired, Rick locked it into a new one. We have received 2 bills from ReThinking and one from Tobin.
 - B. Mark moved to accept the Financial Report, Jamie seconded. Unanimous approval.
- VI. Old Business
 - A. Strategic Planning
 1. Retreat: 15 committed attendees. Hotel rooms comped, Rick also doing the lunch order. There may be a contract with a cleaning fee to sign.
 2. Fixed-Asset Policy:
 - a) Rick asked Julie about the needed inventory; Julie confirmed this was completed as needed. There were previously questions about the library collection numbers needed; however, this was clarified and a different request than inventory.
 - b) Depreciation was explained and clarified. Library shelving, for example, has a useful life of 20 years. Since ours is over 20 years old, it has a value of 0. Furniture and equipment has a useful life of 15 years- ours is over 15 years old and therefore also has a value of 0. Inventory is currently listed as a need every 5 years; however, technology value will need to be updated when it gets changed, as its useful life depreciates inside that timeframe.

- c) Rick moved to accept the Fixed-Asset Policy, Amanda seconded. Unanimous approval.
 - 3. Rick and Mark met with Township Supervisor Mike McMillan to resolve the confusion caused by a mistake in the Township's audit. The Library agreed to reimburse the Township \$1,600 for books paid for by the Township but not delivered before the date of transfer. The rest of the discussed funding was concluded to be in fact under the Township's management.
- VII. New Business
- A. Mid-Michigan Library League conference will be attended by both Mark & Julie. The MLA conference is next month.
 - B. The next two meeting dates were changed:
 - Rick moved to change the October meeting to October 23, Amanda seconded. Unanimous approval.
 - Rick moved to change the November meeting to November 20, Jamie seconded. Unanimous approval.
- VIII. Public Comment: None
- IX. Mark Morton adjourned the meeting at 7:44pm.

Next Meeting:

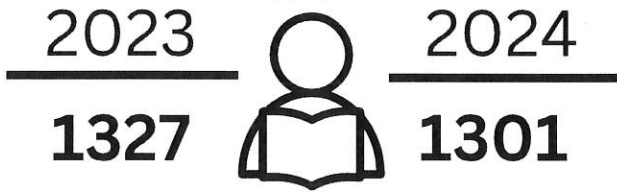
Wednesday, October 23, 2024 at 7pm.

Notes recorded by Alana Osumi

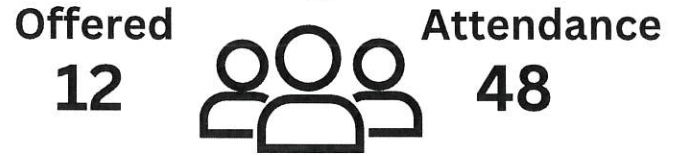
Minutes respectively submitted by Amanda Kruk, secretary



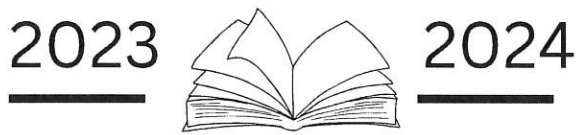
Visitors



Programs



Circulation



737 Adults **396**

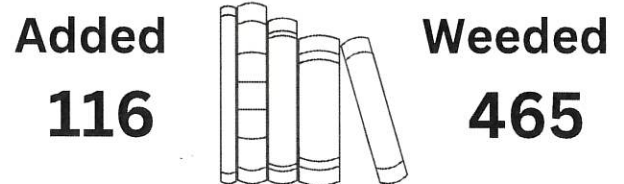
237 Children **205**

329 Libby **352**

n/a Hoopla **54**

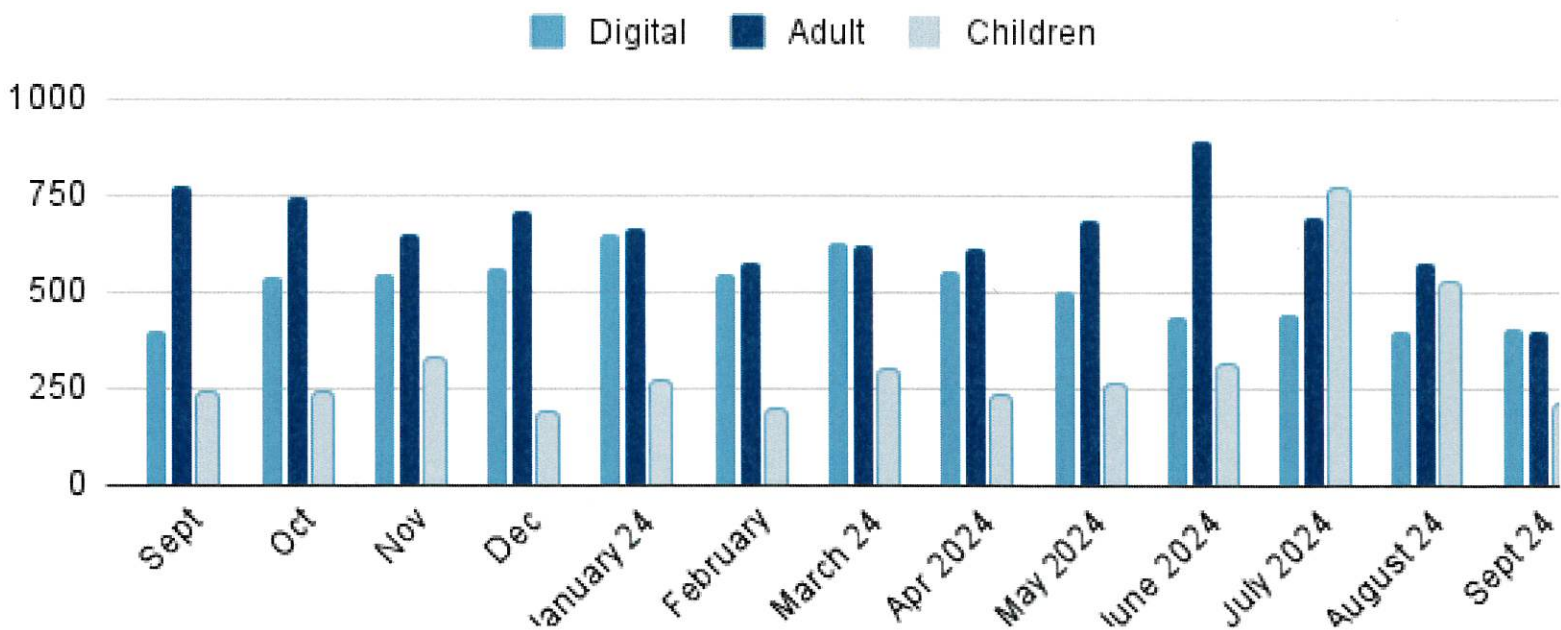
 = **New Card Holders 16**

Collection Development



Notary Services 3

2023-2024 Circulation



What's happening at the Leelanau Township Library

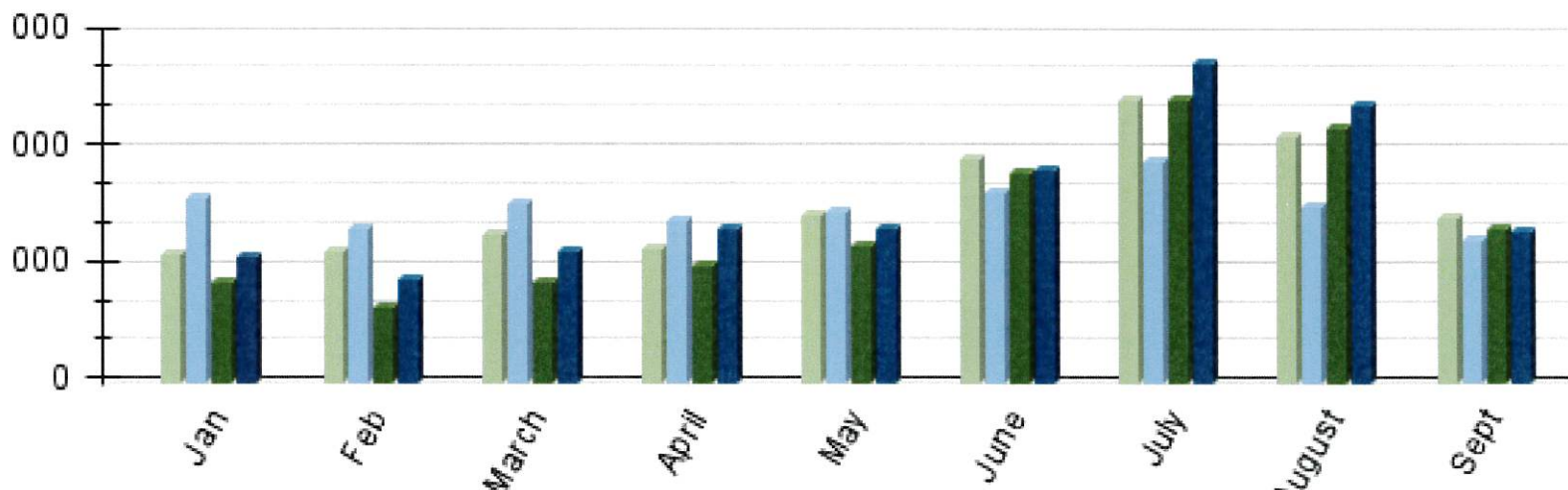
- Heartland Hospice joined us for programs on Sept 12 & 26
- Bob Downes brought his *Bad Treaties* Program to the library on Sept 18
- UIA visited on Sept 25 to answer questions
- FOLTL Annual Meeting was held on Sept 23
- Book Group was held on Sept 25 to discuss Bram Stoker's *Dracula*
- Thorough weeding of Non - Fic
- Adding values to all the pre 2019 materials
- New families joining us for Wigglers!

Upcoming

- Pre-Great Decisions Discussion Group
- *Hats not Hate* program during crafternoon
- Book Group Discussion of *The Music Shop* by Rachel Joyce on Oct 23

2023 vs 2024

■ Circs 23 ■ Circs 24 ■ In Person Visitors 23 ■ In Person Visitors 24



Leelanau Township Library Profit & Loss Budget Performance September 2024

	<u>Sep 24</u>	<u>Apr - Sep 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
402 · Property Tax Capture	0.00	24,624.51	243,000.64	267,625.15
566 · State Grants, Culture				
566.1 · State Library Aid	0.00	2,090.10	9.90	2,100.00
Total 566 · State Grants, Culture	0.00	2,090.10	9.90	2,100.00
581 · County Penal Fines	2,985.58	2,985.58	-685.58	2,300.00
602 · In House Revenues	1,110.25	2,293.25	-1,093.25	1,200.00
669 · Investment Interest	219.04	1,499.61	-749.61	750.00
674 · Private Donations				
674.3 · Donations-Unrestricted	500.00	2,554.21	945.79	3,500.00
674.1 · Restricted Donatlon	0.00	15,742.20		
Total 674 · Private Donations	500.00	18,296.41	945.79	3,500.00
687 · Rebates & Misc. Revenue	0.00	586.72		
Total Income	4,814.87	52,376.18	241,427.89	277,475.15
Expense				
701 · Payroll Expenses	8,036.79	53,310.45		
702 · Salaries and Wages	0.00	0.00	51,975.22	105,285.67
703 · Social Security - Employer	483.13	3,120.97	3,407.03	6,528.00
704 · Medicare - Employer	112.98	729.88	797.12	1,527.00
705 · MI Unemployment Tax	0.00	0.00	2,843.00	2,843.00
707 · Federal Unemployment	0.00	0.00	168.00	168.00
709 · Health Insurance	1,388.09	9,716.63	7,083.37	16,800.00
710 · 401K Pension	0.00	0.00	5,000.00	5,000.00
717 · INSURANCE				
717.2 · Workers Comp Insurance	0.00	0.00	450.00	450.00
717.1 · Property & Liability Insurance	0.00	0.00	4,400.00	4,400.00
Total 717 · INSURANCE	0.00	0.00	4,850.00	4,850.00
726 · SUPPLIES				
727 · OFFICE MATERIALS				
727.1 · Postage	4.63	466.72	183.28	650.00
727.2 · Printing	0.00	425.00	175.00	600.00
727.3 · Office Supplies	397.23	2,729.57	2,270.43	5,000.00
Total 727 · OFFICE MATERIALS	401.86	3,621.29	2,628.71	6,250.00
Total 726 · SUPPLIES	401.86	3,621.29	2,628.71	6,250.00
728 · Repairs & Maintenance	320.00	1,883.27	3,616.73	5,500.00
729 · Building Supplies	39.49	307.60	192.40	500.00
730 · Furnishings/Equipment	0.00	38.97	1,461.03	1,500.00
741 · Books	1,367.64	7,726.42	10,273.58	18,000.00
742 · Audio Books	0.00	0.00	500.00	500.00
743 · Periodicals	0.00	1,183.16	1,316.84	2,500.00
744 · Digital Materials	530.96	3,267.48	6,832.52	10,100.00
745 · Movies	184.28	370.43	629.57	1,000.00
746 · Library of Things	0.00	0.00	1,000.00	1,000.00
747 · Programs	265.85	3,848.70	151.30	4,000.00

Leelanau Township Library
Profit & Loss Budget Performance
 September 2024

	<u>Sep 24</u>	<u>Apr - Sep 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
750 · Information and Technology	336.87	2,373.29	4,876.71	7,250.00
760 · PR and Advertising	130.00	130.00	1,370.00	1,500.00
801 · Professional Fees				
801.1 · Bookkeeping Fees	312.00	1,752.50	2,747.50	4,500.00
801.2 · Legal Fees	0.00	0.00	1,000.00	1,000.00
801.3 · Accounting Fees	0.00	1,600.00	3,400.00	5,000.00
801.4 · Consultants	84.71	14,534.71	17,465.29	32,000.00
801.5 · Recording Secretary	0.00	0.00	600.00	600.00
Total 801 · Professional Fees	<u>396.71</u>	<u>17,887.21</u>	<u>25,212.79</u>	<u>43,100.00</u>
802 · Dues	529.49	1,551.05	448.95	2,000.00
810 · Education/TrainInTransp	0.00	300.00	1,700.00	2,000.00
850 · Communications	49.99	169.97	1,030.03	1,200.00
920 · Heating	0.00	0.00	2,000.00	2,000.00
921 · Electric	318.76	1,453.96	2,746.04	4,200.00
922 · Sewer Use Fee	0.00	0.00	800.00	800.00
955 · Misc Expense/Contingency				
955.2 · Miscellaneous	0.00	69.39	630.61	700.00
955.1 · Bank Service Charges	0.00	2.40		
Total 955 · Misc Expense/Contingency	<u>0.00</u>	<u>71.79</u>	<u>630.61</u>	<u>700.00</u>
Total Expense	<u>14,892.89</u>	<u>113,062.52</u>	<u>145,541.55</u>	<u>258,601.67</u>
Net Income	<u><u>-10,078.02</u></u>	<u><u>-60,686.34</u></u>	<u><u>95,886.34</u></u>	<u><u>18,873.48</u></u>

Leelanau Township Library
Balance Sheet
As of September 30, 2024
Sep 30, 24

ASSETS

Current Assets

Checking/Savings

000-001 · HB Checking 0284	8,298.77
000-002 · HB MM Savings 0297	260,811.71
000-005 · HB CD 7234	35,000.00
000-006 · HB CD 7247	20,000.00

Total Checking/Savings 324,110.48

Total Current Assets 324,110.48

TOTAL ASSETS 324,110.48

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

24000 · Payroll Liabilities	1,448.99
241 · MI State Withholding	1,376.66
242 · Federal Withholding	319.00
243 · Social Security - Co	483.13
244 · Medicare - Co	112.98
247 · Social Security - Employee	483.13
248 · Medicare - Employee	112.98

Total Other Current Liabilities 4,336.87

Total Current Liabilities 4,336.87

Total Liabilities 4,336.87

Equity

30000 · Opening Balance Equity	239,934.79
32000 · Retained Earnings	140,525.16
Net Income	-60,686.34

Total Equity 319,773.61

TOTAL LIABILITIES & EQUITY 324,110.48

Leelanau Township Library
Profit & Loss
September 2024

	<u>Sep 24</u>
Income	
581 · County Penal Fines	2,985.58
602 · In House Revenues	1,110.25
669 · Investment Interest	219.04
674 · Private Donations	
674.3 · Donations-Unrestricted	500.00
Total 674 · Private Donations	<u>500.00</u>
Total Income	4,814.87
Expense	
701 · Payroll Expenses	8,036.79
703 · Social Security - Employer	483.13
704 · Medicare - Employer	112.98
709 · Health Insurance	1,388.09
726 · SUPPLIES	
727 · OFFICE MATERIALS	
727.1 · Postage	4.63
727.3 · Office Supplies	397.23
Total 727 · OFFICE MATERIALS	<u>401.86</u>
Total 726 · SUPPLIES	401.86
728 · Repairs & Maintenance	320.00
729 · Building Supplies	39.49
741 · Books	1,367.64
744 · Digital Materials	530.96
745 · Movies	184.28
747 · Programs	265.85
750 · Information and Technology	336.87
760 · PR and Advertising	130.00
801 · Professional Fees	
801.1 · Bookkeeping Fees	312.00
801.4 · Consultants	84.71
Total 801 · Professional Fees	<u>396.71</u>
802 · Dues	529.49
850 · Communications	49.99
921 · Electric	318.76
Total Expense	<u>14,892.89</u>
Net Income	<u><u>-10,078.02</u></u>

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10/19/24
Accrual Basis

Leelanau Township Library
General Ledger
As of September 30, 2024

	Type	Date	Num	Name	Memo	Split	Amount	Balance
000-001 - HB Checking 0284								4,989.70
	Check	09/02/2024	auto	Google	Google Workspace	750 - Information and Technology	-28.80	4,959.90
	Check	09/03/2024	online	Cricut	141922098; 1 year access	747 - Programs	-95.98	4,864.02
	Check	09/09/2024	auto	Adobe Inc	2447760686; Acrobat Pro	750 - Information and Technology	-28.99	4,834.03
	Check	09/11/2024	1246	Integrity Business Solutions	2806749-0; paper; release July payment #1228 not	-SPLIT-	-127.96	4,706.07
	Check	09/11/2024	1247	Baker & Taylor	L6453942; August 2024	-SPLIT-	-1,264.51	3,441.56
	Check	09/11/2024	1248	Amazon Capital Services	IDWX-K3HM-KTJR; August 2024	-SPLIT-	-644.14	2,797.42
	Check	09/11/2024	1249	Bookkeeping Services Inc	7923; August 2024	801.1 - Bookkeeping Fees	-312.00	2,485.42
	Check	09/11/2024	1250	Overdrive Inc	019810024268918; August 2024 EBooks and Audi	744 - Digital Materials	-530.88	1,954.46
	Check	09/11/2024	1251	Ed Kolarik	August 2024	728 - Repairs & Maintenance	-320.00	1,634.46
	Check	09/11/2024	1252	T-Mobile	974287604; August 2024	750 - Information and Technology	-148.09	1,486.37
	Check	09/11/2024	1253	Mid-Michigan Library League	13563; State Aid 2nd payment	802 - Dues	-529.49	956.88
	Check	09/11/2024	1264	Consumers Energy	1030 4900 3878; July/August 2024	921 - Electric	-318.76	638.12
	Check	09/11/2024	1265	Leland Township Library	149; 2024 Fall Visitors Guide Ad - Shared Advertis	760 - PR and Advertising	-130.00	508.12
	Check	09/11/2024	1266	Robert Downes	Program; 9/18/24 Broken Treaties and Broken Prom	747 - Programs	-150.00	358.12
	Transfer	09/11/2024			Funds Transfer	000-002 - HB MM Savings 0297	16,100.00	16,468.12
	Liability Check	09/12/2024		QuickBooks Payroll Service	Created by Payroll Service on 09/11/2024	2111 - *Direct Deposit Liabilities	-3,233.14	12,224.98
	Paycheck	09/13/2024	direct dep	Erin A Connelly	Direct Deposit	-SPLIT-	0.00	12,224.98
	Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	12,224.98
	Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	12,224.98
	Paycheck	09/13/2024	direct dep	Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	12,224.98
	Liability Check	09/13/2024	EFTPS	United States Treasury	92-2059616 - 941 August 2024	-SPLIT-	-2,243.35	9,981.62
	Check	09/16/2024	online	Blue Care Network of Michigan	00625279; October 2024	709 - Health Insurance	-1,388.08	8,593.53
	Check	09/20/2024	DC	Postmaster	postage to Mission, KS	727.1 - Postage	-4.63	8,588.90
	Check	09/20/2024	DC	TC Tentad Events	Tables for Consultant Meeting	801.4 - Consultants	-84.71	8,504.19
	Transfer	09/24/2024			Funds Transfer	000-002 - HB MM Savings 0297	3,253.65	11,757.84
	Liability Check	09/26/2024		QuickBooks Payroll Service	Created by Payroll Service on 09/24/2024	2111 - *Direct Deposit Liabilities	-3,253.65	8,504.19
	Paycheck	09/27/2024		Erin A Connelly	Direct Deposit	-SPLIT-	0.00	8,504.19
	Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	-SPLIT-	0.00	8,504.19
	Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	8,504.19
	Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	8,504.19
	Check	09/28/2024	auto	Intuit	monthly payroll service	701 - Payroll Expenses	-26.44	8,478.75
	Check	09/30/2024	online	Charter Communications	005323301; October 2024	-SPLIT-	-179.88	8,298.77
Total 000-001 - HB Checking 0284							3,310.07	8,298.77
000-002 - HB MM Savings 0297								274,322.49
	Deposit	09/04/2024			Deposit	-SPLIT-	410.25	274,732.74
	Transfer	09/11/2024			Funds Transfer	000-001 - HB Checking 0284	-15,100.00	259,632.74
	Deposit	09/12/2024			Deposit	-SPLIT-	3,113.68	262,746.32
	Deposit	09/23/2024			Deposit	-SPLIT-	1,100.00	263,846.32
	Transfer	09/24/2024			Funds Transfer	000-001 - HB Checking 0284	-3,253.65	260,592.67
	Deposit	09/30/2024			Interest	669 - Investment Interest	219.04	260,811.71
							-13,510.78	260,811.71
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
000-005 - HB CD 7234								36,000.00
Total 000-005 - HB CD 7234								36,000.00
000-006 - HB CD 7247								20,000.00
Total 000-006 - HB CD 7247								20,000.00
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

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10/18/24
Accrual Basis

Leelanau Township Library
General Ledger
As of September 30, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Liability Check	09/12/2024		QuickBooks Payroll Service	Created by Payroll Service on 09/11/2024	000-001 · HB Checking 0284	3,233.14	3,233.14
Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-863.64	2,379.60
Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-1,531.78	847.84
Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-333.46	514.38
Paycheck	09/13/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-514.38	0.00
Liability Check	09/26/2024		QuickBooks Payroll Service	Created by Payroll Service on 09/24/2024	000-001 · HB Checking 0284	3,253.65	3,253.65
Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-863.64	2,400.11
Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-1,631.77	868.34
Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-477.58	390.76
Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-390.76	0.00
Total 2111 · Direct Deposit Liabilities						0.00	0.00
2110 · Direct Deposit Liabilities							0.00
Total 2110 · Direct Deposit Liabilities							0.00
24000 · Payroll Liabilities							-1,053.36
Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-29.40	-1,082.76
Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-29.40	-1,112.16
Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-1,112.16
Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-1,112.16
Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-58.87	-1,171.03
Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-58.87	-1,229.90
Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	0.00	-1,229.90
Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	0.00	-1,229.90
Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-1,229.90
Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-8.04	-1,239.84
Paycheck	09/13/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-1,239.84
Paycheck	09/13/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-16.51	-1,255.35
Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-29.40	-1,284.75
Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-29.40	-1,314.15
Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-1,314.15
Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-1,314.15
Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-58.87	-1,373.02
Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-58.87	-1,431.89
Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	0.00	-1,431.89
Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	0.00	-1,431.89
Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-1,431.89
Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-14.36	-1,446.25
Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-1,446.25
Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-2.42	-1,448.67
Liability Adjust	09/30/2024			3rd qtr 2024 adjust to rounding	701 · Payroll Expenses	-0.32	-1,448.99
Total 24000 · Payroll Liabilities						-395.63	-1,448.99
241 · MI State Withholding							-1,162.84
Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-22.09	-1,184.93
Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-62.59	-1,247.52
Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-6.49	-1,254.01
Paycheck	09/13/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-15.27	-1,269.28
Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-22.09	-1,291.37
Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-62.59	-1,353.96
Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-13.44	-1,367.40
Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-9.26	-1,376.66
Total 241 · MI State Withholding						-213.82	-1,376.66
242 · Federal Withholding							-477.00
Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-477.00
Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-169.00	-636.00
Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-636.00
Paycheck	09/13/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-1.00	-637.00
Liability Check	09/13/2024	EFTPS	United States Treasury	62-2059516 - 941 August 2024	000-001 · HB Checking 0284	477.00	-160.00
Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-160.00
Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-169.00	-319.00
Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-319.00

Leelanau Township Library
General Ledger
As of September 30, 2024

	Type	Date	Num	Name	Memo	Split	Amount	Balance
	Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-819.00
Total 242 · Federal Withholding							158.00	-319.00
243 · Social Security - Co								-715.79
	Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-80.76	-776.54
	Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-121.67	-898.21
	Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-22.82	-921.03
	Paycheck	09/13/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-35.62	-956.65
	Liability Check	09/13/2024	EFTPS	United States Treasury	92-2059516 - 941 August 2024	000-001 · HB Checking 0284	715.79	-240.87
	Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-80.76	-301.63
	Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-121.67	-423.30
	Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-32.97	-456.27
	Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-26.86	-483.13
Total 243 · Social Security - Co							232.65	-483.13
244 · Medicare - Co								-167.40
	Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-14.21	-181.61
	Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-28.46	-210.07
	Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.33	-215.40
	Paycheck	09/13/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-8.33	-223.73
	Liability Check	09/13/2024	EFTPS	United States Treasury	92-2059516 - 941 August 2024	000-001 · HB Checking 0284	167.40	-56.33
	Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-14.21	-70.54
	Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-28.46	-98.99
	Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-7.71	-106.70
	Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-6.28	-112.98
Total 244 · Medicare - Co							64.42	-112.98
245 · MI Unemployment								0.00
Total 245 · MI Unemployment								0.00
247 · Social Security - Employee								-715.79
	Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-80.76	-776.54
	Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-121.67	-898.21
	Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-22.82	-921.03
	Paycheck	09/13/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-35.62	-956.65
	Liability Check	09/13/2024	EFTPS	United States Treasury	92-2059516 - 941 August 2024	000-001 · HB Checking 0284	715.79	-240.87
	Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-80.76	-301.63
	Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-121.67	-423.30
	Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-32.97	-456.27
	Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-26.88	-483.13
Total 247 · Social Security - Employee							232.66	-483.13
248 · Medicare - Employee								-167.40
	Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-14.21	-181.61
	Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-28.46	-210.07
	Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.33	-215.40
	Paycheck	09/13/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-8.33	-223.73
	Liability Check	09/13/2024	EFTPS	United States Treasury	92-2059516 - 941 August 2024	000-001 · HB Checking 0284	167.40	-56.33
	Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-14.21	-70.54
	Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-28.46	-98.99
	Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-7.71	-106.70
	Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-6.28	-112.98
Total 248 · Medicare - Employee							64.42	-112.98
249 · Federal Unemployment - Co								0.00
Total 249 · Federal Unemployment - Co								0.00
30000 · Opening Balance Equity								-239,934.79
Total 30000 · Opening Balance Equity								-239,934.79
32000 · Retained Earnings								-140,526.16
Total 32000 · Retained Earnings								-140,526.16
400 · INCOME								0.00
Total 400 · INCOME								0.00
402 · Property Tax Capture								-24,624.51
Total 402 · Property Tax Capture								-24,624.51
586 · State Grants, Culture								-2,090.10

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Leelanau Township Library
General Ledger
As of September 30, 2024

	Type	Date	Num	Name	Memo	Split	Amount	Balance
666.2 - Other Grants								0.00
Total 666.2 - Other Grants								0.00
666.1 - State Library Aid								-2,090.10
Total 666.1 - State Library Aid								-2,090.10
666 - State Grants, Culture - Other								0.00
Total 666 - State Grants, Culture - Other								0.00
Total 666 - State Grants, Culture								-2,090.10
581 - County Penal Fines								0.00
	Deposit	09/12/2024	12667	County of Leelanau	Penal Fines 7/1/23-6/30/24	000-002 - HB MM Savings 0297	-2,985.58	-2,985.58
Total 581 - County Penal Fines								-2,985.58
602 - In House Revenues								-1,163.00
	Deposit	09/04/2024		Cash	VLF	000-002 - HB MM Savings 0297	-104.60	-1,267.60
	Deposit	09/04/2024	3693	Harlow	Copies	000-002 - HB MM Savings 0297	-37.60	-1,305.20
	Deposit	09/04/2024	3694	Harlow	Copies	000-002 - HB MM Savings 0297	-24.80	-1,349.60
	Deposit	09/04/2024	3697	Harlow	Copies	000-002 - HB MM Savings 0297	-73.75	-1,423.25
	Deposit	09/04/2024	3698	Harlow	Copies	000-002 - HB MM Savings 0297	-170.00	-1,593.25
	Deposit	09/12/2024		Cash	VLF	000-002 - HB MM Savings 0297	-100.00	-1,693.25
	Deposit	09/23/2024		Cash	Deposit	000-002 - HB MM Savings 0297	-175.00	-1,868.25
	Deposit	09/23/2024	3700	Harlow	Deposit	000-002 - HB MM Savings 0297	-297.50	-2,165.75
	Deposit	09/23/2024	3703	Harlow	Deposit	000-002 - HB MM Savings 0297	-127.50	-2,293.25
Total 602 - In House Revenues							-1,110.25	-2,293.25
669 - Investment Interest								-1,280.57
	Deposit	09/30/2024			Interest	000-002 - HB MM Savings 0297	-219.04	-1,499.61
Total 669 - Investment Interest							-219.04	-1,499.61
674 - Private Donations								-17,796.41
674.5 - Leelanau Twp. Comm. Foundation								0.00
Total 674.5 - Leelanau Twp. Comm. Foundation								0.00
674.4 - Contributions from Friends								0.00
Total 674.4 - Contributions from Friends								0.00
674.3 - Donations-Unrestricted								-2,654.21
	Deposit	09/23/2024	16603430	Foley	Unrestricted Donation	000-002 - HB MM Savings 0297	-500.00	-2,654.21
Total 674.3 - Donations-Unrestricted							-500.00	-2,654.21
674.2 - Temporary Restricted Donation								0.00
Total 674.2 - Temporary Restricted Donation								0.00
674.1 - Restricted Donation								-15,742.20
Total 674.1 - Restricted Donation								-15,742.20
674 - Private Donations - Other								0.00
Total 674 - Private Donations - Other								0.00
Total 674 - Private Donations							-500.00	-18,296.41
687 - Rebates & Misc. Revenue								-586.72
Total 687 - Rebates & Misc. Revenue								-586.72
700 - EXPENDITURE/EXPENSE								0.00
Total 700 - EXPENDITURE/EXPENSE								0.00
701 - Payroll Expenses								45,273.66
	Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	880.00	46,153.66
	Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	100.00	46,253.66
	Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	29.40	46,283.06
	Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	46,283.06
	Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	1,620.82	47,903.88
	Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	196.24	48,000.12
	Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	246.29	48,246.41
	Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	58.87	48,304.28
	Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	48,304.28
	Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	368.10	48,672.38
	Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	9.94	48,682.32
	Paycheck	09/13/2024	direct dep	Mary Ann Lasselline	Direct Deposit	000-001 - HB Checking 0284	433.16	49,115.48
	Paycheck	09/13/2024	direct dep	Mary Ann Lasselline	Direct Deposit	000-001 - HB Checking 0284	70.72	49,186.20
	Paycheck	09/13/2024	direct dep	Mary Ann Lasselline	Direct Deposit	000-001 - HB Checking 0284	70.72	49,256.92
	Paycheck	09/13/2024	direct dep	Mary Ann Lasselline	Direct Deposit	000-001 - HB Checking 0284	15.51	49,272.43

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Leelanau Township Library
General-Ledger
As of September 30, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	980.00	60,252.43
Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	28.40	60,281.83
Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	60,281.83
Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	1,982.36	62,244.18
Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	68.87	62,303.05
Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	0.00	62,303.05
Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	531.70	62,834.75
Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	14.38	62,849.11
Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	433.16	63,282.27
Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	2.42	63,284.69
Check	09/28/2024	auto	Inlult	monthly payroll service	000-001 · HB Checking 0284	25.44	63,310.13
Liability Adjust	09/30/2024			3rd qtr 2024 adjust to rounding	24000 · Payroll Liabilities	0.32	63,310.45
Total 701 - Payroll Expenses						6,036.78	63,310.45
702 - Salaries and Wages							0.00
Total 702 - Salaries and Wages							0.00
703 - Social Security - Employer							2,637.84
Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	60.76	2,698.60
Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	121.67	2,820.27
Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	22.82	2,843.09
Paycheck	09/13/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	35.62	2,878.71
Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	60.76	2,939.47
Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	121.67	3,061.14
Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	32.97	3,094.11
Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	26.86	3,120.97
Total 703 - Social Security - Employer						483.13	3,120.97
704 - Medicare - Employer							616.90
Paycheck	09/13/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	14.21	631.11
Paycheck	09/13/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	28.48	659.57
Paycheck	09/13/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	5.33	664.90
Paycheck	09/13/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	8.33	673.23
Paycheck	09/27/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	14.21	687.44
Paycheck	09/27/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	28.45	715.89
Paycheck	09/27/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	7.71	723.60
Paycheck	09/27/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	6.28	729.88
Total 704 - Medicare - Employer						112.88	729.88
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							8,328.54
Check	09/16/2024	online	Blue Care Network of Michigan	00626279 October 2024	000-001 · HB Checking 0284	1,388.09	9,716.63
Total 709 - Health Insurance						1,388.09	9,716.63
710 - 401K Pension							0.00
Total 710 - 401K Pension							0.00
717 - INSURANCE							0.00
717.3 - Notary Bond							0.00
Total 717.3 - Notary Bond							0.00
717.2 - Workers Comp Insurance							0.00
Total 717.2 - Workers Comp Insurance							0.00
717.1 - Property & Liability Insurance							0.00
Total 717.1 - Property & Liability Insurance							0.00
717 - INSURANCE - Other							0.00
Total 717 - INSURANCE - Other							0.00
Total 717 - INSURANCE							0.00
726 - SUPPLIES							3,219.43
727 - OFFICE MATERIALS							3,219.43
727.1 - Postage							462.09

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Leelanau Township Library
General Ledger
As of September 30, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	09/20/2024	DC	Postmaster	postage to Mission, KS	000-001 - HB Checking 0284	4.63	466.72
Total 727.1 - Postage						4.63	466.72
727.2 - Printing							425.00
Total 727.2 - Printing							425.00
727.3 - Office Supplies							2,332.34
Check	09/11/2024	1246	Integrity Business Solutions	2606749-0; paper	000-001 - HB Checking 0284	63.98	2,369.32
Check	09/11/2024	1246	Integrity Business Solutions	2691009-0; paper; reissue July payment #1228 not	000-001 - HB Checking 0284	63.98	2,460.30
Check	09/11/2024	1248	Amazon Capital Services	Office Supplies	000-001 - HB Checking 0284	269.27	2,729.57
Total 727.3 - Office Supplies						397.23	2,729.57
727 - OFFICE MATERIALS - Other							0.00
Total 727 - OFFICE MATERIALS - Other							0.00
Total 727 - OFFICE MATERIALS						401.86	3,621.29
726 - SUPPLIES - Other							0.00
Total 726 - SUPPLIES - Other							0.00
Total 726 - SUPPLIES						401.86	3,621.29
728 - Repairs & Maintenance							1,563.27
Check	09/11/2024	1251	Ed Kolarik	August 2024	000-001 - HB Checking 0284	320.00	1,863.27
Total 728 - Repairs & Maintenance						320.00	1,863.27
729 - Building Supplies							268.11
Check	09/11/2024	1248	Amazon Capital Services	Building Supplies	000-001 - HB Checking 0284	39.49	307.60
Total 729 - Building Supplies						39.49	307.60
730 - Furnishings/Equipment							36.97
Total 730 - Furnishings/Equipment							36.97
741 - Books							6,358.78
Check	09/11/2024	1247	Baker & Taylor	2038435412	000-001 - HB Checking 0284	61.38	6,420.16
Check	09/11/2024	1247	Baker & Taylor	2038465536	000-001 - HB Checking 0284	211.18	6,631.34
Check	09/11/2024	1247	Baker & Taylor	2038478031	000-001 - HB Checking 0284	384.33	6,995.67
Check	09/11/2024	1247	Baker & Taylor	2038486031	000-001 - HB Checking 0284	86.88	7,082.55
Check	09/11/2024	1247	Baker & Taylor	2035498243	000-001 - HB Checking 0284	298.22	7,360.77
Check	09/11/2024	1247	Baker & Taylor	2038510757	000-001 - HB Checking 0284	272.52	7,623.29
Check	09/11/2024	1248	Amazon Capital Services	Books	000-001 - HB Checking 0284	131.13	7,754.42
Deposit	09/12/2024	21490	TADL	Missing Book replacement	000-002 - HB MM Savings 0287	-28.00	7,726.42
Total 741 - Books						1,367.64	7,726.42
742 - Audio Books							0.00
Total 742 - Audio Books							0.00
743 - Periodicals							1,183.16
Total 743 - Periodicals							1,183.16
744 - Digital Materials							2,736.52
Check	09/11/2024	1250	Overdrive Inc	01981CO24268918; August 2024 EBooks and Audk	000-001 - HB Checking 0284	630.96	3,267.48
Total 744 - Digital Materials						630.96	3,267.48
745 - Movies							166.15
Check	09/11/2024	1248	Amazon Capital Services	Movies/DVD	000-001 - HB Checking 0284	164.28	370.43
Total 745 - Movies						164.28	370.43
746 - Library of Things							0.00
Total 746 - Library of Things							0.00
747 - Programs							3,692.95
Check	09/03/2024	online	Cricut	Program supplies	000-001 - HB Checking 0284	95.88	3,678.73
Check	09/11/2024	1248	Amazon Capital Services	Program Supplies	000-001 - HB Checking 0284	19.97	3,698.70
Check	09/11/2024	1256	Robert Downss	Program: 9/18/24 Broken Treatise and Broken Prom	000-001 - HB Checking 0284	150.00	3,848.70
Total 747 - Programs						265.85	3,848.70
750 - Information and Technology							2,036.42
Check	09/02/2024	auto	Google	Google Workspace	000-001 - HB Checking 0284	28.90	2,065.22
Check	09/08/2024	auto	Adobe Inc	2447760596; Acrobat Pro	000-001 - HB Checking 0284	28.90	2,095.21
Check	09/11/2024	1252	T-Mobile	974287604; August 2024	000-001 - HB Checking 0284	148.00	2,243.30
Check	09/30/2024	online	Charter Communications	005323301; October 2024 Internet	000-001 - HB Checking 0284	129.99	2,373.29
Total 750 - Information and Technology						336.87	2,373.29
760 - PR and Advertising							0.00
Check	09/11/2024	1255	Leelanau Township Library	149; 2024 Fall Visitors Guide Ad - Shared Advertis	000-001 - HB Checking 0284	130.00	130.00
Total 760 - PR and Advertising						130.00	130.00

2:47 PM
10/18/24
Accrual Basis

Leelanau Township Library
General Ledger
As of September 30, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
							17,490.50
801 - Professional Fees							1,440.50
801.1 - Bookkeeping Fees							
Check	09/11/2024	1249	Bookkeeping Services Inc	7923; August 2024	000-001 - HB Checking 0284	312.00	1,752.50
							312.00
Total 801.1 - Bookkeeping Fees							0.00
801.2 - Legal Fees							0.00
Total 801.2 - Legal Fees							1,600.00
801.3 - Accounting Fees							1,800.00
Total 801.3 - Accounting Fees							14,480.00
801.4 - Consultants							
Check	09/20/2024	DC	TC Tented Events	Tables for Consultant Meeting	000-001 - HB Checking 0284	84.71	14,564.71
							84.71
Total 801.4 - Consultants							0.00
801.5 - Recording Secretary							0.00
Total 801.5 - Recording Secretary							0.00
801 - Professional Fees - Other							0.00
Total 801 - Professional Fees - Other							0.00
Total 801 - Professional Fees							398.71
802 - Dues							1,021.56
Check	09/11/2024	1253	Mid-Michigan Library League	13563; State Aid 2nd payment	000-001 - HB Checking 0284	529.49	1,551.05
							529.49
Total 802 - Dues							300.00
810 - Education/Train/Transp							300.00
Total 810 - Education/Train/Transp							119.98
850 - Communications							
Check	09/30/2024	online	Charter Communications	005323301; October 2024 Telephone	000-001 - HB Checking 0284	49.99	169.97
							49.99
Total 850 - Communications							0.00
920 - Heating							0.00
Total 920 - Heating							1,136.23
921 - Electric							
Check	09/11/2024	1254	Consumers Energy	1030 4900 3678; July/August 2024	000-001 - HB Checking 0284	318.76	1,453.98
							318.76
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							71.79
955.2 - Miscellaneous							69.39
Total 955.2 - Miscellaneous							2.40
955.1 - Bank Service Charges							2.40
Total 955.1 - Bank Service Charges							0.00
955 - Misc Expense/Contingency - Other							0.00
Total 955 - Misc Expense/Contingency - Other							0.00
Total 955 - Misc Expense/Contingency							71.79
No acct							0.00
Total no acct							0.00
TOTAL							0.00

Lansing313 S. Washington Square
Lansing MI 48933**Detroit**333 W. Fort Street – Suite 1400
Detroit MI 48226Walter S. Foster
1878-1961
Richard B. Foster
1908-1996
Theodore W. Swift
1928-2000
John L. Collins
1926-2001Thomas R. Meagher
Douglas A. Mielock
Scott A. Chernich
Paul J. Millenbach
Dirk H. Beckwith
Brian J. Renaud
Lynwood P. VandenBosch
Lawrence KorolewiczWebb A. Smith - *Retired*Charles A. Janssen
Charles E. Barbieri
Scott L. Mandel
Michael D. Sanders
Brent A. Titus
Brian G. Goodenough
Matt G. Hrebec
Deanna SwisherJames B. Doezema
Anne M. Seurnyck
Michael D. Homier
Scott H. Hogan
Benjamin J. Price
Michael R. Blum
Jonathan J. David
Andrew C. Vredenburg
Julie I. Fershtman
Todd W. Hoppe
Jennifer B. Van Regenmorter**Southfield**28411 Northwestern Highway – Suite 500
Southfield MI 48034**Holland**151 Central Avenue – Suite 260
Holland MI 49423Thomas R. TerMaat
Frederick D. Dilley
David R. Russell
Joel C. Farrar
Laura J. Genovich
Karl W. Butterer, Jr.
Mindi M. Johnson
Ray H. Littleton, II
Jack L. Van Coevering
Anna K. Gibson
Nicholas M. Oertel
Alicia W. Birach
Adam A. Fadly
Michael J. Liddane
Ryan E. Lamb
Clifford L. Hammond
Matthew S. Fedor
Andrea Badalucco
Stefania GismondiLeslie A. Abdo
Julie L. Hamlet
Michael C. Zahrt
Mark T. Koerner
Warren H. Krueger, III
Taylor A. Gast
Rachel G. Olney
Thomas K. Dillon
Robert A. Hamor
Jacquelyn A. Dupler
Dora A. Brantley
James F. Anderton, V
Sara L. Cunningham
Michael A. Cassar
Alexander S. Rusek
Steven J. Tjapkes
Erica E.L. Huddas
Jennifer L. Montasir
Bryan Cermak**Grand Rapids**1700 E. Beltline NE – Suite 200
Grand Rapids MI 49525Mikhail Murshak
Kevin J. Roragen
Courtney G. Agrusa
Rachael Kuilema Klein
Michael R. Kluck
Gabrielle C. Lawrence
Kelly Reed Lucas
Paula K. Manis
James R. Neal
Michael G. Oliva
Michael H. Rhodes
Jeffrey S. Theuer
Amanda J. Dernovshek
Brandon M. H. Schumacher
Alaina M. Nelson
Anthony M. Dalimonte
Benjamin C. Dilley
Nicholas J. Stock, II
Keith T. BrownMallory E. Reader
Benjamin M. Williams
Reed K. Powers
Dina D. Kashat
Danielle N. Romano
Lindsey M. Mead
Destiny R. Sykes
Nathan J. Wood
Samantha L. Diamond
McKenna S. Rivers
Melanie A. Assad
Matthew C. Murray**Writer's Direct Phone:** 616.726.2240**Fax:** 517.367.7196**Reply To:** Grand Rapids**Email:** ASeurnyck@fosterswift.com

September 23, 2024

Julie Preneta, Director
Leelanau Township Public Library
P.O. Box 235
119 E. Nagonaba Street
Northport, MI 49670

Re: 2024 - Engagement Agreement

Dear Ms. Preneta:

We are pleased that Leelanau Township Public Library (the "Library") has decided to engage Foster Swift (the "Firm") to assist the Library with any matter assigned to us by the Library. It is customary in the legal profession to initiate a relationship between an attorney and client through an Engagement Letter ("Engagement Letter"). This Engagement Letter will serve as an agreement about the nature and scope of our relationship with the Library.

Our representation of the Library will commence, and we will serve as the Library's attorney, when we are in receipt of a signed copy of this Engagement Letter approved by the Library. This signed Engagement Letter acknowledges the Library's understanding of the details of our representation and confirms the scope of the work.

Our services to the Library will be billed on the basis of hourly rates for the time incurred. Hourly rates differ between attorneys and subject matter, but are generally in the range of \$200 per hour to \$450 per hour. My standard hourly rate is \$450 per hour. However, we are sensitive to governmental budgets and offer our municipal clients a substantial reduction for public work.

The hourly rate for our Library services provided to the Library will be capped at \$245 per hour beginning January 1, 2024, meaning that regardless of the attorney working on a particular matter, the Library will

Julie Preneta, Director
September 23, 2024
Page 2

never be billed more than \$245 per hour. However, employee benefits services will be capped at \$275 per hour. If the Library should need other specialty services, we can discuss the rates for that work at that time.

The hourly rate for legal services we provide to the Library will remain in effect until December 31, 2024, after which the Firm may adjust its rate annually, but not by more than 5% unless otherwise agreed to by the Library and the Firm. The Library will also be billed for photocopies and other out-of-pocket expenses by the Firm on the Library's behalf. The costs and attorney fees will be billed monthly. **Our invoices will be sent by e-mail, unless you direct us to send them in some other fashion.** If an invoice is not timely paid, a late charge may be added to any portion not paid within thirty (30) days. The late charge will be computed at the rate of .58% per month (7% annual) starting thirty (30) days after the date of the invoice.

Based on the information you have provided, the Firm believes that its representation of the Library complies with the Michigan Rules of Professional Conduct. However, if we determine that a conflict of interest arises during this engagement, the Firm may take appropriate steps to remedy the conflict, including withdrawal.

Our responsibility in representing the Library is, of course, to do so in a manner that is consistent with the customary professional practices and requirements for handling the Library's legal matters. In turn, we will need the Library's full and timely cooperation. This will likely include providing us with various materials relating to the matters for which the Library is utilizing our services. Further, the Library agrees that our work may be authorized and directed by any individual, officer or agent of the Library, unless the Library advises us to the contrary in writing.

The Firm will pursue the Library's legal matters conscientiously and without delay, but with regard for the Firm's workload and the nature of the legal system. The Firm will keep the Library reasonably informed about the status of this matter and welcomes requests for information.

We intend to establish a mutually rewarding and enduring relationship with the Library as its legal counsel. Nevertheless, the Library is free to terminate our services at any time by written notice to us to that effect.

We may also terminate our services to the Library, by written notice to the Library to that effect, if the Library unreasonably fails to cooperate with us, if our monthly statements are not paid in a timely manner, or if we determine that our continued representation of the Library would violate the rules of professional responsibility applicable to lawyers or would otherwise be impractical.

If the Library terminates our representation, the Firm will return to the Library any original materials in the Firm's files that belong to the Library. The Firm will dispose of its files (including the Firm's work product) related to Library matters as it sees fit.

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

Julie Preneta, Director

September 23, 2024

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This engagement letter is intended to govern all of the legal services that we may render to the Library unless and until the Firm and the Library mutually agree in writing to a different arrangement with respect to providing our legal services to the Library.

Should you have any questions, please do not hesitate to call us. If the Library agrees with the above, please execute this engagement letter at the bottom on behalf of the Library. We look forward to serving Leelanau Township Public Library.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seurnyck

AMS/als

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

Julie Preneta, Director

September 10, 2024

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AGREED:

Leelanau Township Public Library

By: _____

Its: _____

Dated: _____

Email Address for Invoices:

88437:00001:7487966-1

Julie Preneta, Director
September 10, 2024
Page 5

Additional Terms of Engagement

Scope of Engagement:

Our engagement is on behalf of the parties expressly named in our agreement. As way of example, our representation of an entity does not include a representation of the interests of the individuals that are directors, shareholders, or officers of that entity.

Cooperation:

You agree to disclose fully, accurately, and truthfully to us all facts that may be relevant to the matter or that we may otherwise request to keep us apprised of developments relating to the matter. You agree to cooperate fully with us in all matters related to the preparation and presentation of your claims. We will be relying on the completeness and accuracy of the information you provide when we perform our services.

No Promise or Guarantee of Results:

You agree that we have made no promises or guarantees regarding the outcome of your case. Either at the beginning or during the course of our representation, we may express our opinions or beliefs concerning the matter or various courses of action and the results that might be anticipated. Any such statement made by any attorney, employee, or agent of our firm is intended to be an expression of opinion only, based on information available to us at the time, and must not be construed by you as a promise or guarantee of any particular result. In addition, the advice and communications we render on your behalf are not intended to be disseminated to or relied on by any other parties without our prior written consent.

Consultations with Internal and Outside Counsel to the Firm:

We represent a large number of clients on a wide variety of complex matters. In the course of our representation, we may consult with the firm's internal counsel with expertise in legal ethics issues and in the past have considered such consultations to be attorney-client privileged. Recent court rulings have indicated that in some circumstances such consultations may not be deemed privileged. Our firm believes that expert advice and analysis regarding legal ethics issues would positively benefit our clients.

You agree that if we determine during the course of the representation that it is either necessary or appropriate to consult with our firm's internal counsel or outside counsel to the firm, we have your consent to do so and that our representation of you shall not, thereby, waive any attorney-client privilege.

Julie Preneta, Director
September 10, 2024
Page 6

E-mail Policy:

Our firm's attorneys, employees, and agents may utilize e-mail for communications in this matter unless you notify us, in writing, not to use this means of communication. Unless you request in writing that we encrypt out-going e-mail and we have agreed in writing to reasonable and mutually acceptable protocols, documents sent to you by e-mail will not be encrypted.

Our firm expends reasonable efforts to exclude any virus or other defect that might affect any computer or IT system from our e-mails and electronic documents. We do not accept liability for any loss or damage resulting from the use of commercial software, or the receipt or use of electronic communications from us containing a virus or defect that was not created by us.

Circular 230 Notices:

Congress has passed legislation imposing reporting requirements and penalties, which the IRS has implemented by amending Circular 230 and setting forth various rules about written tax advice. As a result, you may notice that we will often have a Circular 230 statement on written communications about reliance on what you receive.

Attorney's Lien:

All payments by way of recovery, award, judgment, or settlement to you from third parties shall be made jointly payable to you and us. If you obtain a monetary judgment or award, we shall have a lien on the proceeds to the extent of any of our unpaid fees, disbursements, or other charges.

Relationship Term:

When we have completed the specific professional legal services agreed to in this engagement, our attorney-client relationship shall end, regardless of the date you are billed or pay for our services.

Any agreement to provide non-professional services (facilities use, file storage, copies of old client files) does not revive the attorney-client relationship. The newsletters, e-mails, or other publications that we may occasionally send to you containing general updates on areas of the law of interest to you do not revive an attorney-client relationship.

Future Representation:

If our attorney-client relationship has ended, we have no obligation to represent you in connection with related matters unless we have agreed to do so in writing in our engagement agreement. Regardless of whether we are representing you in other matters, we have no duty to accept new engagements from you unless mutually agreed.