



119 Nagonaba St. Northport, MI 49670

www.leelanautownshiplibrary.org

Leelanau Township Library Meeting of the Board of Trustees Monday July 15, 2024 7-9 pm in the Library and on Zoom

Meeting ID: 482 391 5571

- 1. Call to Order**
- 2. Approval of June Minutes**
- 3. Public Comment**
- 4. Directors Report**
- 5. Financial Report**
- 6. Old Business**
 - 1. Strategic Planning**
 - 2. Change in personnel policy**
 - 3.**
- 7. New Business**
 - 1.**
 - 2.**
- 8. Public comment**
- 9. Adjournment**

Next meeting: Aug 19, 2024 at 7pm

DRAFT Leelanau Township Library Board of Trustees Meeting Minutes for June 10, 2024

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

Members absent: Jamie Scripps

Staff Present: Julie Alpers-Preneta, director

Friends and Public Present: Alana Osumi

1. Call to order by Mark Morton. Called to order at 7:04pm
2. Approval of May Minutes.
 - a. Rick moved to approve May 20 meeting minutes, Dale seconded. Unanimous approval followed.
 - b. Rick moved to approve May 15 special session meeting minutes. Mark seconded. Unanimous approval followed.
3. Public Comment
 - a. No comment
4. Directors Report.
 - a. Julie read Director's Report for May 2024
 - b. ShareCare is launching their senior program for Beginning Outdoor Adventuring in June, which includes activities like kayaking and hiking. Dale shared that ShareCare has expanded to wellness programs in addition to home care. Additionally, ShareCare will be relocating offices in the coming months.
 - c. The board inquired if anyone had used the book delivery service from ShareCare, no one had yet.
 - d. Board noted there is a continued discussion about Leelanau Reads, focusing on the balance between more recognized authors and keeping cost in mind
 - e. Julie noted that the summer program will include numerous activities Erin planned for children, as well as the Friends' summer writing series.
 - f. Rick noted receiving information from Anne Harper. She mentioned the National Small & Rural Libraries meeting. Mark inquired about the schedule, and Rick will forward the information to him. Mark mentioned that the Michigan Library Association meeting is in Traverse City this year and is scheduled for the third week of October with a Small Libraries pre-conference, and board members or library staff can attend if interested.
 - g. On request for clarification on the Summer Writer's Series, Julie confirmed that the Friends organized the writer's series, but she created the flier and bookmark
 - h. Julie asked if she should order name tags for the board for strategic planning, and the board confirmed that she should and include names.
 - i. Julie sought follow-up on getting the intergovernmental agreement signed. Mark will follow up on this.
 - j. Julie received a letter about installing a Naloxone box outside the library door. The board was in favor of this installation with the understanding that the Township owns the building and will need to confirm with them.
 - k. Rick mentioned that for the first time, per the Memorandum of Understanding, the library has provided the Friends with a list of active library members for joint

communication from Library + FOLTL. 799 letters went out. He also suggested the idea of sending handwritten letters to donors who contribute over a certain amount.

5. Financial Report

- a. No financial report this month due to the meeting having been moved, Julie asked if she should still post it next week, board decided to wait until next meeting to make the report public so it can be discussed.

6. Old Business

1. Strategic Planning - Survey Process

- a. Rick moved to approve the survey based upon Dale's final input. Mary seconded. Unanimous approval followed.
- b. The board discussed having posters for the survey, as well as promoting it on Facebook/online. Rick suggested promoting the survey with mailers and referenced the Say YES! campaign that cost around \$1,000 for printing, design, and postage and wanted to discuss this with the board. Mark has been looking into the costs associated with EDD (Every Door Direct) mailing, using information from the USPS. There are other options for graphic design as well including library staff and other resources that will be decided on. The goal is to get the survey out by the end of the month.
- c. Rick moved to allocate up to \$1,000 for postage to mail out the survey. Mary seconded. Unanimous approval followed.
- d. Hard copies of the survey will be available in the library. This expense will be categorized under postage or printing lines in the finance report. Additionally, a QR code will be created for the posters and mailers.

7. New Business

- a. Change in personnel policy
 - i. Rick noticed from a recent event that the library staff were required to take PTO for personal emergencies and proposed adding separate "personal time," so that emergencies don't penalize PTO. The board had a lengthy discussion about this on the logistics with part time employees and the necessity of this. Ultimately this led to the discussion of completely reviewing the personnel policies and reaching out to Suttons Bay, Leland, and TADL for reference.
- b. Mailing for survey - Mailing was discussed in the Strategic Planning Survey Process under Old Business

8. Public Comment

- a. No comment

9. Adjournment


- a. Mark Morton adjourned the meeting at 8:05pm
- b. Next meeting scheduled for July 15th, 2024 at 7:00pm

Notes recorded by Alana Osumi

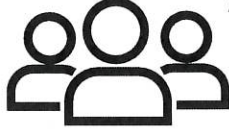
Minutes submitted by Amanda Kruk, secretary



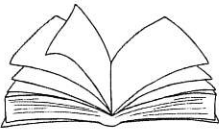
Visitors

2023		2024
1804		1822

Programs

Offered		Attendance
10		75

Circulation

2023		2024
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954 Adults **892**

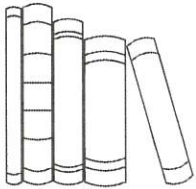
564 Children **310**

409 Libby **388**

n/a Hoopla **48**

 **New Card Holders 21**

Collection Development

Added		Weeded
114		9

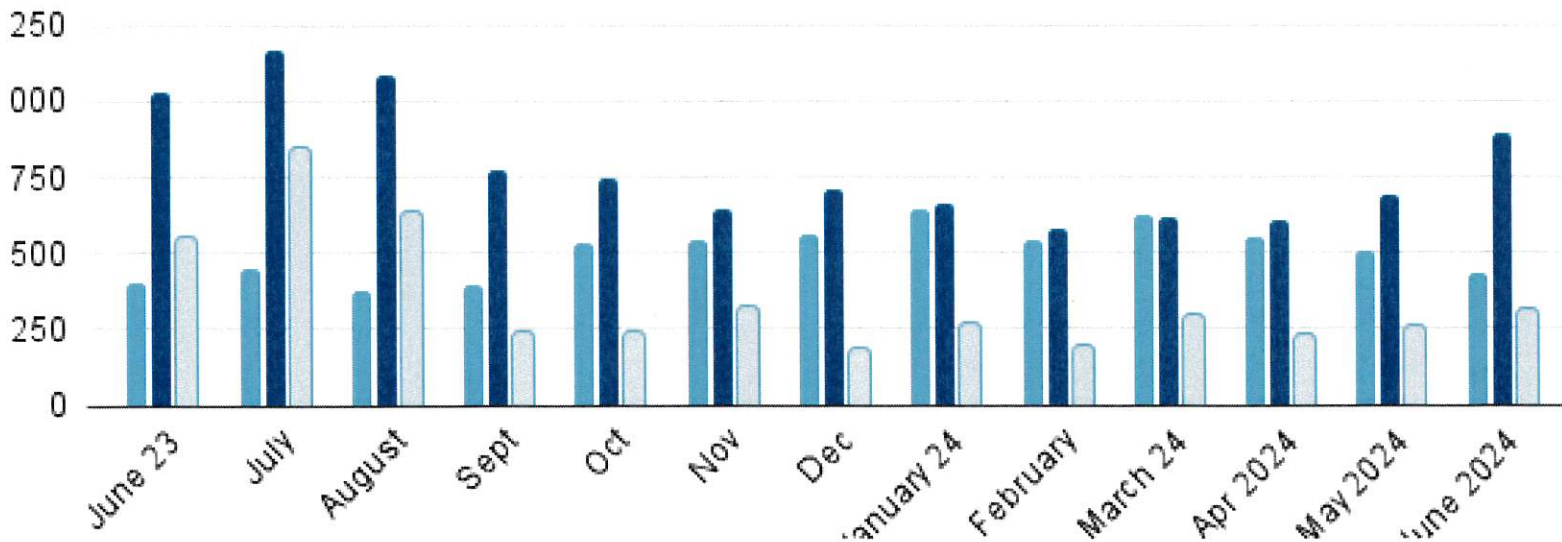
Borrowed		Loaned
185		45



Notary Services 5

2023-2024 Circulation

■ Digital ■ Adult ■ Children



What's happening at the Leelanau Township Library

The Summer Reading Program for kids kicked off on June 14.

We have new themed crafts available every week. Children received an adventure reading log to record their summer reading. We have a notebook for kids to share book suggestions as well as tell us about their summer adventures.

*Tilt Think Improv joins us on June 20

*The Northport Arts Association hosts an art program on Jun 27

We had a light turnout for the ShareCare Adventuring for Seniors Program so we hope to offer it again later in the year.

Our regular programming continued with Crafternoons on Wednesdays. Wigglers will return in mid -August.

Two new hotspots were added in June due to high demand.

There is new Art in the Corner by Northport artist James Thatcher. Stop in and appreciate his drawings until July. The next artist will be Mimi Heberlein.

Upcoming:

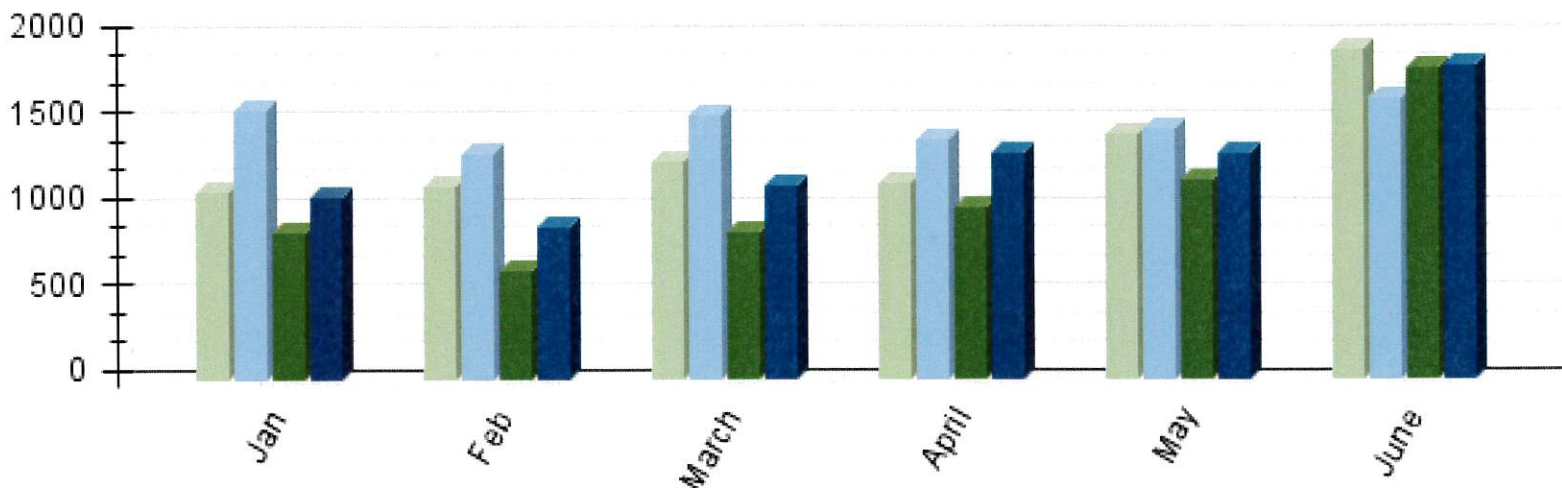
*FOLTL Book Sale July 6 from 9a-3p at Township Hall

*FOLTL Summer Writers' Series the last four Tuesdays in July at the Willowbrook @7pm

*FOLTL Clifford Book Giveaway at the Northport Dog Parade Aug 10

2023 vs 2024

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



Leelanau Township Library Profit & Loss Budget Performance June 2024

	Jun 24	Apr - Jun 24	YTD Budget	Annual Budget
Income				
402 · Property Tax Capture	0.00	24,903.28	242,721.87	267,625.15
566 · State Grants, Culture				
566.1 · State Library Aid	0.00	1,031.12	1,068.88	2,100.00
Total 566 · State Grants, Culture	0.00	1,031.12	1,068.88	2,100.00
581 · County Penal Fines	0.00	0.00	2,300.00	2,300.00
602 · In House Revenues	130.00	421.00	779.00	1,200.00
669 · Investment Interest	261.06	783.66	-33.66	750.00
674 · Private Donations				
674.3 · Donations-Unrestricted	1,000.00	1,454.21	2,045.79	3,500.00
674.1 · Restricted Donation	472.20	15,472.20	-15,472.20	
Total 674 · Private Donations	1,472.20	16,926.41	-13,426.41	3,500.00
Total Income	1,863.26	44,085.47	233,409.68	277,475.15
Expense				
701 · Payroll Expenses	7,974.24	25,278.01		
702 · Salaries and Wages	0.00	0.00	80,007.66	105,285.67
703 · Social Security - Employer	479.08	1,436.71	5,091.29	6,528.00
704 · Medicare - Employer	112.03	335.98	1,191.02	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	5,552.36	11,247.64	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	12.04	86.55	563.45	650.00
727.2 · Printing	0.00	0.00	200.00	200.00
727.3 · Office Supplies	147.41	986.45	4,013.55	5,000.00
Total 727 · OFFICE MATERIALS	159.45	1,073.00	4,777.00	5,850.00
Total 726 · SUPPLIES	159.45	1,073.00	4,777.00	5,850.00
728 · Repairs & Maintenance	320.00	923.27	4,576.73	5,500.00
729 · Building Supplies	0.00	288.11	231.89	500.00
730 · Furnishings/Equipment	0.00	0.00	1,500.00	1,500.00
741 · Books	1,366.70	3,285.15	14,714.85	18,000.00
742 · Audio Books	0.00	0.00	500.00	500.00
743 · Periodicals	34.97	647.94	1,852.06	2,500.00
744 · Digital Materials	602.49	1,639.46	8,460.54	10,100.00
745 · Movies	55.88	101.32	898.68	1,000.00
746 · Library of Things	0.00	0.00	1,000.00	1,000.00
747 · Programs	197.59	779.37	1,970.63	2,750.00
750 · Information and Technology	103.78	722.97	6,527.03	7,250.00

Leelanau Township Library
Profit & Loss Budget Performance
 June 2024

	<u>Jun 24</u>	<u>Apr - Jun 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
760 · PR and Advertising	0.00	0.00	1,500.00	1,500.00
801 · Professional Fees				
801.1 · Bookkeeping Fees	369.50	706.50	3,793.50	4,500.00
801.2 · Legal Fees	0.00	0.00	1,000.00	1,000.00
801.3 · Accounting Fees	0.00	0.00	5,000.00	5,000.00
801.4 · Consultants	0.00	7,225.00	24,775.00	32,000.00
801.5 · Recording Secretary	0.00	0.00	600.00	600.00
Total 801 · Professional Fees	<u>369.50</u>	<u>7,931.50</u>	<u>35,168.50</u>	<u>43,100.00</u>
802 · Dues	0.00	896.56	1,103.44	2,000.00
810 · Education/TraininTransp	0.00	0.00	2,000.00	2,000.00
850 · Communications	0.00	0.00	1,200.00	1,200.00
920 · Heating	0.00	0.00	2,000.00	2,000.00
921 · Electric	263.90	505.26	3,694.74	4,200.00
922 · Sewer Use Fee	0.00	0.00	800.00	800.00
955 · Misc Expense/Contingency				
955.2 · Miscellaneous	0.00	0.00	700.00	700.00
955.1 · Bank Service Charges	2.40	2.40	-2.40	
Total 955 · Misc Expense/Contingency	<u>2.40</u>	<u>2.40</u>	<u>697.60</u>	<u>700.00</u>
Total Expense	<u>13,430.10</u>	<u>51,379.37</u>	<u>205,572.30</u>	<u>256,951.67</u>
Net Income	<u><u>-11,566.84</u></u>	<u><u>-7,313.90</u></u>	<u><u>27,837.38</u></u>	<u><u>20,523.48</u></u>

Leelanau Township Library Profit & Loss

June 2024

Jun 24

	<u>Jun 24</u>
Income	
602 · In House Revenues	130.00
669 · Investment Interest	261.06
674 · Private Donations	
674.3 · Donations-Unrestricted	1,000.00
674.1 · Restricted Donation	472.20
Total 674 · Private Donations	<u>1,472.20</u>
Total Income	<u>1,863.26</u>
Expense	
701 · Payroll Expenses	7,974.24
703 · Social Security - Employer	479.08
704 · Medicare - Employer	112.03
709 · Health Insurance	1,388.09
726 · SUPPLIES	
727 · OFFICE MATERIALS	
727.1 · Postage	12.04
727.3 · Office Supplies	147.41
Total 727 · OFFICE MATERIALS	<u>159.45</u>
Total 726 · SUPPLIES	159.45
728 · Repairs & Maintenance	320.00
741 · Books	1,366.70
743 · Periodicals	34.97
744 · Digital Materials	602.49
745 · Movies	55.88
747 · Programs	197.59
750 · Information and Technology	103.78
801 · Professional Fees	
801.1 · Bookkeeping Fees	369.50
Total 801 · Professional Fees	<u>369.50</u>
921 · Electric	263.90
955 · Misc Expense/Contingency	
955.1 · Bank Service Charges	2.40
Total 955 · Misc Expense/Contingency	<u>2.40</u>
Total Expense	<u>13,430.10</u>
Net Income	<u><u>-11,566.84</u></u>

Leelanau Township Library

Balance Sheet

As of June 30, 2024

Jun 30, 24

ASSETS

Current Assets

Checking/Savings

000-001 · HB Checking 0284	5,356.63
000-002 · HB MM Savings 0297	316,256.86
000-005 · HB CD 7234	35,000.00
000-006 · HB CD 7247	20,000.00

Total Checking/Savings 376,613.49

Total Current Assets 376,613.49

TOTAL ASSETS 376,613.49

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

24000 · Payroll Liabilities	1,334.35
241 · MI State Withholding	632.87
242 · Federal Withholding	318.00
243 · Social Security - Co	479.08
244 · Medicare - Co	112.03
247 · Social Security - Employee	479.08
248 · Medicare - Employee	112.03

Total Other Current Liabilities 3,467.44

Total Current Liabilities 3,467.44

Total Liabilities 3,467.44

Equity

30000 · Opening Balance Equity	239,934.79
32000 · Retained Earnings	140,525.16
Net Income	-7,313.90

Total Equity 373,146.05

TOTAL LIABILITIES & EQUITY 376,613.49

1:48 PM
07/12/24
Accrual Basis

Leelanau Township Library
General Ledger
As of June 30, 2024

000-001 - HB Checking 0284

Type	Date	Num	Name	Memo	Split	Amount	Balance
							6,266.86
Check	06/03/2024	DC	Postmaster	postage to Greenwich CT	727.1 - Postage	-7.42	6,259.44
Deposit	06/04/2024				745 - Movies	5.02	6,264.46
Transfer	06/05/2024			Funds Transfer	000-002 - HB MM Savings 0297	5,000.00	11,264.46
Liability Check	06/06/2024		QuickBooks Payroll Service	Created by Payroll Service on 06/06/2024	2111 - *Direct Deposit Liabilities	-3,226.37	8,038.09
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	-SPLIT-	0.00	8,038.09
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	-SPLIT-	0.00	8,038.09
Paycheck	06/07/2024		Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	8,038.09
Paycheck	06/07/2024		Mary Ann Lassaline	Direct Deposit	760 - Information and Technology	-29.99	8,008.10
Check	06/08/2024	auto	Adobe Inc	2447760595: Acrobat Pro software	750 - Information and Technology	-44.99	7,963.11
Check	06/10/2024	online	Amazon Capital Services	Lost ILL Item - re-issue check #1171	741 - Books	-16.00	7,947.11
Check	06/18/2024	1206	Mason County District Library	1M04-FGRP-BKKT	-SPLIT-	-337.84	7,609.27
Check	06/18/2024	1208	Amazon Capital Services	L5463842: May 2024	-SPLIT-	-1,130.81	6,478.46
Check	06/13/2024	1207	Baker & Taylor	7883: May 2024	801.1 - Bookkeeping Fees	-369.60	6,108.86
Check	06/13/2024	1208	Bookkeeping Services Inc	84469846	741 - Books	-183.95	5,924.91
Check	06/13/2024	1209	Cengage Learning Inc/Gale	1030 4900 3678: April/May 2024	921 - Electric	-263.60	5,661.31
Check	06/13/2024	1210	Consumers Energy	Cleaning: May 2024	728 - Repairs & Maintenance	-320.00	5,341.31
Check	06/13/2024	1211	Ed Kolerik	01981CC024170711	744 - Digital Materials	-602.49	4,738.82
Check	06/13/2024	1212	Overdrive Inc	Gift Certificate for Senior Expo	741 - Books	-26.00	4,712.82
Check	06/13/2024	1213	P.J. Grath	PO Box 236 1 year renewal	727.3 - Office Supplies	-100.00	4,612.82
Check	06/13/2024	1214	U.S. Postal Service	Funds Transfer	000-002 - HB MM Savings 0297	6,900.00	11,512.82
Transfer	06/13/2024			62-2059516 - 9411 May 2024	-SPLIT-	-1,492.86	10,019.96
Liability Check	06/14/2024	EFTPS	United States Treasury	subscription	743 - Periodicals	-34.97	10,000.00
Check	06/17/2024	online	House Beautiful	241690048351: July 2024	709 - Health Insurance	-1,368.09	8,631.91
Check	06/18/2024	online	Blue Care Network of Michigan		-SPLIT-	0.00	8,631.91
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	-SPLIT-	0.00	8,631.91
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	-SPLIT-	0.00	8,631.91
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	8,631.91
Paycheck	06/21/2024		Mary Ann Lassaline	Direct Deposit	2111 - *Direct Deposit Liabilities	-3,205.05	5,426.86
Liability Check	06/21/2024		QuickBooks Payroll Service	Created by Payroll Service on 06/19/2024	2111 - *Direct Deposit Liabilities	-4.62	5,409.03
Check	06/24/2024	DC	Postmaster	postage to Eugene OR	727.1 - Postage	-21.20	5,387.83
Check	06/28/2024	auto	Intuit	monthly payroll service	701 - Payroll Expenses	-28.80	5,359.03
Check	06/30/2024	auto	Google	Google Workspace	760 - Information and Technology	-2.40	5,356.63
Check	06/30/2024			Service Charge	955.1 - Bank Service Charges	-610.23	4,746.40
							328,293.60
Total 000-001 - HB Checking 0284						-5,000.00	321,293.60
000-002 - HB MM Savings 0297				Funds Transfer	000-001 - HB Checking 0284	-6,900.00	314,393.60
Transfer	06/05/2024			Funds Transfer	000-001 - HB Checking 0284	1,241.00	315,634.60
Transfer	06/13/2024			Deposit	-SPLIT-	361.20	315,995.80
Deposit	06/14/2024			Deposit	-SPLIT-	261.06	316,256.86
Deposit	06/26/2024			Interest	889 - Investment Interest	-10,036.74	306,220.12
Deposit	06/30/2024						0.00
							0.00
							0.00
Total 000-002 - HB MM Savings 0297							35,000.00
000-003 - HB MM Fund Balance							35,000.00
Total 000-003 - HB MM Fund Balance							20,000.00
000-400 - Petty Cash							20,000.00
Total 000-400 - Petty Cash							0.00
000-005 - HB CD 7234							0.00
Total 000-005 - HB CD 7234							0.00
000-006 - HB CD 7247							0.00
Total 000-006 - HB CD 7247							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

1:46 PM
07/12/24
Accrual Basis

Leelanau Township Library
General Ledger
As of June 30, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance	
				Created by Payroll Service on 08/05/2024	000-001 - HB Checking 0284	3,228.37	3,228.37	
Liability Check	08/08/2024		QuickBooks Payroll Service	Direct Deposit	000-001 - HB Checking 0284	-836.49	2,389.88	
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-1,531.76	858.12	
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-459.57	398.55	
Paycheck	06/07/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-398.55	0.00	
Paycheck	06/07/2024		Mery Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-832.24	-832.24	
Paycheck	08/21/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-1,531.77	-2,364.01	
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-333.45	-2,697.46	
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-507.59	-3,205.05	
Paycheck	08/21/2024		Mery Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	3,205.05	0.00	
Liability Check	08/21/2024		QuickBooks Payroll Service	Created by Payroll Service on 08/19/2024	000-001 - HB Checking 0284	0.00	0.00	
							0.00	
							-832.93	
Total 2111 - Direct Deposit Liabilities								
2110 - Direct Deposit Liabilities								
Total 2110 - Direct Deposit Liabilities								
24000 - Payroll Liabilities								
Paycheck	08/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-28.80	-861.73	
Paycheck	08/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-28.80	-890.53	
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-890.53	
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-890.53	
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-58.87	-1,049.40	
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-58.87	-1,108.27	
Paycheck	08/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-1,108.27	
Paycheck	08/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-1,108.27	
Paycheck	08/07/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-13.80	-1,122.07	
Paycheck	08/07/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-1,122.07	
Paycheck	06/07/2024		Mery Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-11.93	-1,134.00	
Paycheck	06/07/2024		Mery Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-28.65	-1,162.65	
Paycheck	06/07/2024		Mery Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-28.65	-1,191.30	
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-1,191.30	
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-1,191.30	
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-58.87	-1,250.17	
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-58.87	-1,309.04	
Paycheck	08/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-1,309.04	
Paycheck	08/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-1,309.04	
Paycheck	08/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-1,309.04	
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-9.94	-1,318.98	
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-1,318.98	
Paycheck	08/21/2024		Mery Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-16.28	-1,334.26	
Paycheck	08/21/2024		Mery Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-0.08	-1,334.35	
Liability Adjust	06/30/2024			2nd qtr 2024 - adjust to rounding	701 - Payroll Expenses	-401.42	-1,334.35	
							-421.78	
							-448.05	
Total 24000 - Payroll Liabilities								
241 - MI State Withholding								
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-21.27	-505.84	
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-12.67	-518.21	
Paycheck	06/07/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-9.63	-527.84	
Paycheck	06/07/2024		Mery Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	-21.06	-548.90	
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-62.59	-611.49	
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-6.49	-617.98	
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-14.89	-632.87	
Paycheck	08/21/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	-211.09	-832.87	
Paycheck	06/21/2024		Mery Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284		-318.00	
							-318.00	
Total 241 - MI State Withholding								
242 - Federal Withholding								
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	-477.00	
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	-159.00	-477.00	
Paycheck	06/07/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	0.00	-477.00	
Paycheck	06/07/2024		Mery Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	318.00	-159.00	
Paycheck	08/07/2024		Mery Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	0.00	-159.00	
Liability Check	06/14/2024		EFTPS United States Treasury	92-2059616 - 941 May 2024	000-001 - HB Checking 0284	0.00	-159.00	
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	-159.00	-318.00	
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	-318.00	
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284			

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Leelanau Township Library
General Ledger
As of June 30, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Paycheck	06/21/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-318.00
						0.00	-318.00
Total 242 · Federal Withholding							-476.09
243 · Social Security - Co							
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-59.52	-636.61
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-121.67	-667.28
Paycheck	06/07/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-31.70	-688.98
Paycheck	06/07/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-27.41	-716.39
Liability Check	06/14/2024	EFTPS	United States Treasury	92-2069516 - 941 May 2024	000-001 · HB Checking 0284	476.09	-240.30
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-59.21	-299.51
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-121.67	-421.18
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-22.62	-444.00
Paycheck	06/21/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-35.08	-479.08
						-2.99	-479.08
Total 243 · Social Security - Co							-111.34
244 · Medicare - Co							
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-13.92	-125.26
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-28.46	-163.72
Paycheck	06/07/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-7.41	-181.13
Paycheck	06/07/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-6.41	-167.54
Liability Check	06/14/2024	EFTPS	United States Treasury	92-2069516 - 941 May 2024	000-001 · HB Checking 0284	111.34	-56.20
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-13.84	-70.04
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-28.45	-98.49
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.34	-103.83
Paycheck	06/21/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-9.20	-112.03
						-0.69	-112.03
Total 244 · Medicare - Co							0.00
245 · MI Unemployment							0.00
Total 245 · MI Unemployment							-479.09
247 · Social Security - Employee							
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-59.52	-636.61
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-121.67	-667.28
Paycheck	06/07/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-31.70	-688.98
Paycheck	06/07/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-27.41	-716.39
Liability Check	06/14/2024	EFTPS	United States Treasury	92-2069516 - 941 May 2024	000-001 · HB Checking 0284	476.09	-240.30
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-59.21	-299.51
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-121.67	-421.18
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-22.62	-444.00
Paycheck	06/21/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-35.08	-479.08
						-2.99	-479.08
Total 247 · Social Security - Employee							-111.34
248 · Medicare - Employee							
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-13.92	-125.26
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-28.46	-163.72
Paycheck	06/07/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-7.41	-181.13
Paycheck	06/07/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-6.41	-167.54
Liability Check	06/14/2024	EFTPS	United States Treasury	92-2069516 - 941 May 2024	000-001 · HB Checking 0284	111.34	-56.20
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-13.84	-70.04
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-28.46	-98.49
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.34	-103.83
Paycheck	06/21/2024		Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-8.20	-112.03
						-0.69	-112.03
Total 248 · Medicare - Employee							0.00
249 · Federal Unemployment - Co							0.00
Total 249 · Federal Unemployment - Co							-239,934.79
30000 · Opening Balance Equity							-289,934.79
Total 30000 · Opening Balance Equity							-140,526.16
32000 · Retained Earnings							-140,526.16
Total 32000 · Retained Earnings							0.00
400 · INCOME							0.00
Total 400 · INCOME							-24,903.28
402 · Property Tax Capture							-24,903.28
Total 402 · Property Tax Capture							-1,031.12
666 · State Grants, Culture							

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Leelanau Township Library
General Ledger
As of June 30, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
							0.00
568.2 - Other Grants							0.00
Total 568.2 - Other Grants							-1,031.12
568.1 - State Library Aid							-1,031.12
Total 568.1 - State Library Aid							0.00
568 - State Grants, Culture - Other							0.00
Total 568 - State Grants, Culture - Other							-1,031.12
Total 568 - State Grants, Culture							0.00
581 - County Penal Fines							0.00
Total 581 - County Penal Fines							-281.00
602 - In House Revenues							
Deposit	06/14/2024		Cash	VLF	000-002 - HB MM Savings 0287	-70.00	-361.00
Deposit	06/26/2024		Cash	VLF	000-002 - HB MM Savings 0287	-60.00	-421.00
						-130.00	-421.00
Total 602 - In House Revenues							-522.60
669 - Investment Interest							
Deposit	06/30/2024			Interest	000-002 - HB MM Savings 0287	-281.08	-783.68
						-281.08	-783.68
Total 669 - Investment Interest							-15,454.21
674 - Private Donations							0.00
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							-454.21
674.3 - Donations-Unrestricted							
Deposit	06/14/2024	11636	Philip S Harper Foundation	Unrestricted Donation	000-002 - HB MM Savings 0287	-1,000.00	-1,454.21
						-1,000.00	-1,454.21
Total 674.3 - Donations-Unrestricted							0.00
674.2 - Temporary Restricted Donation							0.00
Total 674.2 - Temporary Restricted Donation							-15,000.00
674.1 - Restricted Donation							
Deposit	06/14/2024	517	Northport Women's Club	for Memorial Books	000-002 - HB MM Savings 0287	-171.00	-15,171.00
Deposit	06/26/2024	16519	Suttons Bay Bingham District Library	Shared Author WKK	000-002 - HB MM Savings 0287	-100.40	-15,271.40
Deposit	06/26/2024	10376	Glen Lake Community Library	Shared Author WKK	000-002 - HB MM Savings 0287	-100.40	-15,371.80
Deposit	06/26/2024	3421	Leelanau Township Library	Shared Author WKK	000-002 - HB MM Savings 0287	-100.40	-15,472.20
						-472.20	-15,472.20
Total 674.1 - Restricted Donation							0.00
674 - Private Donations - Other							0.00
Total 674 - Private Donations - Other							-1,472.20
Total 674 - Private Donations							0.00
687 - Rebates & Misc. Revenue							0.00
Total 687 - Rebates & Misc. Revenue							0.00
700 - EXPENDITURE/EXPENSE							0.00
Total 700 - EXPENDITURE/EXPENSE							17,303.77
701 - Payroll Expenses							
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	770.00	18,073.77
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	90.00	18,163.77
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	100.00	18,263.77
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	28.80	18,292.57
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	18,292.57
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	1,766.11	20,058.68
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	198.24	20,256.92
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	58.87	20,315.79
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	20,315.79
Paycheck	06/07/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	611.26	20,926.04
Paycheck	06/07/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	13.80	20,939.84
Paycheck	06/07/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	300.66	21,240.50
Paycheck	06/07/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	70.72	21,311.22
Paycheck	06/07/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	70.72	21,381.94
Paycheck	06/07/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	11.93	21,393.87
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	955.00	22,348.87
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	28.65	22,377.52
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	0.00	22,377.52
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	1,839.70	24,217.22

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Accrual Basis

Leelanau Township Library
General Ledger
As of June 30, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	122.65	24,238.77	
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	58.97	24,297.64	
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	24,297.64	
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	388.10	24,665.74	
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	9.94	24,675.68	
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	665.78	25,241.44	
Paycheck	06/21/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	16.28	25,256.72	
Paycheck	06/21/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	21.20	25,277.92	
Check	06/28/2024	auto	Intuit	monthly payroll service	000-001 - HB Checking 0284	0.09	25,278.01	
Liability Adjust	06/30/2024			2nd qtr 2024 - adjust to rounding	24000 - Payroll Liabilities	7,974.24	26,278.01	
Total 701 - Payroll Expenses							0.00	0.00
702 - Salaries and Wages								957.63
Total 702 - Salaries and Wages								957.63
703 - Social Security - Employer								1,017.15
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	69.82	1,017.15	
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	121.67	1,138.82	
Paycheck	06/07/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	31.70	1,170.52	
Paycheck	06/07/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	27.41	1,197.93	
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	59.21	1,257.14	
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	121.87	1,378.81	
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	22.82	1,401.63	
Paycheck	06/21/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	35.08	1,436.71	
Paycheck	06/21/2024					478.08	1,436.71	
Total 703 - Social Security - Employer							223.95	237.57
704 - Medicare - Employer								266.33
Paycheck	06/07/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	13.92	266.33	
Paycheck	06/07/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	28.46	273.74	
Paycheck	06/07/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	7.41	280.16	
Paycheck	06/07/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	6.41	283.99	
Paycheck	06/21/2024		Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	13.94	293.99	
Paycheck	06/21/2024		Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	26.46	322.44	
Paycheck	06/21/2024		Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	5.34	327.78	
Paycheck	06/21/2024		Mary Ann Lassaline	Direct Deposit	000-001 - HB Checking 0284	8.20	335.98	
Paycheck	06/21/2024					112.08	335.98	
Total 704 - Medicare - Employer							0.00	0.00
705 - MI Unemployment Tax								0.00
Total 705 - MI Unemployment Tax								0.00
707 - Federal Unemployment								0.00
Total 707 - Federal Unemployment								0.00
708 - Bonus								4,164.27
Total 708 - Bonus								4,164.27
709 - Health Insurance								5,652.36
Check	06/18/2024	online	Blue Care Network of Michigan	241690048351: July 2024	000-001 - HB Checking 0284	1,388.09	5,652.36	
Total 709 - Health Insurance							1,388.09	5,652.36
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								74.51
727 - OFFICE MATERIALS								81.93
						7.42	81.93	
Check	06/03/2024	DC	Postmaster	postage to Greenwich CT	000-001 - HB Checking 0284	4.82	86.65	
Check	06/24/2024	DC	Postmaster	postage to Eugene OR	000-001 - HB Checking 0284	12.04	86.65	
Total 727.1 - Postage								86.65

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Leelanau Township Library
General Ledger
As of June 30, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
							0.00
							0.00
727.2 · Printing							899.04
Total 727.2 · Printing							899.04
727.3 · Office Supplies							986.45
Check	06/13/2024	1208	Amazon Capital Services	Office Supplies	000-001 · HB Checking 0284	47.41	896.45
Check	06/13/2024	1214	U.S. Postal Service	PO Box 236 1 year renewal	000-001 · HB Checking 0284	100.00	986.45
						147.41	986.45
Total 727.3 · Office Supplies							0.00
727 · OFFICE MATERIALS - Other							0.00
Total 727 · OFFICE MATERIALS - Other						159.45	1,078.00
Total 727 · OFFICE MATERIALS							0.00
728 · SUPPLIES - Other							0.00
Total 728 · SUPPLIES - Other						159.45	1,078.00
Total 728 · SUPPLIES							603.27
728 · Repairs & Maintenance							0.00
Check	06/13/2024	1211	Ed Kolarik	Cleaning: May 2024	000-001 · HB Checking 0284	320.00	0.00
						320.00	623.27
Total 728 · Repairs & Maintenance							268.11
729 · Building Supplies							0.00
Total 729 · Building Supplies							0.00
730 · Furnishings/Equipment							1,918.45
Total 730 · Furnishings/Equipment							1,918.45
741 · Books							0.00
Check	06/13/2024	1206	Mason County District Library	Lost ILL Item - re-issue check #1171	000-001 · HB Checking 0284	15.00	1,933.45
Check	06/13/2024	1206	Amazon Capital Services	Books	000-001 · HB Checking 0284	31.94	1,965.39
Check	06/13/2024	1207	Baker & Taylor	2038262134	000-001 · HB Checking 0284	223.82	2,189.21
Check	06/13/2024	1207	Baker & Taylor	2038276500	000-001 · HB Checking 0284	104.22	2,293.43
Check	06/13/2024	1207	Baker & Taylor	2038283402	000-001 · HB Checking 0284	335.78	2,629.21
Check	06/13/2024	1207	Baker & Taylor	2038269198	000-001 · HB Checking 0284	33.60	2,662.81
Check	06/13/2024	1207	Baker & Taylor	2038297471	000-001 · HB Checking 0284	364.21	3,027.02
Check	06/13/2024	1207	Baker & Taylor	2038310165	000-001 · HB Checking 0284	69.18	3,096.20
Check	06/13/2024	1207	Baker & Taylor	84489846	000-001 · HB Checking 0284	163.95	3,260.15
Check	06/13/2024	1209	Cangege Learning Inc/Gale	84489846	000-001 · HB Checking 0284	26.00	3,285.15
Check	06/13/2024	1213	P.J. Grath	Gift Certificate for Senior Expo	000-001 · HB Checking 0284	1,366.70	3,285.15
Total 741 · Books							0.00
742 · Audio Books							0.00
Total 742 · Audio Books							612.97
743 · Periodicals							0.00
Check	06/17/2024	online	House Beautiful	subscription	000-001 · HB Checking 0284	34.97	647.94
						34.97	647.94
Total 743 · Periodicals							1,036.97
744 · Digital Materials							0.00
Check	06/13/2024	1212	Overdrive Inc	01981CO24170711	000-001 · HB Checking 0284	602.49	1,639.46
						602.49	1,639.46
Total 744 · Digital Materials							45.44
745 · Movies							0.00
Deposit	06/04/2024		Amazon EDI Pmt	Amazon refund	000-001 · HB Checking 0284	-5.02	40.42
Check	06/19/2024	1206	Amazon Capital Services	Movies/DVD	000-001 · HB Checking 0284	60.90	101.32
						65.88	101.32
Total 745 · Movies							0.00
746 · Library of Things							0.00
Total 746 · Library of Things							581.78
747 · Programs							0.00
Check	06/19/2024	1206	Amazon Capital Services	Programs	000-001 · HB Checking 0284	197.69	779.37
						197.69	779.37
Total 747 · Programs							619.19
750 · Information and Technology							0.00
Check	06/08/2024	auto	Adobe Inc	2447760595: Acrobat Pro	000-001 · HB Checking 0284	29.99	649.18
Check	06/10/2024	online	Amazon Capital Services	software	000-001 · HB Checking 0284	44.99	694.17
Check	06/30/2024	auto	Google	Google Workspace	000-001 · HB Checking 0284	28.60	722.97
						103.78	722.97
Total 750 · Information and Technology							0.00
760 · PR and Advertising							0.00
Total 760 · PR and Advertising							7,562.00
801 · Professional Fees							0.00
801.1 · Bookkeeping Fees							337.00
Check	06/13/2024	1205	Bookkeeping Services Inc	7863: May 2024	000-001 · HB Checking 0284	369.50	706.50
						369.50	706.50
Total 801.1 · Bookkeeping Fees							706.50

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07/12/24
Accrual Basis

Leelanau Township Library
General Ledger
As of June 30, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
							0.00
							0.00
801.2 - Legal Fees							0.00
Total 801.2 - Legal Fees							0.00
801.3 - Accounting Fees							7,226.00
Total 801.3 - Accounting Fees							7,226.00
801.4 - Consultants							0.00
Total 801.4 - Consultants							0.00
801.5 - Recording Secretary							0.00
Total 801.5 - Recording Secretary							0.00
801 - Professional Fees - Other						369.60	7,931.60
Total 801 - Professional Fees - Other							896.66
Total 801 - Professional Fees							896.66
802 - Dues							0.00
Total 802 - Dues							0.00
810 - Education/TraininTransp							0.00
Total 810 - Education/TraininTransp							0.00
850 - Communications							0.00
Total 850 - Communications							0.00
920 - Heating							241.36
Total 920 - Heating						263.90	505.26
921 - Electric	Check	06/13/2024	1210 Consumers Energy	1030 4900 3675: Apr/May 2024	000-001 - HB Checking 0284	263.90	505.26
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							0.00
955.2 - Miscellaneous							0.00
Total 955.2 - Miscellaneous						2.40	2.40
955.1 - Bank Service Charges	Check	06/30/2024		Service Charge	000-001 - HB Checking 0284	2.40	2.40
Total 955.1 - Bank Service Charges							0.00
955 - Misc Expense/Contingency - Other						2.40	2.40
Total 955 - Misc Expense/Contingency - Other							0.00
Total 955 - Misc Expense/Contingency							0.00
No acct						0.00	0.00
Total no acct							0.00
TOTAL							

Leelanau Township Library
Profit & Loss Budget Performance
May 2024

	<u>May 24</u>	<u>Apr - May 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
402 · Property Tax Capture	24,903.28	24,903.28	242,721.87	267,625.15
566 · State Grants, Culture				
566.1 · State Library Aid	0.00	1,031.12	1,068.88	2,100.00
Total 566 · State Grants, Culture	<u>0.00</u>	<u>1,031.12</u>	<u>1,068.88</u>	<u>2,100.00</u>
581 · County Penal Fines	0.00	0.00	2,300.00	2,300.00
602 · In House Revenues	161.00	291.00	909.00	1,200.00
669 · Investment Interest	263.62	522.60	227.40	750.00
674 · Private Donations				
674.3 · Donations-Unrestricted	54.21	454.21	3,045.79	3,500.00
674.1 · Restricted Donation	15,000.00	15,000.00		
Total 674 · Private Donations	<u>15,054.21</u>	<u>15,454.21</u>	<u>3,045.79</u>	<u>3,500.00</u>
Total Income	<u>40,382.11</u>	<u>42,202.21</u>	<u>250,272.94</u>	<u>277,475.15</u>
Expense				
701 · Payroll Expenses	7,961.13	17,303.77		
702 · Salaries and Wages	0.00	0.00	87,981.90	105,285.67
703 · Social Security - Employer	476.09	957.63	5,570.37	6,528.00
704 · Medicare - Employer	111.34	223.95	1,303.05	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	4,164.27	12,635.73	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	<u>0.00</u>	<u>0.00</u>	<u>4,850.00</u>	<u>4,850.00</u>
726 · SUPPLIES				
727 · OFFICE MATERIALS				
727.1 · Postage	6.25	74.51	575.49	650.00
727.2 · Printing	0.00	0.00	200.00	200.00
727.3 · Office Supplies	839.04	839.04	4,160.96	5,000.00
Total 727 · OFFICE MATERIALS	<u>845.29</u>	<u>913.55</u>	<u>4,936.45</u>	<u>5,850.00</u>
Total 726 · SUPPLIES	<u>845.29</u>	<u>913.55</u>	<u>4,936.45</u>	<u>5,850.00</u>
728 · Repairs & Maintenance	603.27	603.27	4,896.73	5,500.00
729 · Building Supplies	48.64	268.11	231.89	500.00
730 · Furnishings/Equipment	0.00	0.00	1,500.00	1,500.00
741 · Books	1,885.45	1,918.45	16,081.55	18,000.00
742 · Audio Books	0.00	0.00	500.00	500.00
743 · Periodicals	243.00	612.97	1,887.03	2,500.00
744 · Digital Materials	562.98	1,036.97	9,063.03	10,100.00
745 · Movies	45.44	45.44	954.56	1,000.00
746 · Library of Things	0.00	0.00	1,000.00	1,000.00
747 · Programs	180.18	581.78	2,168.22	2,750.00
750 · Information and Technology	569.81	619.19	6,630.81	7,250.00

Leelanau Township Library Profit & Loss Budget Performance May 2024

	<u>May 24</u>	<u>Apr - May 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
760 · PR and Advertising	0.00	0.00	1,500.00	1,500.00
801 · Professional Fees				
801.1 · Bookkeeping Fees	337.00	337.00	4,163.00	4,500.00
801.2 · Legal Fees	0.00	0.00	1,000.00	1,000.00
801.3 · Accounting Fees	0.00	0.00	5,000.00	5,000.00
801.4 · Consultants	7,225.00	7,225.00	24,775.00	32,000.00
801.5 · Recording Secretary	0.00	0.00	600.00	600.00
Total 801 · Professional Fees	<u>7,562.00</u>	<u>7,562.00</u>	<u>35,538.00</u>	<u>43,100.00</u>
802 · Dues	515.56	896.56	1,103.44	2,000.00
810 · Education/TraininTransp	0.00	0.00	2,000.00	2,000.00
850 · Communications	0.00	0.00	1,200.00	1,200.00
920 · Heating	0.00	0.00	2,000.00	2,000.00
921 · Electric	241.36	241.36	3,958.64	4,200.00
922 · Sewer Use Fee	0.00	0.00	800.00	800.00
955 · Misc Expense/Contingency				
955.2 · Miscellaneous	0.00	0.00	700.00	700.00
Total 955 · Misc Expense/Contingency	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>	<u>700.00</u>
Total Expense	<u>23,239.63</u>	<u>37,949.27</u>	<u>219,002.40</u>	<u>256,951.67</u>
Net Income	<u><u>17,142.48</u></u>	<u><u>4,252.94</u></u>	<u><u>31,270.54</u></u>	<u><u>20,523.48</u></u>

Leelanau Township Library

Balance Sheet

As of May 31, 2024

May 31, 24

ASSETS

Current Assets

Checking/Savings

000-001 · HB Checking 0284	6,266.86
000-002 · HB MM Savings 0297	326,293.60
000-005 · HB CD 7234	35,000.00
000-006 · HB CD 7247	20,000.00

Total Checking/Savings 387,560.46

Total Current Assets 387,560.46

TOTAL ASSETS 387,560.46

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

24000 · Payroll Liabilities	932.93
241 · MI State Withholding	421.78
242 · Federal Withholding	318.00
243 · Social Security - Co	476.09
244 · Medicare - Co	111.34
247 · Social Security - Employee	476.09
248 · Medicare - Employee	111.34

Total Other Current Liabilities 2,847.57

Total Current Liabilities 2,847.57

Total Liabilities 2,847.57

Equity

30000 · Opening Balance Equity	239,934.79
32000 · Retained Earnings	140,525.16
Net Income	4,252.94

Total Equity 384,712.89

TOTAL LIABILITIES & EQUITY 387,560.46

Leelanau Township Library
Profit & Loss
May 2024

	<u>May 24</u>
Income	
402 · Property Tax Capture	24,903.28
602 · In House Revenues	161.00
669 · Investment Interest	263.62
674 · Private Donations	
674.3 · Donations-Unrestricted	54.21
674.1 · Restricted Donation	15,000.00
Total 674 · Private Donations	<u>15,054.21</u>
Total Income	40,382.11
Expense	
701 · Payroll Expenses	7,961.13
703 · Social Security - Employer	476.09
704 · Medicare - Employer	111.34
709 · Health Insurance	1,388.09
726 · SUPPLIES	
727 · OFFICE MATERIALS	
727.1 · Postage	6.25
727.3 · Office Supplies	839.04
Total 727 · OFFICE MATERIALS	<u>845.29</u>
Total 726 · SUPPLIES	845.29
728 · Repairs & Maintenance	603.27
729 · Building Supplies	48.64
741 · Books	1,885.45
743 · Periodicals	243.00
744 · Digital Materials	562.98
745 · Movies	45.44
747 · Programs	180.18
750 · Information and Technology	569.81
801 · Professional Fees	
801.1 · Bookkeeping Fees	337.00
801.4 · Consultants	7,225.00
Total 801 · Professional Fees	<u>7,562.00</u>
802 · Dues	515.56
921 · Electric	241.36
Total Expense	<u>23,239.63</u>
Net Income	<u><u>17,142.48</u></u>

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06/13/24
Accrual Basis

Leelanau Township Library
General Ledger
As of May 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
							4,486.88
000-001 - HB Checking 0284							
Check	06/01/2024	auto	Google	Google Workspace	750 - Information and Technology	-28.32	4,438.54
Check	06/02/2024	DC	Postmaster	postage to Nashville TN	727.1 - Postage	-4.62	4,433.92
Check	06/02/2024	DC	Northport Building Supply	R&M supplies	728 - Repairs & Maintenance	-5.99	4,427.93
Check	06/07/2024	DC	Postmaster	postage to Traverse City MI	727.1 - Postage	-1.89	4,426.30
Check	05/08/2024	auto	Adobe Inc	2447760565: Acrobat Pro	750 - Information and Technology	-29.99	4,396.31
Deposit	05/09/2024			Deposit	743 - Periodicals	24.95	4,421.26
Transfer	05/09/2024			Funds Transfer	000-002 - HB MM Savings 0297	6,000.00	6,421.26
Paycheck	05/10/2024	1184	Erin A Connolly		-SPLIT-	-853.64	6,567.72
Paycheck	05/10/2024	1185	Julie A Preneta		-SPLIT-	-1,531.77	7,036.95
Paycheck	05/10/2024	1186	Marie E Gaspari		-SPLIT-	-333.45	6,702.50
Paycheck	05/10/2024	1187	Mary Ann Lassaline		-SPLIT-	-507.68	6,194.92
Check	05/14/2024	auto renewa	iDrive	Annual Renewal	750 - Information and Technology	-199.60	5,995.42
Liability Check	05/15/2024	EFTPS	United States Treasury	92-2069616 - 941 April 2024	-SPLIT-	-1,499.30	4,496.12
Check	05/15/2024	DC	The Find North	Programs: WKK	747 - Programs	-38.92	4,462.20
Check	05/15/2024	DC	Pennington Collection	Programs: WKK	747 - Programs	-23.32	4,438.88
Bill Pmt -Check	05/16/2024	1188	Leelanau Township Office		20000 - Accounts Payable	-809.74	3,629.14
Check	05/16/2024	1189	NellLink Business Solutions	148294, 148252	-SPLIT-	-348.00	3,281.14
Check	06/16/2024	1190	ReThinking Libraries LLC	2345: 5/16/24 Strategic Planning	801.4 - Consultants	-7,225.00	-3,943.86
Check	05/16/2024	1191	Blue Care Network of Michigan	241280047346: June 2024	709 - Health Insurance	-1,368.09	-5,311.95
Check	05/16/2024	1192	Mid-Michigan Library League	13480: 1st payment State Aid	802 - Dues	-515.66	-5,827.61
Check	05/16/2024	1193	Cengage Learning Inc/Gate	Acct #195127	-SPLIT-	-262.32	-6,109.83
Check	05/18/2024	1194	2XT Services LLC	7988	728 - Repairs & Maintenance	-241.28	-6,351.11
Check	05/18/2024	1195	Bookkeeping Services Inc	7844: April 2024	801.1 - Bookkeeping Fees	-337.00	-6,688.11
Check	05/18/2024	1196	Overdrive Inc	01961CO24139517: April 2024	744 - Digital Materials	-562.98	-7,251.09
Check	05/16/2024	1197	Amazon Capital Services	1KYH-MQKK-JVW8: May 2024	-SPLIT-	-108.64	-7,359.73
Check	05/18/2024	1198	Demco	210091990: April 2024	-SPLIT-	-638.68	-7,998.41
Check	05/18/2024	1199	Ed Kolenik	April Custodial Services	728 - Repairs & Maintenance	-320.00	-8,318.41
Check	05/16/2024	1200	Consumers Energy	1030 4900 3878: Mar/Apr 2024	921 - Electric	-241.38	-8,559.79
Check	05/16/2024	1201	Collaborative Summer Library Program	Woo296225	747 - Programs	-122.94	-8,682.73
Check	05/16/2024	1202	County of Leelanau	2023 Tax Capture Refund	-SPLIT-	-88.49	-8,771.22
Check	05/16/2024	1203	Baker & Taylor	L5453842: April 2024	-SPLIT-	-1,604.41	-10,375.63
Check	05/16/2024	1204	Integrity Business Solutions	954570: May 2024	-SPLIT-	-124.63	-10,499.26
Transfer	05/16/2024			Funds Transfer	000-002 - HB MM Savings 0297	20,300.00	8,801.86
Check	05/19/2024	DC	The New York Times	3 month subscription	743 - Periodicals	-144.00	8,657.86
Liability Check	05/23/2024			Created by Payroll Service on 05/21/2024	2111 - *Direct Deposit Liabilities	-3,161.82	6,496.04
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	-SPLIT-	0.00	6,496.04
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	-SPLIT-	0.00	6,496.04
Paycheck	05/24/2024	direct dep	Marie E Gaspari	Direct Deposit	-SPLIT-	0.00	6,496.04
Paycheck	05/24/2024	direct dep	Mary Ann Lassaline	Direct Deposit	-SPLIT-	0.00	6,496.04
Check	05/24/2024	DC	Traverse Magazine	3 year subscription	743 - Periodicals	-79.65	6,416.39
Check	05/28/2024	auto	Inlult	monthly payroll service	701 - Payroll Expenses	-25.44	6,390.95
Check	05/28/2024	DC	Bon Appetit	6 month subscription	743 - Periodicals	-44.00	6,346.95
Check	05/30/2024	online	Labelmaker	Lifetime	727.3 - Office Supplies	-79.99	6,266.96
						1,800.00	6,266.96
Total 000-001 - HB Checking 0284							
000-002 - HB MM Savings 0297							
Deposit	05/06/2024			Deposit	-SPLIT-	134.21	311,259.21
Transfer	05/09/2024			Funds Transfer	000-001 - HB Checking 0284	-5,000.00	306,259.21
Deposit	05/15/2024			Deposit	-SPLIT-	24,894.77	331,253.98
Transfer	05/16/2024			Funds Transfer	000-001 - HB Checking 0284	-20,300.00	310,953.98
Deposit	05/31/2024			Deposit	-SPLIT-	15,076.00	326,029.98
Deposit	05/31/2024			Interest	668 - Investment Interest	263.62	326,293.60
						15,188.60	326,293.60
Total 000-002 - HB MM Savings 0297							
000-003 - HB MM Fund Balance							
Total 000-003 - HB MM Fund Balance							
000-400 - Petty Cash							
Total 000-400 - Petty Cash							
000-005 - HB CD 7234							
Total 000-005 - HB CD 7234							
000-006 - HB CD 7247							
Total 000-006 - HB CD 7247							

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06/13/24
Accrual Basis

Leelanau Township Library
General Ledger
As of May 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
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							-809.74
Bill Pmt -Check	05/16/2024	1188	Leelanau Township Office		000-001 · HB Checking 0284	809.74	0.00
Total 20000 · Accounts Payable						809.74	0.00
2111 · *Direct Deposit Liabilities							0.00
Liability Check	05/23/2024		QuickBooks Payroll Service	Created by Payroll Service on 05/21/2024	000-001 · HB Checking 0284	3,161.62	3,161.62
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-853.54	2,308.08
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-1,531.78	776.30
Paycheck	05/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-315.49	460.87
Paycheck	05/24/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-460.87	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							-499.63
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 · HB Checking 0284	-29.40	-529.03
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 · HB Checking 0284	-29.40	-558.43
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 · HB Checking 0284	0.00	-558.43
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 · HB Checking 0284	-26.46	-584.89
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 · HB Checking 0284	-58.67	-643.78
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 · HB Checking 0284	-58.67	-702.63
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 · HB Checking 0284	0.00	-702.63
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 · HB Checking 0284	0.00	-702.63
Paycheck	05/10/2024	1186	Marie E Gaspari		000-001 · HB Checking 0284	0.00	-702.63
Paycheck	05/10/2024	1189	Marie E Gaspari		000-001 · HB Checking 0284	-9.94	-712.67
Paycheck	05/10/2024	1187	Mary Ann Lassaline		000-001 · HB Checking 0284	0.00	-712.67
Paycheck	05/10/2024	1187	Mary Ann Lassaline		000-001 · HB Checking 0284	-15.27	-727.84
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-29.40	-757.24
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-29.40	-786.64
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-786.64
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-5.31	-791.95
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-58.67	-850.82
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-68.87	-909.69
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	0.00	-909.69
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	0.00	-909.69
Paycheck	05/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-909.69
Paycheck	05/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-9.39	-919.08
Paycheck	05/24/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-919.08
Paycheck	05/24/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-13.85	-932.93
Total 24000 · Payroll Liabilities						-433.80	-932.93
241 · MI State Withholding							-212.78
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 · HB Checking 0284	-22.09	-234.87
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 · HB Checking 0284	-62.69	-297.46
Paycheck	05/10/2024	1186	Marie E Gaspari		000-001 · HB Checking 0284	-6.49	-303.95
Paycheck	05/10/2024	1187	Mary Ann Lassaline		000-001 · HB Checking 0284	-14.89	-318.84
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-22.09	-340.93
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-82.69	-403.62
Paycheck	05/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.62	-409.14
Paycheck	05/24/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-12.64	-421.78
Total 241 · MI State Withholding						-209.00	-421.78
242 · Federal Withholding							-311.00
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 · HB Checking 0284	0.00	-311.00
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 · HB Checking 0284	-169.00	-470.00
Paycheck	05/10/2024	1186	Marie E Gaspari		000-001 · HB Checking 0284	0.00	-470.00
Paycheck	05/10/2024	1187	Mary Ann Lassaline		000-001 · HB Checking 0284	0.00	-470.00

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Leelanau Township Library
General Ledger
As of May 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Liability Check	05/16/2024	EFTPS	United States Treasury	92-2059516 - 941 April 2024	000-001 · HB Checking 0284	311.00	-169.00
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	0.00	-169.00
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-169.00	-318.00
Paycheck	05/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	0.00	-318.00
Paycheck	05/24/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	0.00	-318.00
Total 242 · Federal Withholding						-7.00	-318.00
243 · Social Security - Co							-481.54
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 · HB Checking 0284	-80.76	-542.30
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 · HB Checking 0284	-121.67	-663.97
Paycheck	05/10/2024	1186	Marie E Gaspari		000-001 · HB Checking 0284	-22.82	-686.79
Paycheck	05/10/2024	1187	Mary Ann Lassaline		000-001 · HB Checking 0284	-35.08	-721.87
Liability Check	05/16/2024	EFTPS	United States Treasury	92-2059516 - 941 April 2024	000-001 · HB Checking 0284	481.54	-240.33
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-80.76	-301.09
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-121.66	-422.75
Paycheck	05/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-21.56	-444.31
Paycheck	05/24/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-31.78	-476.09
Total 243 · Social Security - Co						6.46	-476.09
244 · Medicare - Co							-112.61
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 · HB Checking 0284	-14.21	-126.82
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 · HB Checking 0284	-28.45	-155.27
Paycheck	05/10/2024	1186	Marie E Gaspari		000-001 · HB Checking 0284	-6.34	-160.61
Paycheck	05/10/2024	1187	Mary Ann Lassaline		000-001 · HB Checking 0284	-8.21	-168.82
Liability Check	05/16/2024	EFTPS	United States Treasury	92-2059516 - 941 April 2024	000-001 · HB Checking 0284	112.61	-56.21
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-14.21	-70.42
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-28.45	-98.87
Paycheck	05/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.04	-103.91
Paycheck	05/24/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-7.43	-111.34
Total 244 · Medicare - Co						1.27	-111.34
245 · MI Unemployment							0.00
Total 245 · MI Unemployment							0.00
247 · Social Security - Employee							-481.54
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 · HB Checking 0284	-80.76	-542.30
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 · HB Checking 0284	-121.87	-663.97
Paycheck	05/10/2024	1186	Marie E Gaspari		000-001 · HB Checking 0284	-22.82	-686.79
Paycheck	05/10/2024	1187	Mary Ann Lassaline		000-001 · HB Checking 0284	-35.08	-721.87
Liability Check	05/16/2024	EFTPS	United States Treasury	92-2059516 - 941 April 2024	000-001 · HB Checking 0284	481.54	-240.33
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-80.76	-301.09
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-121.66	-422.75
Paycheck	05/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-21.56	-444.31
Paycheck	05/24/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-31.78	-476.09
Total 247 · Social Security - Employee						6.46	-476.09
248 · Medicare - Employee							-112.61
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 · HB Checking 0284	-14.21	-126.82
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 · HB Checking 0284	-28.45	-155.27
Paycheck	05/10/2024	1186	Marie E Gaspari		000-001 · HB Checking 0284	-6.34	-160.61
Paycheck	05/10/2024	1187	Mary Ann Lassaline		000-001 · HB Checking 0284	-8.21	-168.82
Liability Check	05/16/2024	EFTPS	United States Treasury	92-2059516 - 941 April 2024	000-001 · HB Checking 0284	112.61	-56.21
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 · HB Checking 0284	-14.21	-70.42
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 · HB Checking 0284	-28.45	-98.87
Paycheck	05/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 · HB Checking 0284	-5.04	-103.91
Paycheck	05/24/2024	direct dep	Mary Ann Lassaline	Direct Deposit	000-001 · HB Checking 0284	-7.43	-111.34
Total 248 · Medicare - Employee						1.27	-111.34
Total 246 · Medicare - Employee							0.00
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							-140,525.16
Total 32000 · Retained Earnings							-140,525.16
400 · INCOME							0.00
Total 400 · INCOME							0.00

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Leelanau Township Library
General Ledger
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Type	Date	Num	Name	Memo	Split	Amount	Balance	
402 - Property Tax Capture							0.00	
Deposit	05/16/2024	124948	County of Leelanau	2023 Delinquent Tax	000-002 - HB MM Savings 0297	-24,989.77	-24,989.77	
Check	05/16/2024	1202	County of Leelanau	VA Exemption 042-302-006-00	000-001 - HB Checking 0284	37.14	-24,952.63	
Check	06/16/2024	1202	County of Leelanau	MTT Adjustment 006-720-031-00	000-001 - HB Checking 0284	49.85	-24,903.28	
Total 402 - Property Tax Capture							-24,903.28	-24,903.28
666 - State Grants, Culture							-1,031.12	
666.2 - Other Grants							0.00	
Total 666.2 - Other Grants							0.00	
666.1 - State Library Aid							-1,031.12	
Total 666.1 - State Library Aid							-1,031.12	
666 - State Grants, Culture - Other							0.00	
Total 666 - State Grants, Culture - Other							0.00	
Total 666 - State Grants, Culture							-1,031.12	
581 - County Penal Fines							0.00	
Total 581 - County Penal Fines							0.00	
602 - In House Revenues							-130.00	
Deposit	05/08/2024		Cash	VLF	000-002 - HB MM Savings 0297	-80.00	-210.00	
Deposit	05/16/2024		Scrapps	VLF	000-002 - HB MM Savings 0297	-5.00	-215.00	
Deposit	05/31/2024			VLF	000-002 - HB MM Savings 0297	-76.00	-291.00	
Total 602 - In House Revenues							-161.00	-291.00
669 - Investment Interest							-268.98	
Deposit	05/31/2024			Interest	000-002 - HB MM Savings 0297	-283.62	-522.60	
Total 669 - Investment Interest							-283.62	-522.60
674 - Private Donations							-400.00	
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							-400.00	
Deposit	05/06/2024	932	Fitzgerald	Donation	000-002 - HB MM Savings 0297	-50.00	-450.00	
Deposit	05/06/2024	20827963	Giles	Donation	000-002 - HB MM Savings 0297	-4.21	-454.21	
Total 674.3 - Donations-Unrestricted							-54.21	-454.21
674.2 - Temporary Restricted Donation							0.00	
Total 674.2 - Temporary Restricted Donation							0.00	
674.1 - Restricted Donation							0.00	
Deposit	05/31/2024	3292	Leelanau Township Comm FcIn	Restricted Donation	000-002 - HB MM Savings 0297	-15,000.00	-15,000.00	
Total 674.1 - Restricted Donation							-15,000.00	-15,000.00
674 - Private Donations - Other							0.00	
Total 674 - Private Donations - Other							0.00	
Total 674 - Private Donations							-15,054.21	-15,454.21
687 - Rebates & Misc. Revenue							0.00	
Total 687 - Rebates & Misc. Revenue							0.00	
700 - EXPENDITURE/EXPENSE							0.00	
Total 700 - EXPENDITURE/EXPENSE							0.00	
701 - Payroll Expenses							9,342.64	
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 - HB Checking 0284	980.00	10,322.64	
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 - HB Checking 0284	29.40	10,352.04	
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 - HB Checking 0284	26.46	10,378.50	
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 - HB Checking 0284	1,864.23	12,242.73	
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 - HB Checking 0284	98.12	12,340.85	
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 - HB Checking 0284	68.87	12,399.72	
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 - HB Checking 0284	0.00	12,399.72	
Paycheck	05/10/2024	1185	Julie A Preneta		000-001 - HB Checking 0284	286.30	12,686.02	
Paycheck	05/10/2024	1188	Marie E Gaspari		000-001 - HB Checking 0284	81.80	12,767.82	
Paycheck	05/10/2024	1188	Marie E Gaspari		000-001 - HB Checking 0284	9.94	12,777.76	
Paycheck	05/10/2024	1187	Mary Ann Lassaline		000-001 - HB Checking 0284	565.76	13,343.52	
Paycheck	05/10/2024	1187	Mary Ann Lassaline		000-001 - HB Checking 0284	15.27	13,358.79	
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	560.00	13,918.79	
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	380.00	14,338.79	
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	28.40	14,368.19	

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Paycheck	06/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	5.31	14,379.50
Paycheck	06/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	1,766.11	16,139.61
Paycheck	06/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	196.24	16,335.85
Paycheck	06/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	58.87	16,394.72
Paycheck	06/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	0.00	16,394.72
Paycheck	06/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	347.65	16,742.37
Paycheck	06/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	8.39	16,751.76
Paycheck	06/24/2024	direct dep	Mary Ann Lassalina	Direct Deposit	000-001 - HB Checking 0284	512.72	17,264.48
Paycheck	06/24/2024	direct dep	Mary Ann Lassalina	Direct Deposit	000-001 - HB Checking 0284	13.55	17,278.33
Check	05/29/2024	auto	Intuit	monthly payroll service	000-001 - HB Checking 0284	25.44	17,303.77
Total 701 - Payroll Expenses						7,961.13	17,303.77
702 - Salaries and Wages							0.00
Total 702 - Salaries and Wages							0.00
703 - Social Security - Employer							481.64
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 - HB Checking 0284	60.76	542.30
Paycheck	06/10/2024	1185	Julie A Preneta		000-001 - HB Checking 0284	121.67	663.97
Paycheck	05/10/2024	1188	Marie E Gaspari		000-001 - HB Checking 0284	22.32	686.29
Paycheck	05/10/2024	1187	Mary Ann Lassalina		000-001 - HB Checking 0284	35.08	721.87
Paycheck	06/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	60.76	782.63
Paycheck	06/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	121.66	904.29
Paycheck	05/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	21.56	925.85
Paycheck	05/24/2024	direct dep	Mary Ann Lassalina	Direct Deposit	000-001 - HB Checking 0284	31.78	957.63
Total 703 - Social Security - Employer						476.09	957.63
704 - Medicare - Employer							112.61
Paycheck	05/10/2024	1184	Erin A Connolly		000-001 - HB Checking 0284	14.21	126.82
Paycheck	06/10/2024	1185	Julie A Preneta		000-001 - HB Checking 0284	28.45	155.27
Paycheck	05/10/2024	1188	Marie E Gaspari		000-001 - HB Checking 0284	5.34	160.61
Paycheck	05/10/2024	1187	Mary Ann Lassalina		000-001 - HB Checking 0284	8.21	168.82
Paycheck	05/24/2024	direct dep	Erin A Connolly	Direct Deposit	000-001 - HB Checking 0284	14.21	183.03
Paycheck	05/24/2024	direct dep	Julie A Preneta	Direct Deposit	000-001 - HB Checking 0284	28.45	211.48
Paycheck	05/24/2024	direct dep	Marie E Gaspari	Direct Deposit	000-001 - HB Checking 0284	5.04	216.52
Paycheck	06/24/2024	direct dep	Mary Ann Lassalina	Direct Deposit	000-001 - HB Checking 0284	7.43	223.95
Total 704 - Medicare - Employer						111.34	223.95
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							2,776.18
Check	05/16/2024	1191	Blue Care Network of Michigan	241280047346; June 2024	000-001 - HB Checking 0284	1,388.09	4,164.27
Total 709 - Health Insurance						1,388.09	4,164.27
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							68.26
727 - OFFICE MATERIALS							68.26
727.1 - Postage							68.26
Check	05/02/2024	DC	Postmaster	postage to Nashville TN	000-001 - HB Checking 0284	4.62	72.88
Check	05/07/2024	DC	Postmaster	postage to Traverse City MI	000-001 - HB Checking 0284	1.63	74.51
Total 727.1 - Postage						6.25	74.51

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General Ledger
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Type	Date	Num	Name	Memo	Split	Amount	Balance
							0.00
							0.00
							0.00
727.2 · Printing							0.00
Total 727.2 · Printing							0.00
727.3 · Office Supplies							0.00
Check	05/16/2024	1197	Amazon Capital Services	Office Supplies	000-001 · HB Checking 0284	24.88	24.88
Check	05/16/2024	1198	Demco	7471232	000-001 · HB Checking 0284	199.23	223.91
Check	05/16/2024	1198	Demco	7472426	000-001 · HB Checking 0284	436.45	663.36
Check	05/16/2024	1204	Integrity Business Solutions	2577902-0: paper	000-001 · HB Checking 0284	63.98	727.34
Check	05/16/2024	1204	Integrity Business Solutions	2578224-0: pocket folders	000-001 · HB Checking 0284	31.71	759.05
Check	05/16/2024	1204	Integrity Business Solutions	2578224-0: pocket folders	000-001 · HB Checking 0284	79.69	839.04
Check	05/30/2024	online	Labelmaker	Lifetime	000-001 · HB Checking 0284	839.04	839.04
Total 727.3 · Office Supplies							0.00
727 · OFFICE MATERIALS - Other							0.00
Total 727 · OFFICE MATERIALS - Other						845.29	813.55
Total 727 · OFFICE MATERIALS							0.00
726 · SUPPLIES - Other							0.00
Total 726 · SUPPLIES - Other						845.29	813.55
Total 726 · SUPPLIES							0.00
728 · Repairs & Maintenance							0.00
Check	05/02/2024	DC	Northport Building Supply	R&M supplies	000-001 · HB Checking 0284	5.99	5.99
Check	05/16/2024	1199	NetLink Business Solutions	148294: maintenance agreement	000-001 · HB Checking 0284	36.00	41.99
Check	05/16/2024	1194	2XT Services LLC	7988	000-001 · HB Checking 0284	241.28	283.27
Check	05/16/2024	1199	Ed Kolarik	April Custodial Services	000-001 · HB Checking 0284	320.00	603.27
Total 728 · Repairs & Maintenance						603.27	603.27
728 · Building Supplies							219.47
Check	05/16/2024	1197	Amazon Capital Services	Building Supplies	000-001 · HB Checking 0284	19.70	239.17
Check	05/16/2024	1204	Integrity Business Solutions	2577902-0: soap	000-001 · HB Checking 0284	28.94	268.11
Total 729 · Building Supplies							0.00
730 · Furnishings/Equipment							0.00
Total 730 · Furnishings/Equipment							33.00
741 · Books							181.37
Check	05/16/2024	1193	Cengage Learning Inc/Gale	84180858	000-001 · HB Checking 0284	96.87	181.37
Check	05/16/2024	1193	Cengage Learning Inc/Gale	84278318	000-001 · HB Checking 0284	163.95	295.32
Check	05/16/2024	1197	Amazon Capital Services	Books	000-001 · HB Checking 0284	18.72	314.04
Check	05/16/2024	1203	Baker & Taylor	2038199926	000-001 · HB Checking 0284	433.76	747.79
Check	05/16/2024	1203	Baker & Taylor	2038216055	000-001 · HB Checking 0284	179.79	927.58
Check	05/16/2024	1203	Baker & Taylor	2038223965	000-001 · HB Checking 0284	376.09	1,303.67
Check	05/16/2024	1203	Baker & Taylor	2038236193	000-001 · HB Checking 0284	438.38	1,742.05
Check	05/16/2024	1203	Baker & Taylor	2038245825	000-001 · HB Checking 0284	176.40	1,918.45
Check	05/16/2024	1203	Baker & Taylor	2038245825	000-001 · HB Checking 0284	1,885.45	1,918.45
Total 741 · Books							0.00
742 · Audio Books							0.00
Total 742 · Audio Books							369.97
743 · Periodicals							345.02
Deposit	05/08/2024			refund	000-001 · HB Checking 0284	-24.95	345.02
Check	05/19/2024	DC	The New York Times	3 month subscription	000-001 · HB Checking 0284	144.00	489.02
Check	05/24/2024	DC	Traverse Magazine	3 year subscription	000-001 · HB Checking 0284	79.85	568.87
Check	05/28/2024	DC	Bon Appetit	6 month subscription	000-001 · HB Checking 0284	44.00	612.87
Total 743 · Periodicals						243.00	612.87
744 · Digital Materials							473.99
Check	05/16/2024	1198	Overdrive Inc	01991CO24139517: April 2024	000-001 · HB Checking 0284	562.98	1,036.87
Total 744 · Digital Materials						562.98	1,036.87
745 · Movies							0.00
Check	05/16/2024	1197	Amazon Capital Services	Movies/DVD	000-001 · HB Checking 0284	45.44	45.44
Total 745 · Movies						45.44	45.44
746 · Library of Things							0.00
Total 746 · Library of Things							401.60
747 · Programs							435.52
Check	05/16/2024	DC	The Find North	Programs: WKK	000-001 · HB Checking 0284	33.92	435.52
Check	05/15/2024	DC	Pennington Collection	Programs: WKK	000-001 · HB Checking 0284	23.32	458.84
Check	05/16/2024	1201	Collaborative Summer Library Program	Woo298225	000-001 · HB Checking 0284	122.94	581.78
Total 747 · Programs						180.18	581.78
750 · Information and Technology							49.38

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General Ledger
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Type	Date	Num	Name	Memo	Split	Amount	Balance	
Check	05/01/2024	auto	Google	Google Workspace	000-001 · HB Checking 0284	28.32	77.70	
Check	05/08/2024	auto	Adobe Inc	2447760585: Acrobat Pro	000-001 · HB Checking 0284	28.99	107.69	
Check	05/14/2024	auto renewa	iDrive	Annual Renewal	000-001 · HB Checking 0284	199.50	307.19	
Check	05/16/2024	1189	NetLink Business Solutions	148252: network/web protection	000-001 · HB Checking 0284	312.00	619.19	
						568.81	619.19	
Total 750 · Information and Technology								0.00
760 · PR and Advertising								0.00
Total 700 · PR and Advertising								0.00
801 · Professional Fees								0.00
801.1 · Bookkeeping Fees								0.00
Check	05/16/2024	1195	Bookkeeping Services Inc	7844: April 2024	000-001 · HB Checking 0284	337.00	337.00	
						337.00	337.00	
Total 801.1 · Bookkeeping Fees								0.00
801.2 · Legal Fees								0.00
Total 801.2 · Legal Fees								0.00
801.3 · Accounting Fees								0.00
Total 801.3 · Accounting Fees								0.00
801.4 · Consultants								0.00
Check	05/16/2024	1190	ReThinking Libraries LLC	2345: 5/16/24 Strategic Planning	000-001 · HB Checking 0284	7,225.00	7,225.00	
						7,225.00	7,225.00	
Total 801.4 · Consultants								0.00
801.5 · Recording Secretary								0.00
Total 801.5 · Recording Secretary								0.00
801 · Professional Fees - Other								0.00
Total 801 · Professional Fees - Other								0.00
Total 801 · Professional Fees							7,562.00	7,562.00
802 · Dues								381.00
Check	05/16/2024	1192	Mid-Michigan Library League	13480: 1st payment State Aid	000-001 · HB Checking 0284	515.56	896.56	
						515.56	896.56	
Total 802 · Dues								0.00
810 · Education/TrainInTransp								0.00
Total 810 · Education/TrainInTransp								0.00
850 · Communications								0.00
Total 850 · Communications								0.00
920 · Heating								0.00
Total 920 · Heating								0.00
921 · Electric								0.00
Check	05/16/2024	1200	Consumers Energy	1030 4900 3678: Mar/Apr 2024	000-001 · HB Checking 0284	241.36	241.36	
						241.36	241.36	
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								0.00
955.2 · Miscellaneous								0.00
Total 955.2 · Miscellaneous								0.00
955.1 · Bank Service Charges								0.00
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								0.00
No acct								0.00
Total no acct								0.00
TOTAL							0.00	0.00

Tuesday	July 23	
	2-3:30 pm	Welcome/Tour/Meet with Julie
	3:30 - 5:00pm	Staff Session
	5:30 -6:30 pm	General Adult
	7:00- 8:30 pm	(Summer Writers' Series)
Wednesday	July 24	
	10:00-11:00am	General Adult
	3:00-4:00pm	Families/Caregivers
	6:00 - 7:00pm	Business/Community Leaders
	7:30 -9:00 pm	Board + Julie
Thursday	July 25	
	9:30 -10:30am	Business/Community Leaders
	10:45am- 11:45a	Teens & Tweens

Leelanau Township Library Policies and Services

Add under "Personnel Policies" (Page 30)

Paid Time Off

Personal Days

This policy will be retroactive to April 1, 2023.

Hourly employees shall be entitled to "Personal Time" in addition to "Paid Time Off", defined as paid time off for family emergencies, medical appointments, or other personal needs. New employees shall accumulate one hour off for every 60 hours worked. Hourly employees with three or more years of continuous service shall be entitled to one hour off for every 54 hours worked. "Personal Time" shall be retroactively calculated for hourly employees who were employed as of April 1, 2023 and accumulated based upon their hours worked through May 31, 2024 and be available immediately for use by hourly employees through September 30, 2024. Hourly employees may retroactively have previously used "Paid Time Off" reassigned as "Personal Time" and have the previously used "Paid Time Off" hours reinstated as available for future use as "Paid Time Off".

Any unused "Personal Time" off shall be carried over for only 6 months from one fiscal year to the next (September 30.) Any "Personal Time" off accrued during the previous fiscal year shall no longer be available after September 30, although any "Personal Time" off accrued between April 1 and September 30 shall be available through September 30 of the following year except for "Personal Time" off already taken.

Unpaid "Personal Time" off shall not be available upon termination of the hourly employee.