



Peninsula Community Library Trustee Agenda April 14, 2022 at 4:30 p.m.

Call to Order/Attendance

Public Comment: Comments may be time limited, as announced at start of meeting

Approval of agenda – Any additional items?

Approval of Minutes

Consent Agenda: Acceptance of committee reports that have been submitted in advance. Any member of the board or public may request that an item be moved from the consent agenda to the regular agenda for discussion.

Financial Report:

Director's Report:

Committee Reports:

Traverse Area District Library Report: TADL Director's Report.

Northland Coop Report:

Friends Report: For items not on the consent agenda

Unfinished Business:

New Business:

Correspondence:

Public Comment: Please limit your comments to 5 minutes

Trustee Comment:

Adjournment:

Peninsula Community Library 2869 Island View Road, Traverse City, MI 49686, (231) 223-7700

Next meeting May12, 2022 @ 4:30

Peninsula Community Library Board Minutes

General Monthly Meeting

Thursday, March 10, 2022 4:30 Community Room

Call to Order/Attendance- Meeting was called to order by president Niki Sobkowski at 4:32.

Public Comment: None

Approval of Agenda-no new items added

Approval of Minutes- Brit Eaton made a motion to accept the minutes for the General Meeting on Thursday, February 10, 2022. Motion seconded by Todd Wilson. Motion passed unanimously.

Consent Agenda- No reports presented to the Board prior to the meeting.

Financial Report-Director Vicki Shurly provided the latest financial information. We have received our \$229,000 check from TADL, a check from Friends for programming and \$3540.00 from the Community Foundation. Our current principal balance is \$105,911.39.

Director's Report- PCL newsletter was mailed March 9. Cost was \$530.00 primarily postage as TCAPs prints at a very reasonable price.

March special programming includes a presentation by Peninsula Twsp EMTs on emergency preparation

We received a Technology Kit through ARPA which includes recording equipment. Vicki is looking at project options including local history and teen productions

March is "Reading Month". A drawing has been set up for readers and prizes will be awarded.

Committee Reports- None

TADL Report: Director Michele Howard noted there have been 34 behavior incidents at the library in the last month. There is very little in the way of mental health support in the community to address these issues. This situation is putting a strain on library staff.

TADL's facilities committee is seeking to raise funds for an exterior free standing sign to identify the library. They are also hoping to update the restrooms and additional work on the roof.

The TADL board will be attending a retreat this spring with a focus on "best practices"

Northland Co-Op- None

Friends- The next Friends general meeting will be April 3 at 1:00. They plan to meet in person in the Library Community Room.

Becky Dykstra is organizing the return our art sale event this year

Julia McGloughin and Bill Stott will be organizing our participation in the Bayshore Marathon to be held Memorial Day weekend. We should receive \$1200.00 from the race.

The Friends Book sale is tentatively scheduled for September 24 through October 4 to be held in the Community Room and Carriage House.

Unfinished Business- None

New Business There was board discussion to consider developing a simple 4 foot wide trail around the library property. Even during the winter there have been visitors walking in the area suggested. The board by consensus approved mowing a section to create the trail.

Correspondence- The library received a letter from Governor Whitmer acknowledging March as Reading Month and thanking librarians and staff across the state for their hard work and commitment to Michigan libraries.

We received a thank you from Jane Boursaw for the library renewal of the Old Mission Gazette subscription. She has been a tireless supporter of the library and many article regarding library activities have been posted in the Gazette.

The library received a complaint regarding health protocols at the library. The Director has addressed the concern.

Public Comment- None

Adjournment- A motion was made by John Bercini to adjourn. Seconded by Todd Wilson
Meeting adjourned at 5:10.

Submitted by: Lorraine Brickman

Balance Sheet

As of March 31, 2022

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
000-004 · PETTY CASH	5.00
000-005 · CHASE BANK	26,825.11
000-006 · CHASE BANK PETTY CASH	4,283.44
000-008 · TOWNSHIP REGULAR ACCOUNT	435,715.27
Total Checking/Savings	<u>466,828.82</u>
Total Current Assets	<u>466,828.82</u>
TOTAL ASSETS	<u>466,828.82</u>
LIABILITIES & EQUITY	
Equity	
000-385 · FUND BALANCE - BOARD DESIGNATED	69,000.00
000-387 · RETAINED EARNINGS	58,410.93
000-390 · FUND BALANCE-UNRESTRICTED	250,628.55
Net Income	88,789.34
Total Equity	<u>466,828.82</u>
TOTAL LIABILITIES & EQUITY	<u>466,828.82</u>

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Profit & Loss Budget vs. Actual

July 2021 through March 2022

04/06/22

Accrual Basis

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Budget
Income				
000-540 · STATE AID	2,375.92	4,800.00	-2,424.08	49.5%
000-569 · OTHER STATE GRANTS	2,465.49	0.00	2,465.49	100.0%
000-581 · CONTRACTUAL TAXED BASED FUNDING	229,000.00	203,388.00	25,612.00	112.6%
000-602 · BOOK SALES	52.34	0.00	52.34	100.0%
000-603 · COPIER INCOME	25.71	0.00	25.71	100.0%
000-604 · FAX INCOME	0.00	0.00	0.00	0.0%
000-605 · NOTICE PROC. & SERV. FEES	81.93	0.00	81.93	100.0%
000-607 · FACILITY USE FEES	300.00	0.00	300.00	100.0%
000-658 · PENAL FINE FUNDING	0.00	8,000.00	-8,000.00	0.0%
000-665 · INTEREST-REGULAR	172.82	400.00	-227.18	43.2%
000-674 · RESTRICTED DONATION				
674.11 · EQUIPMENT & SUPPLIES	-1,492.97	0.00	-1,492.97	100.0%
674.12 · BOOKS AND PERIODICALS	3,480.00	0.00	3,480.00	100.0%
674.2 · CHILDRENS ITEMS/ACTIVITIES	0.00	0.00	0.00	0.0%
674.4 · EDUCATION	415.00	0.00	415.00	100.0%
674.5 · ENDOWMENT RESTRICTED FUND	0.00	0.00	0.00	0.0%
674.6 · ACTIVITIES	0.00	0.00	0.00	0.0%
674.8 · GARDEN	0.00	0.00	0.00	0.0%
Total 000-674 · RESTRICTED DONATION	2,402.03	0.00	2,402.03	100.0%
000-675 · ENDOWMENT FUND/GRANTS	-4,867.52	3,270.00	-8,137.52	-148.9%
000-678 · DONATIONS				
678.1 · ANNUAL APPEAL	38,482.00	32,000.00	6,482.00	120.3%
678.2 · BOOKS AT THE BOATHOUSE	0.00	15,000.00	-15,000.00	0.0%
000-678 · DONATIONS - Other	20,052.00	5,000.00	15,052.00	401.0%
Total 000-678 · DONATIONS	58,534.00	52,000.00	6,534.00	112.6%
000-679 · MISCELLANEOUS REVENUES	493.00	500.00	-7.00	98.6%
Total Income	291,035.72	272,358.00	18,677.72	106.9%
Gross Profit	291,035.72	272,358.00	18,677.72	106.9%
Expense				
790-703 · SALARY AND WAGES	106,421.48	151,036.60	-44,615.12	70.5%
790-710 · LIFE INSURANCE	0.00	0.00	0.00	0.0%
790-711 · HEALTH INSURANCE	5,555.83	10,000.00	-4,444.17	55.6%
790-713 · SOCIAL SECURITY & MEDICARE	8,141.24	11,554.30	-3,413.06	70.5%
790-714 · PENSION	6,000.39	8,300.00	-2,299.61	72.3%
790-715 · INSURANCE	7,504.00	7,500.00	4.00	100.1%
790-727 · SUPPLIES	7,250.47	8,000.00	-749.53	90.6%
790-728 · RESTRICTED EQUIPMENT/SUPPLIES	0.00	0.00	0.00	0.0%
790-801 · ACCOUNTING SERVICES	267.11	1,500.00	-1,232.89	17.8%
790-802 · LEGAL SERVICES	0.00	500.00	-500.00	0.0%
790-803 · AUDIT FEES	4,500.00	5,000.00	-500.00	90.0%
790-850 · COMMUNICATIONS/TELEPHONE	1,130.22	2,000.00	-869.78	56.5%

1:30 PM

04/06/22

Accrual Basis

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Profit & Loss Budget vs. Actual

July 2021 through March 2022

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Budget
790-860 · MILEAGE	0.00	200.00	-200.00	0.0%
790-880 · COMMUNITY PROMOTIONS	3,526.76	4,000.00	-473.24	88.2%
790-881 · FUNDRAISER EXP	1,710.00	2,500.00	-790.00	68.4%
790-920 · UTILITIES	4,222.73	4,500.00	-277.27	93.8%
790-930 · REPAIRS & MAINTENANCE GROUNDS	9,874.25	9,500.00	374.25	103.9%
790-931 · REPAIRS & MAINTENANCE BUILDING	6,079.95	7,500.00	-1,420.05	81.1%
790-932 · REPAIRS & MAINTENANCE EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
790-933 · CONTRACTUAL MAINTENANCE	647.04	1,000.00	-352.96	64.7%
790-940 · RENT	0.00	0.00	0.00	0.0%
790-941 · LEASED EQUIPMENT	637.92	1,000.00	-362.08	63.8%
790-955 · MISCELLANEOUS	0.00	250.00	-250.00	0.0%
790-956 · EDUCATION & TRAINING				
956.1 · RESTRICTED EXPENSE EDUCATION	0.00	0.00	0.00	0.0%
790-956 · EDUCATION & TRAINING - Other	130.00	400.00	-270.00	32.5%
Total 790-956 · EDUCATION & TRAINING	130.00	400.00	-270.00	32.5%
790-958 · CONTINGENCY	0.00	500.00	-500.00	0.0%
790-961 · RECONCILIATION DISCREPANCY	0.00	0.00	0.00	0.0%
790-962 · COLLECTION AGENCY FEES	0.00	100.00	-100.00	0.0%
790-965 · ACTIVITIES				
965.1 · RESTRICTED EXPENSE ACTIVITIES	0.00	0.00	0.00	0.0%
790-965 · ACTIVITIES - Other	8,787.98	8,000.00	787.98	109.8%
Total 790-965 · ACTIVITIES	8,787.98	8,000.00	787.98	109.8%
790-969 · MEMBERSHIPS AND DUES	1,657.00	3,000.00	-1,343.00	55.2%
790-971 · BOOKS & PERIODICALS	15,579.75	18,000.00	-2,420.25	86.6%
790-972 · AUDIO/VISUAL MATERIALS	2,622.26	5,000.00	-2,377.74	52.4%
790-973 · RESTRICTED CHILD ITEMS/BOOKS	0.00	0.00	0.00	0.0%
790-974 · RESTRICTED BOOKS/PERIODICALS	0.00	0.00	0.00	0.0%
Total Expense	202,246.38	271,840.90	-69,594.52	74.4%
Net Income	88,789.34	517.10	88,272.24	17,170.6%

1:46 PM

Peninsula Community Library (Capital Fund #401)

04/06/22

Summary Balance Sheet

Accrual Basis

As of March 31, 2022

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	82,398.68
Total Current Assets	<u>82,398.68</u>
TOTAL ASSETS	<u>82,398.68</u>
LIABILITIES & EQUITY	
Equity	82,398.68
TOTAL LIABILITIES & EQUITY	<u>82,398.68</u>

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Peninsula Community Library (Capital Fund #401)

04/06/22

Profit & Loss

Accrual Basis

July 2021 through March 2022

	<u>Jul '21 - Mar 22</u>
Income	
000-665 · Interest	55.05
000-674 · Restricted Donation	
674.1 · Landscaping	<u>4,000.00</u>
Total 000-674 · Restricted Donation	4,000.00
000-677 · Local Contributions	<u>20,000.00</u>
Total Income	24,055.05
Expense	
790-920 · Utilities	10,326.00
790-955 · Miscellaneous	1.56
790-974 · Interior Furnishing	2,256.70
790-976 · Landscaping	
976.1 · Landscaping Restricted	4,329.65
790-976 · Landscaping - Other	<u>5,707.02</u>
Total 790-976 · Landscaping	10,036.67
Total Expense	<u>22,620.93</u>
Net Income	<u><u>1,434.12</u></u>



Our Books With the Boathouse fundraiser was a sellout event. Doug Kosch, owner of The Boathouse Restaurant donates the meals and wine. Ticket sales generated \$7680. In addition, a silent auction in conjunction with the event is expected to earn several thousand more. Meal pick up was in the PCL parking lot and our Men's Group helped run bags to cars.

Spring break week was very busy at PCL! Visitors saw us on Facebook and found their way in, some staying the day with our activities for children. We went through over 120 craft bags and multiple in-house crafts. One little girl who had spent the day with her family cried when it was time to leave and begged her mother to let her check out a book. The mother explained that they live out of state and would be going home soon with no way to return it. We let her choose a book as a gift from our sale shelf and she skipped out happy!

The Peninsula Township Fire Department Emergency Team offered a great program on what to do in an emergency until help arrives, how to use our AED, and how to know when to call 911. They will be back this summer with all the trucks and equipment to do a Summer Reading Club program for kids and will stay for some water fun afterward with the kids!

Storyteller Judy Sima joins us at 7 p.m. April 28th in honor of Holocaust Remembrance Day. Judy shares stories in her mother's voice of encounters with the Gestapo, Kristallnacht, her escape from Germany to America and her adjustment to a new life. Following the telling of her mother's story, Judy offers conversation starters to get the audience talking about their own parents. Her programs bring smiles and laughter as well as a few tears.

The outdoor memorial signs on the building are not holding up to the weather – for the second year in a row. Image360 will be replacing them with polymer signs that resemble the original wooden ones. Last year, they treated them with several coats of marine varnish, but our winds and rains have been so severe, they look worse than ever. Many thanks to Image360 for standing behind their work!

Room reservations are being accepted once again for the Neahtawanta Room (our small meeting room) and the Community Room. The Coffee Bar will reopen April 20.

The flag had to be replaced outside. The strong winds had reduced it almost to shreds. It took longer than expected for the new one to come in, but we wanted to hold out for a flag made in the United States. Bay Supply removed the old one, according it proper respect and hung the new one.

Fun fact about PCL: The very first community library on Old Mission was housed for 51 years in the parlor of an old Victorian farmhouse on Center Road. The house no longer exists, but the farmer who now owns that land remembers going in before it was burned due to decay and said there were book cases and a harp case so sheathed in moss that it was almost like being in a storybook.

Circulation March 2022: 2432 + 37 manual checkouts, March 2021: 2842

March Volunteers: 8 people, 23 hours of time to PCL. Curbside pickups: 2. New library cards: 13

Hold Transit Counts March: 608 to other libraries from PCL, 353 from other libraries to PCL

Programs March: 20 Program Participation March: 290 Reference Questions: 360

Website Hits: 1765, Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 2