



Peninsula Community Library Trustee Agenda May 12, 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: See attached. Note that reports are through April 27 only. Updated reports provided next month.

Director's Report: See attached

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 June 9, 2022 @ 4:30

**PENINSULA COMMUNITY LIBRARY MEETING MINUTES
THURSDAY, APRIL 14, 2022 4:30 PM LIBRARY COMMUNITY ROOM**

CALL TO ORDER/ATTENDANCE - Bercini, Brickman, Davy, Sobkowski, Wilson, absent Eaton

PUBLIC COMMENTS - None

APPROVAL OF AGENDA - no new items

APPROVAL OF MINUTES - all in attendance approve minutes for March 10, 2022

CONSENT AGENDA - no items in the Consent Agenda

FINANCIAL REPORT - Director Vicki Shurly - The Library is in good financial shape. Some anticipated expenses have been surpassed because of supply chain issues, inflation, waived fines, etc.. So far those have been off-set by a larger than anticipated income from the taxed based funding, rental of the Community Room, and annual appeal.

DIRECTOR'S REPORT - Director Vicki Shurly - Books at the Boathouse was a sellout generating \$7,680. Thanks to Doug Kosch for once again providing the meals and to the PCL Men's Club for assisting in the distribution.

Library participation is increasing with the cautious resumption of services. Craft bags and puzzles continue to be very popular.

Peninsula Fire Department presented a program on what to do in an emergency and the use of the Library's AED.

Image 360 will be replacing the outdoor memorial signs with simulated wood plastic signs.

Room reservations are being accepted for the Neatawanta Room and the Community Room.

The outdoor flag has been replaced.

The Library received 300 COVID tests to distribute.

Vicki and her staff have reviewed issues regarding the handling of anyone pressing them about issues of public use of the building and other privacy concerns.

Director Vicki Shurly has produced an annual report of the 2020-2021 year.

The Library has produced and is distributing a cook book.

Old Mission Associates has scheduled work on the Children's Garden and drainage problem to begin in mid May

Circulation March 2022: 2432 + 37 manual checkouts March 2021: 2842
March Volunteers: 8 people, 23 hours Curbside pickups: 2 New library cards: 13
Hold Transit Counts March: 608 to other libraries 353 from other libraries
March programs: 20 Program Participation: 290 Reference Questions: 360
Website Hits: 1765 Twilight Baby Bags: 0 1000 Books Before Kindergarten: 2

COMMITTEE REPORTS - none

TADL - Michele Howard was unable to attend.

NORTHLAND CO-OP REPORT - no report

FRIENDS REPORT- Mary Kennedy was unable to attend. Director Vicki Shurly shared that Friends are seeking volunteers for the Bay Shore Marathon water table. Plans are moving forward for the Summer Solstice Community Gathering on June 21. Friends member Becky Dykstra is organizing an Art Fair to be held in the fall in the Community Room and Carriage House.

UNFINISHED BUSINESS - none

NEW BUSINESS - None

CORRESPONDENCE - Vicky continues to receive emails of appreciation for the efforts of the staff.

PUBLIC COMMENT - None

TRUSTEE COMMENT - None

ADJOURNMENT - Todd Wilson made the motion to adjourn. Seconded by John Bercini, All members in favor of the motion. 5:02

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Balance Sheet

As of April 27, 2022

	<u>Apr 27, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
000-004 · PETTY CASH	5.00
000-005 · CHASE BANK	30,337.94
000-006 · CHASE BANK PETTY CASH	4,214.69
000-008 · TOWNSHIP REGULAR ACCOUNT	421,679.62
Total Checking/Savings	<u>456,237.25</u>
Total Current Assets	<u>456,237.25</u>
TOTAL ASSETS	<u><u>456,237.25</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
000-258 · PAYROLL LIABILITIES	1,779.96
Total Other Current Liabilities	<u>1,779.96</u>
Total Current Liabilities	<u>1,779.96</u>
Total Liabilities	1,779.96
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	<u>76,417.81</u>
Total Equity	<u>454,457.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>456,237.25</u></u>

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Profit & Loss Budget vs. Actual

July 1, 2021 through April 27, 2022

04/25/22

Accrual Basis

	Jul 1, '21 - Apr 27, 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	64.34	0.00	64.34	100.0%
000-603 · COPIER INCOME	41.21	0.00	41.21	100.0%
000-604 · FAX INCOME	1.25	0.00	1.25	100.0%
000-605 · NOTICE PROC. & SERV. FEES	81.93	0.00	81.93	100.0%
000-606 · DAMAGE FEE	0.00	0.00	0.00	0.0%
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%
000-673 · SALE OF ASSETS	0.00	0.00	0.00	0.0%
000-674 · RESTRICTED DONATION				
674.1 · LATINO PROGRAMMING	0.00	0.00	0.00	0.0%
674.10 · BOARD DESIGNATED - INCOME	0.00	0.00	0.00	0.0%
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%
674.7 · IN KIND DONATIONS	0.00	0.00	0.00	0.0%
674.8 · GARDEN	0.00	0.00	0.00	0.0%
674.9 · ARCHIVE PRESERVATION	0.00	0.00	0.00	0.0%
000-674 · RESTRICTED DONATION - Other	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%
000-676 · REIMBURSEMENT	0.00	0.00	0.00	0.0%
000-677 · SPECIAL PROJECT	0.00	0.00	0.00	0.0%
000-678 · DONATIONS				
678.1 · ANNUAL APPEAL	39,082.00	32,000.00	7,082.00	122.1%
678.2 · BOOKS AT THE BOATHOUSE	5,280.00	15,000.00	-9,720.00	35.2%
000-678 · DONATIONS - Other	20,052.00	5,000.00	15,052.00	401.0%
Total 000-678 · DONATIONS	64,414.00	52,000.00	12,414.00	123.9%

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Profit & Loss Budget vs. Actual

July 1, 2021 through April 27, 2022

04/25/22

Accrual Basis

	Jul 1, '21 - Apr 27, 22	Budget	\$ Over Budget	% of Budget
000-679 · MISCELLANEOUS REVENUES	548.60	500.00	48.60	109.7%
000-680 · OTHER INCOME	0.00	0.00	0.00	0.0%
607 · A--V INCOME	0.00	0.00	0.00	0.0%
657 · ITEM REPLACEMENT FEE	0.00	0.00	0.00	0.0%
666 · INTEREST-RESTRICTED	0.00	0.00	0.00	0.0%
671 · RIDES DELIVERY REIMBURSEMENT	0.00	0.00	0.00	0.0%
672.1 · SPECIAL PROJECT INCOME	0.00	0.00	0.00	0.0%
674.3 · Donated Books	0.00	0.00	0.00	0.0%
Total Income	297,000.07	272,358.00	24,642.07	109.0%
Cost of Goods Sold				
790-729 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	297,000.07	272,358.00	24,642.07	109.0%
Expense				
790-702 · PAYROLL	0.00	0.00	0.00	0.0%
790-703 · SALARY AND WAGES	113,467.34	151,036.60	-37,569.26	75.1%
790-704 · PER DIEM EMPLOYEE	0.00	0.00	0.00	0.0%
790-705 · COMPENSATED ABSENCES ADJUSTMENT	0.00	0.00	0.00	0.0%
790-710 · LIFE INSURANCE	0.00	0.00	0.00	0.0%
790-711 · HEALTH INSURANCE	7,143.21	10,000.00	-2,856.79	71.4%
790-712 · UNEMPLOYMENT TAX	0.00	0.00	0.00	0.0%
790-713 · SOCIAL SECURITY & MEDICARE	8,680.24	11,554.30	-2,874.06	75.1%
790-714 · PENSION	6,007.89	8,300.00	-2,292.11	72.4%
790-715 · INSURANCE	8,099.00	7,500.00	599.00	108.0%
790-727 · SUPPLIES	8,859.14	8,000.00	859.14	110.7%
790-728 · RESTRICTED EQUIPMENT/SUPPLIES	0.00	0.00	0.00	0.0%
790-731 · SPECIAL GRANT EXPENDITURES WF	0.00	0.00	0.00	0.0%
790-733 · RESTRICTED BOARD DESIGNATED	0.00	0.00	0.00	0.0%
790-734 · RESTRICTED GARDEN EXPENSES	0.00	0.00	0.00	0.0%
790-735 · REIMBURSED EXPENSES	0.00	0.00	0.00	0.0%
790-736 · RESTRICTED - LATINO PROGRAMMING	0.00	0.00	0.00	0.0%
790-737 · RESTRICTED EXPENDITURES	0.00	0.00	0.00	0.0%
790-801 · ACCOUNTING SERVICES	820.43	1,500.00	-679.57	54.7%
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	1,622.26	2,000.00	-377.74	81.1%
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	5,149.37	4,500.00	649.37	114.4%
790-930 · REPAIRS & MAINTENANCE GROUNDS	10,143.25	9,500.00	643.25	106.8%
790-931 · REPAIRS & MAINTENANCE BUILDING	7,273.52	7,500.00	-226.48	97.0%
790-932 · REPAIRS & MAINTENANCE EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Profit & Loss Budget vs. Actual

July 1, 2021 through April 27, 2022

04/25/22

Accrual Basis

	Jul 1, '21 - Apr 27, 22	Budget	\$ Over Budget	% of Budget
790-933 · CONTRACTUAL MAINTENANCE	753.66	1,000.00	-246.34	75.4%
790-940 · RENT	0.00	0.00	0.00	0.0%
790-941 · LEASED EQUIPMENT	717.66	1,000.00	-282.34	71.8%
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%
790-957 · UNCATAGORIZED EXPENSES	0.00	0.00	0.00	0.0%
790-958 · CONTINGENCY	0.00	500.00	-500.00	0.0%
790-960 · ARCHIVAL PRESERVATION	0.00	0.00	0.00	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	10,218.72	8,000.00	2,218.72	127.7%
Total 790-965 · ACTIVITIES	10,218.72	8,000.00	2,218.72	127.7%
790-969 · MEMBERSHIPS AND DUES	2,184.56	3,000.00	-815.44	72.8%
790-971 · BOOKS & PERIODICALS	16,869.09	18,000.00	-1,130.91	93.7%
790-972 · AUDIO/VISUAL MATERIALS	2,706.16	5,000.00	-2,293.84	54.1%
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%
790-975 · EQUIPMENT	0.00	0.00	0.00	0.0%
937 · RIDES DELIVERY	0.00	0.00	0.00	0.0%
998 · TRANSFER TO BUILDING FUND	0.00	0.00	0.00	0.0%
999 · PROCESSING FEES	0.00	0.00	0.00	0.0%
Total Expense	220,582.26	271,840.90	-51,258.64	81.1%
Net Income	76,417.81	517.10	75,900.71	14,778.1%

4:43 PM

Peninsula Community Library (Capital Fund #401)

04/25/22

Summary Balance Sheet

Accrual Basis

As of April 27, 2022

	<u>Apr 27, 22</u>
ASSETS	
Current Assets	
Checking/Savings	<u>82,405.28</u>
Total Current Assets	<u>82,405.28</u>
TOTAL ASSETS	<u>82,405.28</u>
LIABILITIES & EQUITY	
Equity	<u>82,405.28</u>
TOTAL LIABILITIES & EQUITY	<u>82,405.28</u>



A lecture series in collaboration with the University of Michigan, cancelled two summers ago due to COVID, is a go for this summer. The series features physicians renowned in their fields the world over, with emphasis on issues pertinent to aging adults. Topics include Alzheimer's July 25, skin cancer August 15, and in the fall, hearing loss. All programs are scheduled for 3 pm. Further details will be shared later.

Our outdoor concert series is also happening this summer. A schedule will be shared soon. These were always popular when PCL was at the school. COVID prevented us from offering it at our new building, but it will once again be an event. Patrons will be invited to bring a picnic and blankets or chairs and enjoy the sounds of summer out of doors.

PCL's Finance Committee met to work on a budget for next fiscal year. It will be presented at a dedicated Board meeting in June and voted on later that month.

Our annual inspection by the Peninsula Township Fire Department went well. They found no issues to report.

Due to several problems, we have changed our room use policy in the Neahtawanta Room, the small meeting room. The room is now available for two hours, extended to four if no one is waiting with the session ending ½ hour before close. We had patrons who hoarded the room all day and others who refused to leave upon closing. Hopefully this helps. PCL's laptops now shutdown ½ hour before closing.

The historical coloring book project done with Tim Carroll who descends from one of the earliest farm families on Old Mission has been a resounding success. A program was held at Old Mission Peninsula School with Tim Carroll talking about the stories of his growing up years on Old Mission back in 1945 when he himself was a third grader. The plan is to offer this to future third graders at the school as well since that is the year they study Michigan history. The books are given to students free of charge and they are challenged to take a drive with their parents to see the various sites mentioned in the book. If they return the form before August 15, they receive a certificate for an ice cream cone at Buchan's Blueberry Hill. The book is available to all others for \$20 and they selling like hotcakes! Sorry! The ice cream certificate is for the third graders only! Thanks to Buchan's for supporting this program.

Clean up is scheduled for the Children's Garden this spring, with replacement of some plants that did not survive the winter. Thankfully, the second COVID Memorial Tree seems to be thriving. The Friends of PCL sponsored a bench under the tree and there will, when weather allows, be a pot of flowers. It is intended to be a quiet place to sit and remember those who we lost along the way.

As the Director left for vacation before the end of the month, circulation and service data is not included this month.



Peninsula COMMUNITY LIBRARY

Committee Meeting – Finance

Tuesday, April 19, 2022 at 9 am

Members present: John Bercini, Brit Eaton, Vicki Shurly

Public comment: None

There was discussion and agreement to present the attached 2022/2023 budget proposal to the Board in June. Suggestions were made to recommend to the Board the idea of transferring funds to the Board Designed Fund so that the fund holds a reserve of \$100,000. A suggestion was also made to transfer an amount to the Capital Fund from undesignated (non-tax earned) funds to bring the fund to \$100,000 after generator, garden and drainage projects are paid.

Public comment: None

Adjournment

Respectfully Submitted by Vicki Shurly

2893 Island View Road
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231-223-7700