



Peninsula Community Library Trustee Agenda June 9, 2022 at 4:30 p.m.

Call to Order/Attendance Nancy Davy excused

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: Finance Committee budget 2022/2023, Personnel Committee Director review

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

Northland Coop Report: Additional Enrichment Grant Funding

Friends Report: For items not on the consent agenda

Unfinished Business: Grant Cherry Capital Cycling Club

New Business: Closure dates for 2022/2023, Survey (Brit), Repairs to building (Vicki)

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 July 14, 2022 @ 4:30

**PENINSULA COMMUNITY LIBRARY BOARD MEETING MINUTES
THURSDAY, MAY 12, 2022 4:30 PM LIBRARY COMMUNITY ROOM**

CALL TO ORDER/ATTENDANCE - Bercini, Brickman, Davy, Eaton, Sobkowski, Wilson all Board members present, Director Vicki Shurly absent

PUBLIC COMMENTS - None

APPROVAL OF AGENDA - Reports from Finance and Personnel Committees added

APPROVAL OF MINUTES - all in attendance approve minutes for April 11, 2022

CONSENT AGENDA - no items in the Consent Agenda

FINANCIAL REPORT - Director Vicki Shurly sent the monthly financial report to Board members with information through April 27.

Financial Committee will recommend that the Capital Fund be raised to \$100,000 (currently \$82,405.28) and that the Board Designated Fund also be raised to \$100,000 (currently \$69,000)

DIRECTOR'S REPORT - Director Vicki Shurly sent her monthly report to the Board Members.

The lecture series in collaboration with the University of Michigan has been rescheduled for this summer. Topics to be presented, Alzheimer's July 25, skin cancer August 15, and hearing loss in the fall.

Resumption of the summer outdoor concert series with a schedule to be announced.

The annual inspection by the Peninsula Fire Department found no issues.

Adjustments have been made in the room use policy for the Neahtawanta Room. Room will be available for two hours, extended to four if no one is waiting with the use ending a half hour before closing.

Tim Carroll presented a program at the Old Mission School on the history of the Peninsula. The third graders were presented with the historic coloring book and a check list of sites on the Peninsula. If they complete the form, they will receive a coupon for an ice cream cone at Buchans Blueberry Hill.

Old Mission Associates will begin the Children's Garden clean-up soon. The Memorial Tree has survived. Thanks to the Friends for the bench located beside the tree.

COMMITTEE REPORTS - None

TADL - Director Michele Howard was unable to attend.

NORTHLAND CO-OP REPORT - no report

FRIENDS REPORT- Friends President Mary Kennedy gave a brief report. Book donations are being accepted. The webpage is being updated more frequently. Plans are moving forward for the Summer Solstice celebration.

UNFINISHED BUSINESS - none

NEW BUSINESS - Lori Brickman, Chairman of the Personnel Committee, presented a review form for members to examine. Lori made a motion to accept the Director's Performance Review as presented. Motion seconded by Brit Eaton. The committee members answered questions from Board members. Motion passed unanimously. Members were asked to complete the form and return to President Nikki Sobkowski by June 1.

CORRESPONDENCE - None presented

PUBLIC COMMENT - None

TRUSTEE COMMENT - Nancy Davy complimented the Friends on the last meeting.

ADJOURNMENT - Lori Brickman made the motion to adjourn. Seconded by Todd Wilson All members in favor of the motion. 5:17

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Balance Sheet

As of May 31, 2022

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
000-004 · PETTY CASH	5.00
000-005 · CHASE BANK	36,353.75
000-006 · CHASE BANK PETTY CASH	1,990.35
000-008 · TOWNSHIP REGULAR ACCOUNT	<u>401,736.63</u>
Total Checking/Savings	<u>440,085.73</u>
Total Current Assets	<u>440,085.73</u>
TOTAL ASSETS	<u><u>440,085.73</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
000-258 · PAYROLL LIABILITIES	<u>863.82</u>
Total Other Current Liabilities	<u>863.82</u>
Total Current Liabilities	<u>863.82</u>
Total Liabilities	863.82
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>61,182.43</u>
Total Equity	<u>439,221.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>440,085.73</u></u>

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Profit & Loss Budget vs. Actual

July 2021 through May 2022

06/01/22

Accrual Basis

	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
Income				
000-540 · STATE AID	5,336.98	4,800.00	536.98	111.2%
000-569 · OTHER STATE GRANTS	5,945.49	0.00	5,945.49	100.0%
000-581 · CONTRACTUAL TAXED BASED FUNDING	229,000.00	203,388.00	25,612.00	112.6%
000-602 · BOOK SALES	188.84	0.00	188.84	100.0%
000-603 · COPIER INCOME	60.36	0.00	60.36	100.0%
000-604 · FAX INCOME	1.50	0.00	1.50	100.0%
000-605 · NOTICE PROC. & SERV. FEES	81.93	0.00	81.93	100.0%
000-607 · FACILITY USE FEES	400.00	0.00	400.00	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	-1,327.52	3,270.00	-4,597.52	-40.6%
000-678 · DONATIONS				
678.1 · ANNUAL APPEAL	39,232.00	32,000.00	7,232.00	122.6%
678.2 · BOOKS AT THE BOATHOUSE	9,692.00	15,000.00	-5,308.00	64.6%
000-678 · DONATIONS - Other	20,322.05	5,000.00	15,322.05	406.4%
Total 000-678 · DONATIONS	69,246.05	52,000.00	17,246.05	133.2%
000-679 · MISCELLANEOUS REVENUES	548.60	500.00	48.60	109.7%
Total Income	312,057.08	272,358.00	39,699.08	114.6%
Gross Profit	312,057.08	272,358.00	39,699.08	114.6%
Expense				
790-703 · SALARY AND WAGES	132,344.92	151,036.60	-18,691.68	87.6%
790-710 · LIFE INSURANCE	0.00	0.00	0.00	0.0%
790-711 · HEALTH INSURANCE	7,936.90	10,000.00	-2,063.10	79.4%
790-713 · SOCIAL SECURITY & MEDICARE	10,124.40	11,554.30	-1,429.90	87.6%
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	9,311.72	8,000.00	1,311.72	116.4%
790-728 · RESTRICTED EQUIPMENT/SUPPLIES	0.00	0.00	0.00	0.0%
790-801 · ACCOUNTING SERVICES	1,136.08	1,500.00	-363.92	75.7%
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	1,941.45	2,000.00	-58.55	97.1%

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Profit & Loss Budget vs. Actual

July 2021 through May 2022

06/01/22

Accrual Basis

	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
790-860 · MILEAGE	0.00	200.00	-200.00	0.0%
790-880 · COMMUNITY PROMOTIONS	4,325.59	4,000.00	325.59	108.1%
790-881 · FUNDRAISER EXP	1,710.00	2,500.00	-790.00	68.4%
790-920 · UTILITIES	5,692.18	4,500.00	1,192.18	126.5%
790-930 · REPAIRS & MAINTENANCE GROUNDS	10,533.06	9,500.00	1,033.06	110.9%
790-931 · REPAIRS & MAINTENANCE BUILDING	8,515.17	7,500.00	1,015.17	113.5%
790-932 · REPAIRS & MAINTENANCE EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
790-933 · CONTRACTUAL MAINTENANCE	875.02	1,000.00	-124.98	87.5%
790-940 · RENT	0.00	0.00	0.00	0.0%
790-941 · LEASED EQUIPMENT	797.40	1,000.00	-202.60	79.7%
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	11,780.47	8,000.00	3,780.47	147.3%
Total 790-965 · ACTIVITIES	11,780.47	8,000.00	3,780.47	147.3%
790-969 · MEMBERSHIPS AND DUES	2,184.56	3,000.00	-815.44	72.8%
790-971 · BOOKS & PERIODICALS	20,161.28	18,000.00	2,161.28	112.0%
790-972 · AUDIO/VISUAL MATERIALS	2,767.56	5,000.00	-2,232.44	55.4%
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	250,874.65	271,840.90	-20,966.25	92.3%
Net Income	61,182.43	517.10	60,665.33	11,831.8%

2:45 PM

Peninsula Community Library (Capital Fund #401)

06/01/22

Summary Balance Sheet

Accrual Basis

As of May 31, 2022

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	76,241.40
Total Current Assets	76,241.40
TOTAL ASSETS	76,241.40
LIABILITIES & EQUITY	
Equity	76,241.40
TOTAL LIABILITIES & EQUITY	76,241.40

2:48 PM

Peninsula Community Library (Capital Fund #401)

06/01/22

Profit & Loss

Accrual Basis

July 2021 through May 2022

	<u>Jul '21 - May 22</u>
Income	
000-665 · Interest	62.05
000-674 · Restricted Donation	
674.1 · Landscaping	4,000.00
	<hr/>
Total 000-674 · Restricted Donation	4,000.00
000-677 · Local Contributions	20,000.00
	<hr/>
Total Income	24,062.05
Expense	
790-920 · Utilities	10,326.00
790-955 · Miscellaneous	1.96
790-974 · Interior Furnishing	2,256.70
790-976 · Landscaping	
976.1 · Landscaping Restricted	4,329.65
790-976 · Landscaping - Other	11,870.90
	<hr/>
Total 790-976 · Landscaping	16,200.55
	<hr/>
Total Expense	28,785.21
	<hr/>
Net Income	<u><u>-4,723.16</u></u>



We have received a grant from The Cherry Capital Cycling Club for a bicycle repair station. It is on order and will be installed as soon as it arrives. We have many cyclists during the warmer weather months and anticipate it being well used.

We have had numerous – as in dozens – of requests to put yard type signs for various events on the library property on Center Road. While the events are all great, it is our policy not to allow this – if we do it for one, we have to do it for all. We also have to be cognizant of township ordinances.

Several petitioners had to be asked to move from inside the building, the garden and the porch last month. Our policy states that they must be 25 feet away from the building. All were understanding and polite – willingly moving. No issues.

The weathered memorial signs on the building have been replaced by Image360 free of charge. The original wood signs had to be replaced last summer, but the replacements held up poorly to our wind and wet. The new ones are made of a realistic wood-look plastic.

Our quarterly snail mail newsletter has been mailed to all township residents. We still have it printed by TCAPS because it is cost effective and they are great to work with. They are now formatting it for us as well. The summer newsletter covers programming June through August.

Upcoming June programming includes a resume writing workshop through Michigan Works, participation in the Old Mission Historical Society's Log Cabin Days, and our regular programming. The Friends of PCL are sponsoring a community Summer Solstice concert featuring the Happy Time Banjos and complimentary ice cream. That happens June 21 at 5 pm. Patrons are invited to bring along a picnic and blanket.

PCL's Oceans of Possibility Summer Reading Club runs in July for patrons of all ages. Multi-age offerings include storyteller Jenifer Straus, Miriam Pico and the Peninsula Township Fire Department with hose fun. We are also planning photo ops with a pirate and mermaid!

A play tunnel has been ordered through a gift by an anonymous donor. It will become the Hobbit Hole in our Children's Garden with plants surrounding it for our little patrons to read in and enjoy.

Fun fact about PCL: PCL has three Little Free Libraries. The one at the front of the building has adult items. The one in the Children's Garden is for kids. A little-known fact is that PCL also has one on Power Island. Fred Tank, the island manager in the summer months, keeps it filled with books that PCL supplies for the taking! A plaque on that little library has our name.

***Circulation May 2022: 2162 + 37 manual checkouts, May 2021: 1948
May Volunteers: 11 people, 21 hours of time to PCL. Curbside pickups: 2. New library cards: 0
Hold Transit Counts May: 547 to other libraries from PCL, 343 from other libraries to PCL
Programs May: 19 Program Participation May: 213 Reference Questions: 377
Website Hits: 1315, Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 0***



LIBRARY BOARD FACTS ABOUT:

This information sheet is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

BOOK AND MATERIALS CHALLENGES

- **Materials Challenge or Materials Reconsideration** are the terms used by libraries, publishers, and authors to describe a question or complaint about an item, program, or publication's presence in the collection of a public, school, academic or any other library.
- **Censorship** is the term used when materials are removed from a library due to the subject matter, author, language, or viewpoint of the item. Materials can also be considered censored when access to them is restricted (because of their subject matter, author, language, viewpoint, etc.) with the intent to make the materials difficult to access. This situation can be very contentious.
- **The First Amendment of the United States Constitution guarantees all people the RIGHT to receive information of their choosing.** *Martin v. City of Struthers Ohio, 319 U.S. 141, (1943), clarified the Supreme Court's interpretation of this right:*

"The authors of the First Amendment knew that novel and unconventional ideas might disturb the complacent, but they chose to encourage a freedom which they believed essential if vigorous enlightenment was ever to triumph over slothful ignorance. This freedom embraces the right to distribute literature, Lovell v. Griffin, 303 U.S. 444, 452, and necessarily protects the right to receive it."

- **The First Amendment prohibits the restriction of access to information on the basis of viewpoint or topic.** *"The State may not, consistently with the spirit of the First Amendment, contract the spectrum of available knowledge."* *Griswold v. Connecticut, 381 U.S. 479, 482, (1965).*
- There are FIVE (5) types of speech NOT protected by the First Amendment: **Defamation, Fighting Words, Incitement, True Threats, and Obscenity.** (For more information, see pgs. 2-6 of [Book Challenges, Censorship, and Michigan Public Libraries](#)).
- Obscenity is not a label that is based on an individual or group opinion informed by personal beliefs. **Obscenity is a label applied to information by a court of law using a specific set of criteria.** [Miller v. California, 413 US 15](#)
- **Pornography is not the same as obscenity.** Obscenity is illegal under federal law, [18 USC 1465](#). If a library can purchase a book or material in the legal mainstream marketplace (via a publisher or Amazon, for example), it is presumably not obscene – even if they depict sexual themes.

- **Pornography that is not obscene is protected under the First Amendment** (Miller v. California) “Sexual expression which is indecent but not obscene is protected by the First Amendment.” [Sable Comm. Of Calif. V. FCC, \(1989\)](#).
- Individual states may impose restrictions on the exposure of children to materials that contain sexual themes. **Michigan’s law explicitly exempts Library staff and teachers from prosecution for this, [MCL 722.676](#)**. This exemption is evidence that the state considers public libraries not responsible for supervising minors’ choices of reading material. These laws are also not intended for age-appropriate materials that depict controversial themes.
- Michigan public libraries are required to implement mechanisms such as filtering software or privacy screens to limit minors’ exposure to explicit sexual content via the Internet while still permitting adults to have access to such content if requested, [MCL 397.606](#)
- **Uphold your Oath. Municipal officials – INCLUDING library trustees, take oaths of office.** Michigan’s constitutionally prescribed oath pledges that the trustee will support both the Michigan and the US Constitutions. The text of this oath, listed [in Art. XI, Section 1 is:](#)

*“All officers, legislative, executive, and judicial, before entering upon the duties of their respective offices, shall take and subscribe the following oath or affirmation: I do solemnly swear (or affirm) that **I will support the Constitution of the United States and the constitution of this state**, and that I will faithfully discharge the duties of the office of according to the best of my ability.”*
- **Board members have no power or authority to act unilaterally.** Library board powers and authority are authorized and granted by the legislature to the board as a WHOLE entity- NOT to individual board members. Board members acting individually are acting outside the scope of their authority See, OAG, 1977–1978, No 5286, p 403, 404 (March 31, 1978) (City council members acting individually have no authority to conduct city business), [County of Saginaw v Kent](#), 209 Mich 160, 167, (individual county board member cannot bind the county by their acts).
- **Members of a governing board have a ‘[Fiduciary Duty](#)’ to always act in the best interests of the library-** NOT the bests interests of a personal agenda, political view, religious view, or local municipal government view. **Board members who use their decisions to impose personal, religious, political, or other beliefs onto library users are not acting in the best interests of the library as an entity.** The library belongs to and serves an entire COMMUNITY and trustees are in place to maintain and protect the library **for the entire community** - not just the groups and demographics board members identify with. This is particularly true in matters where Library assets or funds are affected (or where actions could invite a lawsuit).
- **No Community is Homogenous.** The 2020 census has illustrated that the United States is more [diverse](#) in almost every metric. [Michigan](#) reflects this trend. Approximately 7% of Michigan’s population is [LGBTQ+](#). The likelihood that the board (or library staff) alone fully represent every segment of their community is increasingly unlikely. This means that, in order to fulfill its mission and purpose and its responsibility as a resource for the exercise of the constitutional right to information (including information on controversial and uncomfortable topics), a public library may not restrict its collection

only to items deemed “appropriate” by a few based on the personal viewpoints, religion, politics and morals of those few.

- **70% of the American public are against [limits](#) or bans on library materials.** Another [poll](#) suggests that a minority of people are the ones likely to initiate complaints and censorship behavior.
- **At no time should a board member (while representing themselves as a board member or while on duty as a board member) participate in or advocate for the illegal removal of materials, programs, items, etc., from the library.** This action is not only a likely constitutional violation, but a violation of their oath of office, an arguable breach of fiduciary duty and an arguable misuse of library assets and money (irresponsibly discarding useable materials paid for by library funds). [Challenges to Materials and Programs: The Role of Library Trustees & Board Members \(3/31/22\)](#)
- Trustees’ failure to uphold their oath, protect constitutional rights, comply with their fiduciary duty, and adhere to the laws and regulations applicable to Michigan libraries and government organizations could result in hefty fines and expensive lawsuits for a library. **Lawsuits can and are happening:** [Texas public library board in Llano County is sued over book bans | The Texas Tribune](#)
- **Only parents have the responsibility and the right to dictate what their children can or cannot read/view/check out of the library.** Public libraries do not have the same legal responsibilities or duties towards children as schools do. Public libraries are NOT “in Loco Parentis” like public schools are.
- **A public library is not a childcare facility. It is not a school.** It is a government service in a public building. For example, the Post Office expects parents to monitor their children, and so does the public library.
- **Public library trustees, like any public official (even a school board) have no authority or right to assert their personal viewpoints and beliefs as the preferred or designated beliefs of an entire community.** The public library, as an entity uniquely situated to facilitate people’s exercise of their First Amendment right to information, has a responsibility and a duty to nurture a collection that represents a variety of beliefs and viewpoints.
“If there is any fixed star in our constitutional constellation, it is that no official, high or petty, can prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion If there are any circumstances which permit an exception, they do not now occur to us.” [West Virginia Board of Education v. Barnette](#), 319 U.S., at 642, quoted by.” [Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico](#), 457 U.S. 853, (1982).
- **Know your library’s [Collection Development Policy](#).** Collection Development Policies define a library’s design for its collections and is a library’s template for how they purchase items for the community to borrow and utilize.

- **Know your library's [Materials Reconsideration Policy](#)** that describes the procedure and criteria for removing material from the collection.
- **Know your library's [Patron Behavior Policy](#)** which addresses problematic patron behavior – including “First Amendment” issues that are really behavior issues (viewing or reading pornography is protected by the First Amendment- engaging in inappropriate behavior or lewd actions while viewing pornography is not protected). Behavior policies should include robust consequences and an appeals process.
- **Know your library's [Public Relations, Crisis Communication, or Media Contact Policies](#).** These policies will determine which library employee or official is authorized to be an official spokesperson for the library in the event of a public incident or crisis.

RESOURCES

[Pornography & Obscenity, by David L. Hudson Jr., First Amendment Center, Updated July 2009](#)

[Libraries and Intellectual Freedom](#), The First Amendment Encyclopedia, The Free Speech Center, Middle Tennessee State University visited 5/20/2022

[CBS News Poll – Big Majorities Reject Book Bans, February 2022](#)

[Handling Materials Reconsideration, Challenges and Censorship, A Checklist, Library of Michigan, 2020](#)

[Book Challenges, Censorship, and Michigan Public Libraries, Library of Michigan, December 2021](#)

[Terms and Definitions Related to Intellectual Freedom and Censorship United for Libraries, February 2022](#)

[Materials Challenges – Key Library Policies to Review and Revise, United for Libraries, February 2022](#)

Clare Membiela, MLS JD
Library Law Consultant
Library of Michigan

5/2022

This information is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries

2:41 PM

06/01/22

Accrual Basis

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101
Profit & Loss Budget Overview
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
Income	
000-540 · STATE AID	4,750.00
000-569 · OTHER STATE GRANTS	3,500.00
000-581 · CONTRACTUAL TAXED BASED FUNDING	229,000.00
000-602 · BOOK SALES	75.00
000-603 · COPIER INCOME	30.00
000-604 · FAX INCOME	10.00
000-605 · NOTICE PROC. & SERV. FEES	100.00
000-607 · FACILITY USE FEES	500.00
000-658 · PENAL FINE FUNDING	8,000.00
000-665 · INTEREST-REGULAR	200.00
000-674 · RESTRICTED DONATION	
674.11 · EQUIPMENT & SUPPLIES	0.00
674.12 · BOOKS AND PERIODICALS	0.00
674.2 · CHILDRENS ITEMS/ACTIVITIES	0.00
674.4 · EDUCATION	0.00
674.5 · ENDOWMENT RESTRICTED FUND	0.00
674.6 · ACTIVITIES	0.00
674.8 · GARDEN	0.00
Total 000-674 · RESTRICTED DONATION	0.00
000-675 · ENDOWMENT FUND/GRANTS	5,000.00
000-678 · DONATIONS	
678.1 · ANNUAL APPEAL	32,000.00
678.2 · BOOKS AT THE BOATHOUSE	15,000.00
000-678 · DONATIONS - Other	5,000.00
Total 000-678 · DONATIONS	52,000.00
000-679 · MISCELLANEOUS REVENUES	500.00
Total Income	303,665.00
Gross Profit	303,665.00
Expense	
790-703 · SALARY AND WAGES	166,550.26
790-710 · LIFE INSURANCE	0.00
790-711 · HEALTH INSURANCE	10,000.00
790-713 · SOCIAL SECURITY & MEDICARE	12,741.09
790-714 · PENSION	8,700.00
790-715 · INSURANCE	8,000.00
790-727 · SUPPLIES	9,000.00
790-728 · RESTRICTED EQUIPMENT/SUPPLIES	0.00
790-734 · RESTRICTED GARDEN EXPENSES	0.00
790-801 · ACCOUNTING SERVICES	1,500.00
790-802 · LEGAL SERVICES	500.00
790-803 · AUDIT FEES	5,000.00

2:41 PM

06/01/22

Accrual Basis

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101
Profit & Loss Budget Overview
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
790-850 · COMMUNICATIONS/TELEPHONE	3,200.00
790-860 · MILEAGE	300.00
790-880 · COMMUNITY PROMOTIONS	4,500.00
790-881 · FUNDRAISER EXP	2,500.00
790-920 · UTILITIES	6,500.00
790-930 · REPAIRS & MAINTENANCE GROUNDS	12,000.00
790-931 · REPAIRS & MAINTENANCE BUILDING	8,500.00
790-932 · REPAIRS & MAINTENANCE EQUIPMENT	1,000.00
790-933 · CONTRACTUAL MAINTENANCE	1,000.00
790-941 · LEASED EQUIPMENT	1,000.00
790-955 · MISCELLANEOUS	250.00
790-956 · EDUCATION & TRAINING	
956.1 · RESTRICTED EXPENSE EDUCATION	0.00
790-956 · EDUCATION & TRAINING - Other	500.00
Total 790-956 · EDUCATION & TRAINING	500.00
790-958 · CONTINGENCY	500.00
790-962 · COLLECTION AGENCY FEES	100.00
790-965 · ACTIVITIES	
965.1 · RESTRICTED EXPENSE ACTIVITIES	0.00
790-965 · ACTIVITIES - Other	10,000.00
Total 790-965 · ACTIVITIES	10,000.00
790-969 · MEMBERSHIPS AND DUES	3,800.00
790-971 · BOOKS & PERIODICALS	20,000.00
790-972 · AUDIO/VISUAL MATERIALS	4,000.00
790-973 · RESTRICTED CHILD ITEMS/BOOKS	0.00
790-974 · RESTRICTED BOOKS/PERIODICALS	0.00
Total Expense	301,641.35
Net Income	2,023.65

PAY PLAN JULY 1, 2022 - JUNE 30, 2023:

Director (Vicki Shurly):

Annual salary of: \$63,122.26 (\$3,600 of which is deferred comp)

Circulation Desk Staff (Carol Olson)

832 hours/year

\$17/hour = \$14,144

Circulation Desk Staff (Mary Morgan)

390 hours/year

\$17/hour = \$6,630

Circulation Desk Staff (Denise Olson)

832 hours/year

\$17/hour = \$14,144

Circulation Desk Staff (Kim Lakes-Morman)

832 hours/year

\$17/hour = \$14,144

Circulation Desk Staff (Penny Campo-Pierce)

260 hours/year

\$17/hour = \$4,420

Circulation Desk Staff (Cruz Paniagua Pardo)

260 hours/year

\$17/hour = \$4,420

Circulation Desk Staff (Dawn Farley)

832 hours/year

\$17/hour = \$14,144

Circulation Desk (Rebecca Gagnon)

936 hours/year

\$17/hour = \$15,912

Circulation Desk (Amber Haddix)

650 hours/year

\$17/hour = \$11,050

Circulation Desk (Anais Mohr)

260 hours/year

\$17/hour = \$4,420

Total hourly wage at \$17/hour = \$103,428

Total salaried payroll = \$63,122.26

Total Payroll: \$166,550.26

PCL Closed Dates 2022/2023

Independence Day: Monday, July 4

Labor Day Weekend: September 3-5

Thanksgiving Weekend: November 24-27

Christmas: December 24-26 (Public holiday is Monday 12/26)

New Year's: December 31 and January 1

Memorial Day Weekend: May 27-29 (Bayshore Marathon closes the road to the library so we are not open that Saturday)



GRAND TRAVERSE CONSTRUCTION

May 26, 2022

Peninsula Community Library
2893 Island View Rd.
Traverse City, MI 49686

Attn: Vicki Shurly

Re: Bike Repair Kit Installation

PROPOSAL

Grand Traverse Construction provides this proposal to provide labor, material and equipment to perform the work as we discussed. This proposal includes the following:

- Installation of Owner Supplied Bike Repair Kit.
 - 24" x 24" x 6" concrete pad to be installed adjacent to bike rack.
 - Installation (surface,Mount) owner supplied Bike Repair kit to new concrete pad.

Proposed Budget

\$521.00

Exclusions:

- Sanitary facilities.
- Building permits
- PLM Bond costs.

***Notes: Pricing based on current market pricing. This Proposal is valid for 15 days. This is a proposed budgeted price. All final invoicing would be billed out on a time and material basis.**

Thank you for this opportunity.

Respectfully,

Ben Herman
Project Manager
Grand Traverse Construction



GRAND TRAVERSE CONSTRUCTION

May 26, 2022

Peninsula Community Library
2893 Island View Rd.
Traverse City, MI 49686

Attn: Vicki Shurly

Re: Entrance Tile Repair

PROPOSAL

Grand Traverse Construction provides this proposal to provide labor, material and equipment to perform the work as we discussed. This proposal includes the following:

- Entrance Tile Repair
 - Repair Cracked Tile
 - Remove Cracked tile, Re-grout

Proposed Budget

\$425.00

Exclusions:

- Sanitary facilities.
- Building permits
- PLM Bond costs.

***Notes: Pricing based on current market pricing. This Proposal is valid for 15 days. This is a proposed budgeted price. All final invoicing would be billed out on a time and material basis.**

Thank you for this opportunity.

Respectfully,

Ben Herman
Project Manager
Grand Traverse Construction



GRAND TRAVERSE CONSTRUCTION

May 26, 2022

Peninsula Community Library
2893 Island View Rd.
Traverse City, MI 49686

Attn: Vicki Shurly

Re: Community Room Drywall & Paint Repairs

PROPOSAL

Grand Traverse Construction provides this proposal to provide labor, material and equipment to perform the work as we discussed. This proposal includes the following:

- Community Room Drywall Repair and Painting.
 - Drywall Patching of existing cracks in bulkheads, ceilings, and walls
 - Prime and paint all drywall patches
 - Final coat includes recoat of all walls and bulkheads
 - Caulk Window Trim and apply fresh coat of trim to window/Door Casing within room.
- Community Room mechanical room door adjustments
 - Adjust Door to shut smooth
 - Re-paint door and trim on community room side
- Library Reception Wall Patch
 - Patch drywall at reception wall
 - Touch up paint at wall patch
- Entrance Donor Wall Touch Ups
 - Repair minor wall damages at donor wall
 - Touch up paint wall and trim around Donor wall

Proposed Budget

\$3,898.00

Exclusions:

- Sanitary facilities.
- Building permits
- PLM Bond costs.

**Notes: Pricing based on current market pricing. This Proposal is valid for 15 days. This is a proposed budgeted price. All final invoicing would be billed out on a time and material basis.*

Thank you for this opportunity.

Respectfully,

Ben Herman
Project Manager
Grand Traverse Construction

1714 Northern Star Dr, Traverse City, MI 49696 231-929-1000 Fax 231-929-4435
www.grandtraverseconstruction.com

April 17, 2022

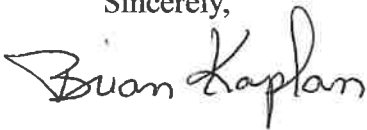
Dear Vicki,

I want to sincerely thank you for hosting the informational meeting for the Bower's Harbor Pickleball Committee. Your support is invaluable to us. As you know, this project was started to build brand new dedicated courts for pickleball at Bower's Harbor Park on Old Mission Peninsula. Your kindness helps us get one step closer to achieving this goal.

Pickleball has been branded "the fastest growing sport in America." Local advocates for the sport say that the growth in interest has outpaced the availability of courts and facilities. Your time and willingness to host us, will have a major impact on helping us achieve our mission which, in turn, will allow many others to also enjoy this wonderful game.

On behalf of the entire committee, thank you again for your generosity and support.

Sincerely,

A handwritten signature in cursive script that reads "Brian Kaplan". The signature is written in black ink and is positioned to the left of the printed name.

Brian Kaplan