



**Peninsula Community Library Trustee Agenda October 13, 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:** Drainage plan, Children's Garden, generator

**New Business:** Sign at the corner of Peninsula Drive and Island View – anonymous donor, Annual Appeal

**Correspondence:** Eric Dreier

**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 November 10, 2022 @ 4:30**

# **PENINSULA COMMUNITY LIBRARY BOARD MEETING MINUTES THURSDAY, AUGUST 11, 2022 4:30 PM NEAHTAWANTA ROOM**

**Call to Order/attendance:** - President Nikki Sobkowski called the meeting to order at 4:31. In attendance were John Bercini, Lori Brickman, Nancy Davy, Brit Eaton, Nikki Sobkowski, and Todd Wilson. All Board members present.

**Public Comment:** - None

**Approval of Agenda:** - Discussion of a security camera added to New Business

**Approval of Minutes:** - All in attendance approve minutes for July 14, 2022

**Consent Agenda** - No items in the Consent Agenda

**Financial Report** - Director Vicki Shurly provided Board members with the monthly reports. The general fund is in good shape. She reported the Capital Fund currently stands at \$70,252.55 with anticipated expenses from the drainage project and the generator (about \$23,000).

**Director's Report** - Director Vicki Shurly sent her monthly report to the Board Members reporting that July was an especially busy, productive and rewarding time with high participation in the Summer Reading Program, Michigan Medicine's program on Alzheimer, and the Miriam Pico concert.

The first ever blood drive held through VERSITI was very successful with quarterly drives anticipated.

The Fall newsletter is prepared and ready to go to press.

A number of HOAs have utilized the Community Room.

The Friends' annual book sale has started (August 11 Members' Preview) scheduled to run through August 20. The Friends' have donated \$1,800 toward the Library of Things.

Explorer Bags for kids are very popular with twelve kits currently available for patrons, but more to be assembled.

Circulation July 2022: 3129 + 162 checkouts      July 2021: 3448  
Volunteers: 12 people, 36 hours      Curbside pickups: 3      New library cards 11  
Hold Transit Counts July: 565 to other libraries      433 from other libraries  
July Programs: 22      Program Participation: 801      Reference Questions: 463  
Website Hits: 1915      Twilight Baby Bags: 2,      1000 Books Before Kindergarten: 5  
State of Michigan COVID Kits: 700      COVID card protectors: 550

**Committee Reports:** - None

**TADL Report:** - Director Michele Howard was unable to attend. Vicki reports that it was decided to wipe fines from patrons' accounts when they turn 18

**Northland Co-Op Report:** - Nothing new to report

**Friends Report:** - The Friends have been very busy setting up for the annual Book Sale to run from August 12- 20.

**Unfinished Business:** - Old Mission Associates installed the additional french drains which seem to be working as anticipated as the water from the most recent storm was diverted to the pond as needed. Plants for the water gardens are on order. They will be replacing some plants in the Children's Garden and putting stones in the areas of the mulch washouts. Vicki will be asking OMA for a bid to handle all landscaping work.

The installation of the generator will be complete with the addition of a transfer switch.

**New Business:** - The date for the TADL inservice for the staff has been moved from October 14 to November 18 which will require a change in the calendar. Brit Eaton moved to accept the change of dates. The motion was seconded by John Bercini. All members voted in favor of the change.

Director Vicki Shurly presented information about TKS Security as an option to consider in regards to improving Library security. Board members mentioned several other options. Vicki will continue to research possible alternatives for further discussion at future meetings.

**Correspondence:** - Director Vicki Shurly reported that she had received a number of complimentary emails especially about the Michigan Medical lecture on July 25.

**Public Comment:** - None

**Trustee Comment:** - Nancy Davy complimented Vicki and the Library staff for the amazing job they have done this summer. All members agreed.

**Adjournment:** - Todd Wilson made the motion to adjourn. Seconded by John Bercini All members in favor of the motion. 5:23

Nancy W Davy, Secretary  
8/15/22

11:04 AM

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

10/10/22

Balance Sheet

Accrual Basis

As of September 30, 2022

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	<u>Sep 30, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
000-004 · PETTY CASH	5.00
000-005 · CHASE BANK	23,360.47
000-006 · CHASE BANK PETTY CASH	3,017.31
000-008 · TOWNSHIP REGULAR ACCOUNT	325,885.83
<b>Total Checking/Savings</b>	<u>352,268.61</u>
<b>Total Current Assets</b>	<u>352,268.61</u>
<b>TOTAL ASSETS</b>	<u><u>352,268.61</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
000-385 · FUND BALANCE - BOARD DESIGNATED	69,000.00
000-387 · RETAINED EARNINGS	88,762.03
000-390 · FUND BALANCE-UNRESTRICTED	250,628.55
Net Income	-56,121.97
<b>Total Equity</b>	<u>352,268.61</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>352,268.61</u></u>

**PENINSULA COMMUNITY LIBRARY GENERAL FUND #101**  
**Profit & Loss Budget vs. Actual**  
 July through September 2022

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
000-540 · STATE AID	3,002.72	4,750.00	-1,747.28	63.2%
000-569 · OTHER STATE GRANTS	0.00	3,500.00	-3,500.00	0.0%
000-581 · CONTRACTUAL TAXED BASED FUNDING	0.00	229,000.00	-229,000.00	0.0%
000-602 · BOOK SALES	1,158.65	75.00	1,083.65	1,544.9%
000-603 · COPIER INCOME	116.85	30.00	86.85	389.5%
000-604 · FAX INCOME	0.50	10.00	-9.50	5.0%
000-605 · NOTICE PROC. & SERV. FEES	26.84	100.00	-73.16	26.8%
000-607 · FACILITY USE FEES	300.00	500.00	-200.00	60.0%
000-658 · PENAL FINE FUNDING	0.00	8,000.00	-8,000.00	0.0%
000-665 · INTEREST-REGULAR	198.85	200.00	-1.15	99.4%
000-674 · RESTRICTED DONATION				
674.11 · EQUIPMENT & SUPPLIES	0.00	0.00	0.00	0.0%
674.12 · BOOKS AND PERIODICALS	0.00	0.00	0.00	0.0%
674.2 · CHILDRENS ITEMS/ACTIVITIES	0.00	0.00	0.00	0.0%
674.4 · EDUCATION	0.00	0.00	0.00	0.0%
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%
<b>Total 000-674 · RESTRICTED DONATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
000-675 · ENDOWMENT FUND/GRANTS	0.00	5,000.00	-5,000.00	0.0%
000-678 · DONATIONS				
678.1 · ANNUAL APPEAL	0.00	32,000.00	-32,000.00	0.0%
678.2 · BOOKS AT THE BOATHOUSE	0.00	15,000.00	-15,000.00	0.0%
000-678 · DONATIONS - Other	10,140.97	5,000.00	5,140.97	202.8%
<b>Total 000-678 · DONATIONS</b>	<b>10,140.97</b>	<b>52,000.00</b>	<b>-41,859.03</b>	<b>19.5%</b>
000-679 · MISCELLANEOUS REVENUES	751.02	500.00	251.02	150.2%
<b>Total Income</b>	<b>15,696.40</b>	<b>303,665.00</b>	<b>-287,968.60</b>	<b>5.2%</b>
<b>Gross Profit</b>	<b>15,696.40</b>	<b>303,665.00</b>	<b>-287,968.60</b>	<b>5.2%</b>
<b>Expense</b>				
790-703 · SALARY AND WAGES	35,908.54	166,550.26	-130,641.72	21.6%
790-710 · LIFE INSURANCE	0.00	0.00	0.00	0.0%
790-711 · HEALTH INSURANCE	1,744.68	10,000.00	-8,255.32	17.4%
790-713 · SOCIAL SECURITY & MEDICARE	2,747.05	12,741.09	-9,994.04	21.6%
790-714 · PENSION	2,051.47	8,700.00	-6,648.53	23.6%
790-715 · INSURANCE	7,776.00	8,000.00	-224.00	97.2%
790-727 · SUPPLIES	3,197.75	9,000.00	-5,802.25	35.5%
790-728 · RESTRICTED EQUIPMENT/SUPPLIES	0.00	0.00	0.00	0.0%
790-801 · ACCOUNTING SERVICES	48.76	1,500.00	-1,451.24	3.3%
790-802 · LEGAL SERVICES	0.00	500.00	-500.00	0.0%
790-803 · AUDIT FEES	0.00	5,000.00	-5,000.00	0.0%
790-850 · COMMUNICATIONS/TELEPHONE	710.13	3,200.00	-2,489.87	22.2%

11:03 AM

## PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

## Profit &amp; Loss Budget vs. Actual

July through September 2022

10/10/22

Accrual Basis

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
790-860 · MILEAGE	0.00	300.00	-300.00	0.0%
790-880 · COMMUNITY PROMOTIONS	947.84	4,500.00	-3,552.16	21.1%
790-881 · FUNDRAISER EXP	0.00	2,500.00	-2,500.00	0.0%
790-920 · UTILITIES	1,310.44	6,500.00	-5,189.56	20.2%
790-930 · REPAIRS & MAINTENANCE GROUNDS	1,384.81	12,000.00	-10,615.19	11.5%
790-931 · REPAIRS & MAINTENANCE BUILDING	2,343.57	8,500.00	-6,156.43	27.6%
790-932 · REPAIRS & MAINTENANCE EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
790-933 · CONTRACTUAL MAINTENANCE	234.30	1,000.00	-765.70	23.4%
790-941 · LEASED EQUIPMENT	159.48	1,000.00	-840.52	15.9%
790-955 · MISCELLANEOUS	-75.00	250.00	-325.00	-30.0%
790-956 · EDUCATION & TRAINING				
956.1 · RESTRICTED EXPENSE EDUCATION	0.00	0.00	0.00	0.0%
790-956 · EDUCATION & TRAINING - Other	0.00	500.00	-500.00	0.0%
<b>Total 790-956 · EDUCATION &amp; TRAINING</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
790-958 · CONTINGENCY	0.00	500.00	-500.00	0.0%
790-962 · COLLECTION AGENCY FEES	0.00	100.00	-100.00	0.0%
790-965 · ACTIVITIES				
965.1 · RESTRICTED EXPENSE ACTIVITIES	25.00	0.00	25.00	100.0%
790-965 · ACTIVITIES - Other	4,364.34	10,000.00	-5,635.66	43.6%
<b>Total 790-965 · ACTIVITIES</b>	<b>4,389.34</b>	<b>10,000.00</b>	<b>-5,610.66</b>	<b>43.9%</b>
790-969 · MEMBERSHIPS AND DUES	1,845.44	3,800.00	-1,954.56	48.6%
790-971 · BOOKS & PERIODICALS	4,757.63	20,000.00	-15,242.37	23.8%
790-972 · AUDIO/VISUAL MATERIALS	336.14	4,000.00	-3,663.86	8.4%
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%
<b>Total Expense</b>	<b>71,818.37</b>	<b>301,641.35</b>	<b>-229,822.98</b>	<b>23.8%</b>
<b>Net Income</b>	<b>-56,121.97</b>	<b>2,023.65</b>	<b>-58,145.62</b>	<b>-2,773.3%</b>

5:08 PM

Peninsula Community Library (Capital Fund #401)

10/10/22

Balance Sheet

Accrual Basis

As of September 30, 2022

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	<u>Sep 30, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
000-006 · Independent Bank	66,045.25
Total Checking/Savings	<u>66,045.25</u>
Total Current Assets	<u>66,045.25</u>
<b>TOTAL ASSETS</b>	<b><u>66,045.25</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
000-380 · Fund Balance	70,252.55
Net Income	<u>-4,207.30</u>
Total Equity	<u>66,045.25</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>66,045.25</u></b>

## Peninsula Community Library (Capital Fund #401)

## Profit &amp; Loss

10/10/22

Accrual Basis

July 2016 through September 2022

	Jul '16 - Sep 22
<b>Income</b>	
000-665 · Interest	20,598.73
000-674 · Restricted Donation	
674.1 · Landscaping	31,250.00
674.2 · Local His. Room	1,000.00
674.3 · Children's	1,580.00
674.4 · Hearing Loop	8,000.00
<b>Total 000-674 · Restricted Donation</b>	<b>41,830.00</b>
000-675 · Grants/Foundations	
675.1 · Local History Grants	5,500.00
000-675 · Grants/Foundations - Other	107,117.00
<b>Total 000-675 · Grants/Foundations</b>	<b>112,617.00</b>
000-677 · Local Contributions	
677.1 · Credit CD Gifts	26,686.75
000-677 · Local Contributions - Other	2,797,256.55
<b>Total 000-677 · Local Contributions</b>	<b>2,823,943.30</b>
000-678 · Fundraising Events	
678.1 · Books at the Boathouse 18	15,207.00
678.2 · Books at the Boathouse 19	20,785.00
678.3 · Wine Down 19	8,000.00
<b>Total 000-678 · Fundraising Events</b>	<b>43,992.00</b>
000-699 · Transfers In	200,000.00
<b>Total Income</b>	<b>3,242,981.03</b>
<b>Expense</b>	
701-975 · Technology	
975.1 · Hearing Loop	8,000.00
701-975 · Technology - Other	17,560.00
<b>Total 701-975 · Technology</b>	<b>25,560.00</b>
790-727 · Office Supplies	2,424.49
790-729 · Donor Expenses	960.51
790-730 · Software	3,909.74
790-731 · Appeal Letter	2,620.18
790-732 · Credit CD Expense	836.28
790-733 · Thank you Postage	170.05
790-802 · Legal services	3,547.00
790-860 · Travel Allowance	494.15
790-900 · Ad / Marketing	5,429.15
790-901 · Fundraising Consultants	10,125.00
790-902 · Events	1,772.86
790-920 · Utilities	22,768.54
790-955 · Miscellaneous	2,031.39
790-971 · Building Const Exp	1,752,664.04
790-972 · Architectural Fees	109,639.22
790-973 · Surveying/Site Impr	44,637.50
790-974 · Interior Furnishing	
974.1 · Children's Area	1,580.00
974.2 · Local History Room	5,500.00
790-974 · Interior Furnishing - Other	149,963.36
<b>Total 790-974 · Interior Furnishing</b>	<b>157,043.36</b>



5:13 PM

Peninsula Community Library (Capital Fund #401)

10/10/22

Profit & Loss

Accrual Basis

July 2016 through September 2022

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	<u>Jul '16 - Sep 22</u>
790-976 · Landscaping	
976.1 · Landscaping Restricted	31,250.00
790-976 · Landscaping - Other	<u>129,042.46</u>
Total 790-976 · Landscaping	<u>160,292.46</u>
Total Expense	<u>2,306,925.92</u>
Net Income	<u><u>936,055.11</u></u>



PCL will be closed October 18 for the final phase of the whole building generator. Many thanks to the Friends of PCL for funding \$10,000 of the \$20,600 cost.

The sign at the corner of Peninsula Drive and Island View, shared with Old Mission Peninsula School, is worn. An anonymous donor has offered to fund its replacement with a sign that is more durable and long lasting. Image 360 has designed a beautiful new sign with both logos!

The Hobbit Hole Tunnel is finally scheduled to be delivered this month. Old Mission Associates will handle the installation. Plantings will be on hold until spring!

Old Mission Peninsula School partnered with PCL on National Walk to School Day October 12. Parents dropped students off in the PCL parking lot to walk through the fields the rest of the way to school. PCL provided allergy friendly granola bars for each student. Many thanks to Jeremiah Warren for mowing a path.

The University of Michigan Lecture Series was such a resounding success that we are planning on three new talks next year. If you didn't catch it, U of M put together a phenomenal video about their partnership with PCL. It may be accessed on VIMEO at <https://vimeo.com/735943530?ref=em-v-share> Many thanks to TADL's Scott Morey and Mitch Holm for their help with our video/sound system for these programs! Their assistance was invaluable!

Local musicians Doc and Donna Probes join us for our last concert of the year October 17 at 7 pm for music from the Age of Aquarius. Weather will determine an indoor or outdoor venue!

Storyteller Jenifer Strauss headlines our Harvest Festival October 29 at 10 am with tales and songs of autumn. She will offer a family craft of a mummy candle holder. Stay for donuts, cider and more!

***PCL Fun Fact:*** *PCL opened on the school stage on July 15, 1957 with a collection of 656 items. Today, our collection stands at over 20,000 items!*

***Circulation September 2022: 2547 + 137 manual checkouts, September 2021: 2448***

***September Volunteers: 11 people, 21.5 hours of time to PCL. Curbside pickups: 1. New library cards: 15***

***Hold Transit Counts September 2022: 680 to other libraries from PCL, 465 from other libraries to PCL***

***Programs September: 18 Program Participation September: 417 Reference Questions: 392***

***Website Hits: 1862, Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 1***

***State of Michigan COVID Kit Distribution: 1000 to date, COVID card protectors: 650 to date***



Vicki Shurly &lt;vshurly@tadl.org&gt;

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## Note from E Dreier

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Eric Dreier <ecdreier@gmail.com>

Tue, Sep 27, 2022 at 9:23 AM

To: Vicki Shurly <vshurly@tadl.org>

Hello Vicki and please share this with the Peninsula Township Community Library Board.

Censorship of books and educational materials has been an issue for many years. Recently however the rhetoric and demands advocating for censorship has escalated significantly. Many institutions, notably libraries have been under attack. Censorship is the proverbial "slippery slope" once you start its hard to regain your balance. I would like to commend my community library board and their employees for avoiding censorship. If a person has grave reservations about a book no one is forcing them to sign it out.

Thank you for your consideration of my opinion,  
Eric Dreier  
12434 Peninsula Dr.