



Peninsula Community Library Trustee Agenda March 14, 2024 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:

Northland Coop Report:

Friends Report: *For items not on the consent agenda*

Unfinished Business:

New Business: Introduction of community members interested in board vacancy – questions from current board. Memorial to Lori Brickman in the library.

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 April 11, 2024 @ 4:30

12:02 PM

03/05/24

Accrual Basis

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Balance Sheet

As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
000-004 · PETTY CASH	5.00
000-005 · CHASE BANK	21,387.07
000-006 · CHASE BANK PETTY CASH	2,973.01
000-008 · TOWNSHIP REGULAR ACCOUNT	481,619.57
Total Checking/Savings	505,984.65
Total Current Assets	505,984.65
TOTAL ASSETS	505,984.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
000-258 · PAYROLL LIABILITIES	1,049.50
Total Other Current Liabilities	1,049.50
Total Current Liabilities	1,049.50
Total Liabilities	1,049.50
Equity	
000-385 · FUND BALANCE - BOARD DESIGNATED	100,000.00
000-387 · RETAINED EARNINGS	29,886.96
000-390 · FUND BALANCE-UNRESTRICTED	305,396.08
Net Income	69,652.11
Total Equity	504,935.15
TOTAL LIABILITIES & EQUITY	505,984.65

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Profit & Loss Budget vs. Actual

July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Income				
000-540 · STATE AID	3,098.28	6,100.00	-3,001.72	50.8%
000-569 · OTHER STATE GRANTS	0.00	5,000.00	-5,000.00	0.0%
000-581 · CONTRACTUAL TAXED BASED FUNDING	283,337.00	236,000.00	47,337.00	120.1%
000-602 · BOOK SALES	416.60	1,500.00	-1,083.40	27.8%
000-603 · COPIER INCOME	194.79	250.00	-55.21	77.9%
000-604 · FAX INCOME	2.35	10.00	-7.65	23.5%
000-605 · NOTICE PROC. & SERV. FEES	91.33	175.00	-83.67	52.2%
000-607 · FACILITY USE FEES	300.00	1,200.00	-900.00	25.0%
000-658 · PENAL FINE FUNDING	0.00	8,000.00	-8,000.00	0.0%
000-665 · INTEREST-REGULAR	8,585.16	6,000.00	2,585.16	143.1%
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%
674.4 · EDUCATION	0.00	0.00	0.00	0.0%
Total 000-674 · RESTRICTED DONATION	0.00	0.00	0.00	0.0%
000-675 · ENDOWMENT FUND/GRANTS	0.00	5,000.00	-5,000.00	0.0%
000-678 · DONATIONS				
678.1 · ANNUAL APPEAL	29,861.00	32,000.00	-2,139.00	93.3%
678.2 · BOOKS AT THE BOATHOUSE	6,375.00	18,000.00	-11,625.00	35.4%
000-678 · DONATIONS - Other	38,408.06	15,000.00	23,408.06	256.1%
Total 000-678 · DONATIONS	74,644.06	65,000.00	9,644.06	114.8%
000-679 · MISCELLANEOUS REVENUES	990.85	1,000.00	-9.15	99.1%
Total Income	371,660.42	335,235.00	36,425.42	110.9%
Gross Profit	371,660.42	335,235.00	36,425.42	110.9%
Expense				
790-703 · SALARY AND WAGES	111,578.42	174,419.93	-62,841.51	64.0%
790-710 · LIFE INSURANCE	0.00	0.00	0.00	0.0%
790-711 · HEALTH INSURANCE	3,600.04	11,000.00	-7,399.96	32.7%
790-713 · SOCIAL SECURITY & MEDICARE	8,535.73	13,343.13	-4,807.40	64.0%
790-714 · PENSION	4,234.02	8,700.00	-4,465.98	48.7%
790-715 · INSURANCE	7,678.00	8,500.00	-822.00	90.3%
790-727 · SUPPLIES	7,614.84	9,000.00	-1,385.16	84.6%
790-734 · RESTRICTED GARDEN EXPENSES	0.00	0.00	0.00	0.0%
790-801 · ACCOUNTING SERVICES	0.00	2,000.00	-2,000.00	0.0%
790-802 · LEGAL SERVICES	0.00	500.00	-500.00	0.0%
790-803 · AUDIT FEES	5,725.00	5,000.00	725.00	114.5%
790-850 · COMMUNICATIONS/TELEPHONE	1,940.38	3,400.00	-1,459.62	57.1%
790-860 · MILEAGE	334.05	300.00	34.05	111.4%
790-880 · COMMUNITY PROMOTIONS	2,155.68	4,500.00	-2,344.32	47.9%
790-881 · FUNDRAISER EXP	2,646.85	2,500.00	146.85	105.9%
790-920 · UTILITIES	4,714.27	8,000.00	-3,285.73	58.9%

12:02 PM

03/05/24

Accrual Basis

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101
Profit & Loss Budget vs. Actual
July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
790-930 · REPAIRS & MAINTENANCE GROUNDS	8,408.60	14,000.00	-5,591.40	60.1%
790-931 · REPAIRS & MAINTENANCE BUILDING	10,738.28	12,000.00	-1,261.72	89.5%
790-932 · REPAIRS & MAINTENANCE EQUIPMENT	2,177.48	1,500.00	677.48	145.2%
790-933 · CONTRACTUAL MAINTENANCE	2,408.14	1,600.00	808.14	150.5%
790-941 · LEASED EQUIPMENT	0.00	800.00	-800.00	0.0%
790-955 · MISCELLANEOUS	451.32	250.00	201.32	180.5%
790-956 · EDUCATION & TRAINING	699.62	500.00	199.62	139.9%
790-958 · CONTINGENCY	0.00	500.00	-500.00	0.0%
790-962 · COLLECTION AGENCY FEES	39.40	100.00	-60.60	39.4%
790-965 · ACTIVITIES				
965.1 · RESTRICTED EXPENSE ACTIVITIES	0.00	0.00	0.00	0.0%
790-965 · ACTIVITIES - Other	15,732.63	15,000.00	732.63	104.9%
Total 790-965 · ACTIVITIES	15,732.63	15,000.00	732.63	104.9%
790-969 · MEMBERSHIPS AND DUES	2,216.28	4,500.00	-2,283.72	49.3%
790-971 · BOOKS & PERIODICALS	20,255.17	28,000.00	-7,744.83	72.3%
790-972 · AUDIO/VISUAL MATERIALS	4,253.62	4,000.00	253.62	106.3%
790-974 · RESTRICTED BOOKS/PERIODICALS	0.00	0.00	0.00	0.0%
790-975 · EQUIPMENT/FURNITURE NON CAPITAL	3,870.49	1,000.00	2,870.49	387.0%
790-998 · TRANSFER TO CAPITAL FUND	70,000.00			
Total Expense	302,008.31	334,913.06	-32,904.75	90.2%
Net Income	69,652.11	321.94	69,330.17	21,635.1%



Peninsula
COMMUNITY LIBRARY

MARCH 2024 DIRECTOR'S REPORT – VICTORIA SHURLY

The Board and Staff of PCL are sad to announce that PCL Board Trustee and Vice President, Lori Brickman, passed away March 3 unexpectedly. Lori had served on the Board since 2017 and saw the library through many changes including the construction of and move to the new building. Lori will be missed more than words can say. We will be hanging a plaque in her honor in the library in gratitude for all she has done.

Only 6 tickets remain for our 18th annual Books at the Boathouse fundraiser scheduled for April 22. Tickets are \$125 per person, available at PCL and include wine, appetizer, salad, main entrée and dessert. All funds earned support PCL. A live auction will be hosted by UpNorthLive news anchor Marc Schollett. Items offered include a gourmet meal prepared in your home and served with wine pairings for you and your guests, an afternoon sail with wine and appetizers, a feature article on your family in the Old Mission Gazette and more. Several hand turned wooden pieces will be auctioned including a bowl by Traverse Area District Library Board member Paul Deyo.

Our spring snail mail newsletter was sent out to 3800 households on Old Mission and to others by request. It is published quarterly.

March is Reading Month and patrons are invited to pick up a READING BINGO card at PCL. Read up, down, sideways or diagonally and turn the card in at PCL for a sweet treat. Old Mission Peninsula School students are participating as well!

Versiti hosted a blood drive at PCL February 14. 20 pints of blood were collected. The drive is held quarterly at PCL and patrons have expressed appreciation for not having to drive to town to donate. The next drive is set for June 19. The link to sign up is on our website at www.peninsulacommunitylibrary.org

Our goal this summer is to make the walking trail around our 5.25 acres, already approved on our SUP, a reality. Siler's Lawn Service will be mowing the trail around the perimeter of the property. Signs will be posted requiring people to clean up after their pets. The trail will not be maintained in the winter.

PCL Fun Fact: The land that PCL sits on was purchased in 1990. The library build started in 2018 and we moved in September 2019. Good things to come to those who wait!

Circulation Feb 2024 1647 + 72 manual checkouts, Feb 2023: 1824

Feb Volunteers: 16 people (0 teens), 32 hours of time to PCL

Curbside pickups: 2. Home delivery: 0. New library cards: 7

Hold Transit Counts Feb: 689 to other libraries from PCL, 299 from other libraries to PCL

Programs Feb: 17 Participation Feb: 208 Reference Questions: 317

Website Hits: Not available this month Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 3

Meeting Room Reservations: Wireless & computer users 106

PENINSULA COMMUNITY LIBRARY 2893 ISLAND VIEW ROAD, TRAVERSE CITY, MI 49686 231-223-7700

www.peninsulacommunitylibrary.org

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