



Peninsula Community Library Trustee Agenda April 11, 2024 at 4:30 p.m.

Call to Order/Attendance: Pat Livingstone 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:

Traverse Area District Library 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 May 9, 2024 @ 4:30

PENINSULA COMMUNITY LIBRARY BOARD MEETING MINUTES

THURSDAY, March 14, 2024 4:30 PM COMMUNITY ROOM

Call to Order/Attendance: President Nikki Sobkowski called the meeting to order at 4:30. Present: John Bercini, Nancy Davy, Brit Eaton, Nikki Sobkowski and Todd Wilson. All members present.

Public Comment: Discussion with Ralph Brickman of ideas of how to honor the memory of Board Member Lori Brickman who recently passed away. Ideas centered on the outdoor trail and posting a special sign naming the trail in her memory. Nancy Davy made a motion that the Board honor the memory of Lori Brickman by naming the walking trail in her honor and posting a sign designating the trail in her memory. Brit Eaton seconded the motion. All voted in favor of the motion.

Approval of Agenda: Director Vicki Shurly added the PCL closed dates for 2024 to new business.

Approval of Minutes: No additions or corrections. Todd Wilson made a motion to accept the minutes for the February 8 meeting as written. The motion was seconded by Brit Eaton. All in attendance voted "aye" to accept. Motion passed.

Consent Agenda: No committee reports.

Financial Report: Director Vicki Shurly provided the current financial documents noting that the budget is in excellent shape. To date donations have exceeded expectations. The annual fundraiser Books at the Boathouse is scheduled for Monday, April 22 and is almost sold out.

Director's Report: Vicki reviewed the items to be auctioned off at the Books at the Boathouse event. The snail mail newsletter was sent out. Reading Bingo cards have proven to be very popular especially with the students at Old Mission Peninsula School. Versiti hosted a blood drive on February 14. The next one will be on June 19. Plans are in the works for light grooming of the walking trail around the property. Discussion of plans for a "Perennial Exchange to be organized by a couple of Peninsula gardeners.

Circulation

February 2024: 1647 + 72 manual checkouts February 2023: 1824

February Volunteers: 16 people (0 teen) 32 hours of time to PCL

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

Hold Transit Counts February: 689 to other libraries 299 from other libraries

Programs February: 17 Participation : 208 Reference questions: 317

Twilight Baby Bags: 0 1000 Books Before Kindergarten: 3

Meeting room reservations: Wireless and computer users 106

Committee Reports: None

Traverse Area District Library Report: Director Michelle Howard reported that renovation of the bathrooms has started. A committee has been formed to support the up-coming millage renewal with past Mayor Richard Lewis and current Mayor Amy Shamroe heading the group. Michelle will share the ways that Board members may support the campaign.

Northland Co-op Report: No new information

Friends Report: Friends President Marcia Decker showed the Board members the outdoor display case for the Friends' brick orders. Their financial review went well with a few suggestions. The Cheese, Chocolate and Chardonnay event is scheduled for September 29 with a travel theme

Unfinished Business: Director Vicki Shurly shared a couple of trail signs about cleaning up after dogs.

New Business: Director Vicki Shurly introduced Patrick Livingston as a potential Board member to fill the vacancy left by the passing of Lori Brickman. Mr. Livingston shared a brief biography. Board members asked questions. Nikki Sobkowski made a motion to appoint Patrick Livingston to fill the vacancy on the Library Board. The motion was seconded by Brit Eaton. All in favor said "aye". Motion passed unanimously.

Director Vicki Shurly presented the proposed PCL Closed dates for 2024: Memorial Day weekend - May 25-27, Independence Day - July 4, Cherry Festival Race - July 6, Labor Day - August 31-September 2, Thanksgiving Weekend - November 28-30 and December 1, Christmas - December 24-26, New Year's Day - December 31-January 1, 2025. John Bercini made a motion to accept the dates as proposed. Motion was seconded by Todd Wilson. All members responded in favor of the motion. Motion passed.

Correspondence: Vicki reported about an email from a patron who wanted to have the craft bags distributed by subscription. Craft bags continue to be very popular

Public Comment: None

Trustee Comment: Brit Eaton asked to fill the open position on the Nominating Committee previously held by Lori Brickman. Request accepted. The Nominating Committee will be chaired by Nikki Sobkowski with Todd Wilson and Brit Eaton as members.

Adjournment: Todd Wilson made a motion to adjourn the meeting. Seconded by John Bercini. All in favor. Motion passed. Adjourned at 5:15

8:36 AM

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

04/09/24

Balance Sheet

Accrual Basis

As of March 31, 2024

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
000-004 · PETTY CASH	5.00
000-005 · CHASE BANK	23,903.18
000-006 · CHASE BANK PETTY CASH	5,005.12
000-008 · TOWNSHIP REGULAR ACCOUNT	454,846.62
Total Checking/Savings	483,759.92
Total Current Assets	483,759.92
TOTAL ASSETS	483,759.92
LIABILITIES & EQUITY	
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	48,476.88
Total Equity	483,759.92
TOTAL LIABILITIES & EQUITY	483,759.92

8:36 AM

04/09/24

Accrual Basis

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

	Jul '23 - Mar 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	431.60	1,500.00	-1,068.40	28.8%
000-603 · COPIER INCOME	265.39	250.00	15.39	106.2%
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	30,611.00	32,000.00	-1,389.00	95.7%
678.2 · BOOKS AT THE BOATHOUSE	8,750.00	18,000.00	-9,250.00	48.6%
000-678 · DONATIONS - Other	38,418.26	15,000.00	23,418.26	256.1%
Total 000-678 · DONATIONS	77,779.26	65,000.00	12,779.26	119.7%
000-679 · MISCELLANEOUS REVENUES	997.10	1,000.00	-2.90	99.7%
Total Income	374,887.47	335,235.00	39,652.47	111.8%
Gross Profit	374,887.47	335,235.00	39,652.47	111.8%
Expense				
790-703 · SALARY AND WAGES	126,816.76	174,419.93	-47,603.17	72.7%
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	9,701.48	13,343.13	-3,641.65	72.7%
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	7,894.07	9,000.00	-1,105.93	87.7%
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	2,134.03	3,400.00	-1,265.97	62.8%
790-860 · MILEAGE	334.05	300.00	34.05	111.4%
790-880 · COMMUNITY PROMOTIONS	2,623.57	4,500.00	-1,876.43	58.3%
790-881 · FUNDRAISER EXP	2,646.85	2,500.00	146.85	105.9%
790-920 · UTILITIES	5,349.18	8,000.00	-2,650.82	66.9%

8:36 AM

04/09/24

Accrual Basis

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Profit & Loss Budget vs. Actual

July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
790-930 · REPAIRS & MAINTENANCE GROUNDS	9,308.60	14,000.00	-4,691.40	66.5%
790-931 · REPAIRS & MAINTENANCE BUILDING	11,221.29	12,000.00	-778.71	93.5%
790-932 · REPAIRS & MAINTENANCE EQUIPMENT	2,177.48	1,500.00	677.48	145.2%
790-933 · CONTRACTUAL MAINTENANCE	2,604.15	1,600.00	1,004.15	162.8%
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	17,774.05	15,000.00	2,774.05	118.5%
Total 790-965 · ACTIVITIES	17,774.05	15,000.00	2,774.05	118.5%
790-969 · MEMBERSHIPS AND DUES	2,216.28	4,500.00	-2,283.72	49.3%
790-971 · BOOKS & PERIODICALS	22,847.93	28,000.00	-5,152.07	81.6%
790-972 · AUDIO/VISUAL MATERIALS	4,462.93	4,000.00	462.93	111.6%
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	326,410.59	334,913.06	-8,502.47	97.5%
Net Income	48,476.88	321.94	48,154.94	15,057.7%

Peninsula Community Library (Capital Fund #401)

4/9/2024 8:38 AM

Register: 000-006 · Independent Bank

From 03/01/2024 through 03/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/18/2024			790-955 · Miscellaneous	Service Charge	15.00	X		100,171.97
03/30/2024			000-665 · Interest	Interest		X	97.85	100,269.82



The Eclipse Viewing party was an overwhelming success. 72 people attended to view the event from our lawn. DIY crafts were available for families and we showed live feed in the Community Room of the eclipse around the country. 650 pairs of glasses were distributed, mostly the day of the eclipse. The phone started ringing off the hook at 8 a.m. and we finally had to record a message saying that we had glasses on a first come basis. We started with two per family then had to go down to one. The vast majority of people were understanding, but there were a few who were upset that they could not have more. Evidently, Northern Express shared on their Facebook page that we had them so people came from all over. We also supplied both Peninsula Township and Peninsula Market with a few so their staffs and people walking in could share for a view.

No tickets remain for the 18th annual Books at the Boathouse fundraiser! We actually have a waiting list of 6 people for cancellations. We are so grateful to Boathouse owners Doug and Erin Kosch and their crew for hosting this fabulous event for us!

Peninsula Township Fire Chief Fred Gilstorff conducted our annual fire safety inspection in March. We passed with flying colors. The fire extinguishers are inspected annually as well by Summit Fire Protection and certification is sent to the Peninsula Fire Department.

We have been asked once again to allow the Bayshore Marathon Coordinators to use our parking lot as a transfer point for runners who need to be transported back to the start line due to injuries or because they just can't make it. Emergency personnel will be on hand as well. It went smoothly last year so we said yes for this year. Note that PCL is closed that entire Memorial Day weekend due to road closures for the event. Over the years, the Friends of PCL have received over \$11,000 in relation to their volunteering for an aid station during the marathon.

We will be planning a volunteer day soon for help marking the Lori Brickman Trail, assembly of outdoor seating for the garden and a bit of cleanup outside. I have not been successful finding an on-call handyman but our team of guys has done a great job of jumping in to help, all for a Bad Dog Deli lunch for which we are grateful!

PCL Fun Fact: For 15 months, from May 2005 to September 2006, Peninsula Community Library operated in unused space in the Peninsula Market while TCAPS renovated Old Mission Peninsula School.

Circulation Mar 2024 2026 + 101 manual checkouts, Mar 2023: 2276

Mar Volunteers: 14 people (1 teens), 31 hours of time to PCL

Curbside pickups: 1. Home delivery: 1. New library cards: 4

Hold Transit Counts Mar: 705 to other libraries from PCL, 330 from other libraries to PCL

Programs Mar: 17 Participation Mar: 391 Reference Questions: 403

Website Hits: Not available this month Twilight Baby Bags: 1, 1000 Books Before Kindergarten: 1

Meeting Room Reservations: 13

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

www.peninsulacommunitylibrary.org

Like us on Facebook – Peninsula Community Library