



Peninsula Community Library Trustee Agenda September 8, 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

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 October 13, 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

1:57 PM

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

09/06/22

Balance Sheet

Accrual Basis

As of August 31, 2022

	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
000-004 · PETTY CASH	5.00
000-005 · CHASE BANK	9,729.30
000-006 · CHASE BANK PETTY CASH	2,562.08
000-008 · TOWNSHIP REGULAR ACCOUNT	354,354.79
Total Checking/Savings	<u>366,651.17</u>
Total Current Assets	<u>366,651.17</u>
TOTAL ASSETS	<u><u>366,651.17</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
000-258 · PAYROLL LIABILITIES	764.40
Total Other Current Liabilities	<u>764.40</u>
Total Current Liabilities	<u>764.40</u>
Total Liabilities	764.40
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	<u>-42,503.81</u>
Total Equity	<u>365,886.77</u>
TOTAL LIABILITIES & EQUITY	<u><u>366,651.17</u></u>

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Profit & Loss Budget vs. Actual

09/06/22

Accrual Basis

July through August 2022

	Jul - Aug 22	Budget	\$ Over Budget	% of Budget
Income				
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	667.65	75.00	592.65	890.2%
000-603 · COPIER INCOME	40.45	30.00	10.45	134.8%
000-604 · FAX INCOME	0.50	10.00	-9.50	5.0%
000-605 · NOTICE PROC. & SERV. FEES	0.00	100.00	-100.00	0.0%
000-607 · FACILITY USE FEES	200.00	500.00	-300.00	40.0%
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%
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	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	40.17	5,000.00	-4,959.83	0.8%
Total 000-678 · DONATIONS	40.17	52,000.00	-51,959.83	0.1%
000-679 · MISCELLANEOUS REVENUES	15.02	500.00	-484.98	3.0%
Total Income	4,165.36	303,665.00	-299,499.64	1.4%
Gross Profit	4,165.36	303,665.00	-299,499.64	1.4%
Expense				
790-703 · SALARY AND WAGES	22,437.36	166,550.26	-144,112.90	13.5%
790-710 · LIFE INSURANCE	0.00	0.00	0.00	0.0%
790-711 · HEALTH INSURANCE	872.34	10,000.00	-9,127.66	8.7%
790-713 · SOCIAL SECURITY & MEDICARE	1,716.47	12,741.09	-11,024.62	13.5%
790-714 · PENSION	0.00	8,700.00	-8,700.00	0.0%
790-715 · INSURANCE	7,776.00	8,000.00	-224.00	97.2%
790-727 · SUPPLIES	2,896.11	9,000.00	-6,103.89	32.2%
790-728 · RESTRICTED EQUIPMENT/SUPPLIES	0.00	0.00	0.00	0.0%
790-801 · ACCOUNTING SERVICES	23.32	1,500.00	-1,476.68	1.6%
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	453.02	3,200.00	-2,746.98	14.2%

1:58 PM

09/06/22

Accrual Basis

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

	Jul - Aug 22	Budget	\$ Over Budget	% of Budget
790-860 · MILEAGE	0.00	300.00	-300.00	0.0%
790-880 · COMMUNITY PROMOTIONS	0.00	4,500.00	-4,500.00	0.0%
790-881 · FUNDRAISER EXP	0.00	2,500.00	-2,500.00	0.0%
790-920 · UTILITIES	51.21	6,500.00	-6,448.79	0.8%
790-930 · REPAIRS & MAINTENANCE GROUNDS	977.81	12,000.00	-11,022.19	8.1%
790-931 · REPAIRS & MAINTENANCE BUILDING	1,100.03	8,500.00	-7,399.97	12.9%
790-932 · REPAIRS & MAINTENANCE EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
790-933 · CONTRACTUAL MAINTENANCE	141.25	1,000.00	-858.75	14.1%
790-941 · LEASED EQUIPMENT	79.74	1,000.00	-920.26	8.0%
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%
Total 790-956 · EDUCATION & TRAINING	0.00	500.00	-500.00	0.0%
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	4,027.45	10,000.00	-5,972.55	40.3%
Total 790-965 · ACTIVITIES	4,052.45	10,000.00	-5,947.55	40.5%
790-969 · MEMBERSHIPS AND DUES	1,845.44	3,800.00	-1,954.56	48.6%
790-971 · BOOKS & PERIODICALS	1,985.48	20,000.00	-18,014.52	9.9%
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%
Total Expense	46,669.17	301,641.35	-254,972.18	15.5%
Net Income	-42,503.81	2,023.65	-44,527.46	-2,100.4%

2:01 PM

Peninsula Community Library (Capital Fund #401)

09/06/22

Summary Balance Sheet

Accrual Basis

As of August 31, 2022

	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	57,842.66
Total Current Assets	<u>57,842.66</u>
TOTAL ASSETS	<u>57,842.66</u>
LIABILITIES & EQUITY	
Equity	57,842.66
TOTAL LIABILITIES & EQUITY	<u>57,842.66</u>

2:00 PM

Peninsula Community Library (Capital Fund #401)

09/06/22

Profit & Loss

Accrual Basis

July 2016 through August 2022

	Jul '16 - Aug 22
Income	
000-665 · Interest	20,585.05
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
Total 000-674 · Restricted Donation	41,830.00
000-675 · Grants/Foundations	
675.1 · Local History Grants	5,500.00
000-675 · Grants/Foundations - Other	107,117.00
Total 000-675 · Grants/Foundations	112,617.00
000-677 · Local Contributions	
677.1 · Credit CD Gifts	26,686.75
000-677 · Local Contributions - Other	2,787,256.55
Total 000-677 · Local Contributions	2,813,943.30
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
Total 000-678 · Fundraising Events	43,992.00
000-699 · Transfers In	200,000.00
Total Income	3,232,967.35
Expense	
701-975 · Technology	
975.1 · Hearing Loop	8,000.00
701-975 · Technology - Other	17,560.00
Total 701-975 · Technology	25,560.00
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	220.30
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
Total 790-974 · Interior Furnishing	157,043.36

2:00 PM

Peninsula Community Library (Capital Fund #401)

09/06/22

Profit & Loss

Accrual Basis

July 2016 through August 2022

	<u>Jul '16 - Aug 22</u>
790-976 · Landscaping	
976.1 · Landscaping Restricted	31,250.00
790-976 · Landscaping - Other	129,042.46
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Total 790-976 · Landscaping	160,292.46
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Total Expense	2,305,114.83
	<hr/>
Net Income	927,852.52
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The transfer switch for the whole facility generator – last step before it is operational – will be installed October 18. As the power will be off for a good part of that day, PCL will be closed. \$10,000 of the \$20,600 cost was donated by the Friends of PCL.

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. I am working with Image360 on drawings.

I am also working with another anonymous donor on a reading corner for kids in our Children's Garden. More details to come! The Hobbit Hole tunnel is ordered but is on backorder.

We now have two reading therapy dogs serving PCL! Lani has been joined by her sister Rosie, who was recently certified. Both dogs call Candy Gardner mom. The dogs are in every Tuesday from 3:30 to 5.

PCL's quarterly snail mail newsletter was mailed to 3600 households. It includes programming for September through November.

Our blood drive through Versiti was such a success that we are partnering on a regular basis, with drives offered quarterly. Patrons expressed an appreciation that they did not have to drive to town to donate this life-giving gift. At least four of 25 donors gave for the first time!

The University of Michigan has put together a phenomenal video about their partnership with PCL on the medical lectureship series. It may be accessed on VIMEO at <https://vimeo.com/735943530?ref=em-v-share> The next two lectures are 9/12 (Dr. Sami Malek on blood cancers) and October 3 (Dr. Gabriel Corfas on hearing disorders) both at 3 p.m. Many thanks to the techs at TADL for their help with our video/sound system for these programs!

We have had issues with the HDMI wall plate for our video system. TADL techs generously helped us work through solutions with ASCOM North and things are up and running once again. One homeowner's association president had paid to reserve the room when the projector was not working. I offered to refund half the facility use fee. He declined, noting that the space is so special and that they were grateful for its availability, projector or not!

PCL Fun Fact: PCL had the first reading dog in the district. Bear Kelley joined us in 2006!

Circulation August 2022: 3332 + 164 manual checkouts, August 2021: 3298

August Volunteers: 14 people, 28 hours of time to PCL. Curbside pickups: 1. New library cards: 6

Hold Transit Counts August: 615 to other libraries from PCL, 460 from other libraries to PCL

Programs August: 20 Program Participation August: 479 Reference Questions: 401

Website Hits: 2319, Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 3

State of Michigan COVID Kit Distribution: 900 to date, COVID card protectors: 600 to date