



Peninsula Community Library Trustee Agenda November 10, 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: Nominating Committee

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

Northland Coop Report:

Friends Report: For items not on the consent agenda

Unfinished Business: Generator, lighting system

New Business: Annual Appeal

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 December 8, 2022 @ 4:30

Peninsula Community Library Board Meeting Minutes

October 13, 2022, 4:30 pm Neahtawanta Room

Call to Order/Attendance- President Nikki Sobkowski called the meeting to order at 4:30 pm. In attendance were John Bercini, Lori Brickman, Brit Eaton, Nikki Sobkowski and Todd Wilson. Nancy Day was excused.

Public Comment: None

Approval of Agenda: Approved as written

Approval of Minutes: Motion made by Brit Eaton, seconded by John Bercini to approve minutes of August 11 board meeting. All in attendance approve minutes. Note: There was no meeting of the Board in September.

Consent Agenda: No items in the Consent Agenda.

Financial Report: Director Vicki Shurly provided Board members with the monthly reports. PCL continues to be in good financial health. We are expecting \$229,000 from TADL at the end of January. State aid increased and ½ will continue to go to Northland Coop. We received a \$10,000 donation from Friends of PCL. Detailed financial report attached.

Director's Report: We have received an anonymous financial gift to create and install a new sign at the corner of Peninsula Drive and Island View. U of M Lecture Series was very successful, and talks will begin regarding new programs for next year. See additional information in attached Directors Report.

Committee Report: None

TADL Report: Director Michelle Howard was unable to attend.

Friends Report: Per Director Shurly Summer Solstice program was successful. \$700.00 accrued in booth rental fees for Art Sale.

Unfinished Business: The garden French drain is in and working. Plantings will be installed in spring. Reminder that Library will be closed on October 18 for final installation of generator.

New Business: Director Shurly reported that the Annual Appeal Letter is in process.

Correspondence: Eric Drier Letter attached.

Public Comment: None

Trustee Comment: President Sobkowski noted personnelcommittee will need to meet shortly to determine slate of officers for next year. Wed, October Library Men's Club speaker will be the new Director of Botanical Garden

Adjournment: Motion made by Todd Wilson to adjourn. Seconded by John Bercini. All members voted in favor of the motion. The meeting ended at 5:06 pm

Lorraine Brickman, VP
October 13, 2022

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Balance Sheet

As of October 31, 2022

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
000-004 · PETTY CASH	5.00
000-005 · CHASE BANK	30,265.36
000-006 · CHASE BANK PETTY CASH	2,313.90
000-008 · TOWNSHIP REGULAR ACCOUNT	303,196.76
Total Checking/Savings	<u>335,781.02</u>
Total Current Assets	<u>335,781.02</u>
TOTAL ASSETS	<u><u>335,781.02</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
000-258 · PAYROLL LIABILITIES	445.55
Total Other Current Liabilities	<u>445.55</u>
Total Current Liabilities	<u>445.55</u>
Total Liabilities	445.55
Equity	
000-385 · FUND BALANCE - BOARD DESIGNATED	69,000.00
000-387 · RETAINED EARNINGS	87,816.03
000-390 · FUND BALANCE-UNRESTRICTED	250,628.55
Net Income	-72,109.11
Total Equity	<u>335,335.47</u>
TOTAL LIABILITIES & EQUITY	<u><u>335,781.02</u></u>

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Profit & Loss Budget vs. Actual

July through October 2022

11/08/22

Accrual Basis

	Jul - Oct 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	946.00	3,500.00	-2,554.00	27.0%
000-581 · CONTRACTUAL TAXED BASED FUNDING	0.00	229,000.00	-229,000.00	0.0%
000-602 · BOOK SALES	1,489.75	75.00	1,414.75	1,986.3%
000-603 · COPIER INCOME	138.70	30.00	108.70	462.3%
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	400.00	500.00	-100.00	80.0%
000-658 · PENAL FINE FUNDING	0.00	8,000.00	-8,000.00	0.0%
000-665 · INTEREST-REGULAR	944.83	200.00	744.83	472.4%
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	16,241.97	5,000.00	11,241.97	324.8%
Total 000-678 · DONATIONS	16,241.97	52,000.00	-35,758.03	31.2%
000-679 · MISCELLANEOUS REVENUES	762.02	500.00	262.02	152.4%
Total Income	23,953.33	303,665.00	-279,711.67	7.9%
Gross Profit	23,953.33	303,665.00	-279,711.67	7.9%
Expense				
790-703 · SALARY AND WAGES	49,213.97	166,550.26	-117,336.29	29.5%
790-710 · LIFE INSURANCE	0.00	0.00	0.00	0.0%
790-711 · HEALTH INSURANCE	2,617.02	10,000.00	-7,382.98	26.2%
790-713 · SOCIAL SECURITY & MEDICARE	3,764.90	12,741.09	-8,976.19	29.5%
790-714 · PENSION	2,058.97	8,700.00	-6,641.03	23.7%
790-715 · INSURANCE	7,776.00	8,000.00	-224.00	97.2%
790-727 · SUPPLIES	3,764.32	9,000.00	-5,235.68	41.8%
790-728 · RESTRICTED EQUIPMENT/SUPPLIES	0.00	0.00	0.00	0.0%
790-801 · ACCOUNTING SERVICES	218.18	1,500.00	-1,281.82	14.5%
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	900.60	3,200.00	-2,299.40	28.1%

PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

Profit & Loss Budget vs. Actual

July through October 2022

11/08/22

Accrual Basis

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
790-860 · MILEAGE	391.25	300.00	91.25	130.4%
790-880 · COMMUNITY PROMOTIONS	1,160.24	4,500.00	-3,339.76	25.8%
790-881 · FUNDRAISER EXP	0.00	2,500.00	-2,500.00	0.0%
790-920 · UTILITIES	1,891.68	6,500.00	-4,608.32	29.1%
790-930 · REPAIRS & MAINTENANCE GROUNDS	1,762.81	12,000.00	-10,237.19	14.7%
790-931 · REPAIRS & MAINTENANCE BUILDING	3,478.06	8,500.00	-5,021.94	40.9%
790-932 · REPAIRS & MAINTENANCE EQUIPMENT	761.20	1,000.00	-238.80	76.1%
790-933 · CONTRACTUAL MAINTENANCE	306.68	1,000.00	-693.32	30.7%
790-941 · LEASED EQUIPMENT	239.22	1,000.00	-760.78	23.9%
790-955 · MISCELLANEOUS	-60.00	250.00	-310.00	-24.0%
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	6,181.76	10,000.00	-3,818.24	61.8%
Total 790-965 · ACTIVITIES	6,206.76	10,000.00	-3,793.24	62.1%
790-969 · MEMBERSHIPS AND DUES	1,845.44	3,800.00	-1,954.56	48.6%
790-971 · BOOKS & PERIODICALS	6,418.50	20,000.00	-13,581.50	32.1%
790-972 · AUDIO/VISUAL MATERIALS	1,346.64	4,000.00	-2,653.36	33.7%
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	96,062.44	301,641.35	-205,578.91	31.8%
Net Income	-72,109.11	2,023.65	-74,132.76	-3,563.3%

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11/08/22

Accrual Basis

Peninsula Community Library (Capital Fund #401)

Summary Balance Sheet

As of November 8, 2022

	<u>Nov 8, 22</u>
ASSETS	
Current Assets	
Checking/Savings	<u>63,866.20</u>
Total Current Assets	<u>63,866.20</u>
TOTAL ASSETS	<u>63,866.20</u>
LIABILITIES & EQUITY	
Equity	<u>63,866.20</u>
TOTAL LIABILITIES & EQUITY	<u>63,866.20</u>

Peninsula Community Library (Capital Fund #401)

Profit & Loss

July 2016 through October 2022

11/08/22

Accrual Basis

	Jul '16 - Oct 22
Income	
000-665 · Interest	20,629.36
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	2,807,256.55
Total 000-677 · Local Contributions	2,833,943.30
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	3,253,011.66
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	2,032.51
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

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Peninsula Community Library (Capital Fund #401)

11/08/22

Profit & Loss

Accrual Basis

July 2016 through October 2022

	<u>Jul '16 - Oct 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>2,306,927.04</u>
Net Income	<u><u>946,084.62</u></u>