



Peninsula Community Library Trustee Agenda May 13, 2021 at 4:30 p.m.

Note that this is an in-person meeting under the laws of the State of Michigan. All attendees including Board Members must be properly masked and maintain six-foot social distancing. Should spacing and building capacity under the MDHHS Emergency Orders become an issue, the meeting must move outdoors.

Call to Order/Roll Call –

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: Uniform Chart of Accounts

Director's Report: Vicki

Committee Reports: Facilities/Tech (drainage update), Personnel/Policy, Finance (will meet 5/11)

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

Northland Coop Report:

Friends Report: For items not on the consent agenda

Unfinished Business:

New Business: Memorandum of Understanding with Friends of PCL

Correspondence:

Public Comment: Please limit your comments to 5 minutes

Adjournment:

Peninsula Community Library 2869 Island View Road, Traverse City, MI 49686, (231) 223-7700

Next meeting June 10, 2021 @ 4:30

Peninsula Community Library Board of Trustees

Minutes for Thursday, April 8, 2021 4:30 p.m.
PCL Community Room

Call to order: 4:30 p.m. By President Nikki Sobkowski

Roll Call: Present: John Bercini, Lori Brickman, Nancy Davy, Nikki Sobkowski, and Todd Wilson. Brit Eaton excused.

Public Comment: None

Approval of Agenda/Additional Items: No new items.

Approval of Minutes for the regular Board Meeting on March 11 and the Special Board Meeting on March 19: Minutes had been sent to Board Members via email. Nancy Davy noted that an addition was made to the Special Meeting Minutes regarding the authorization by the Board for Director Vicki Shurly to sign and return the contract with Gosling Czubak for a study of the drainage issue and preparation of a plan to remedy problems. Motion to approve both sets of minutes made by Lori Brickman and seconded by John Bercini. Bercini - Yes, , Brickman - yes, Davy - yes, Sobkowski - yes, Wilson - yes. Motion passed

Members were also provided with copies of notes for a meeting of the Personnel/Policy Committee and two meetings of the Facilities/Tech Committee.

Consent Agenda: no reports submitted

Financial Reports: Director Vicki Shurly 's reports show that the Library is in good financial shape. The expenses are generally on budget for this point in the fiscal year. Income shows a few items over anticipated amount. The Library has not received funds from penal fines, yearly interest, the endowment funds, nor money raised by the Books at the Boathouse auction, so the total income does not reflect these items. The report was filed for audit.

Financial reports and the audit report are available upon request. The audit report is filed with the State of Michigan and may be found at www.michigan.gov/treasury. Once on the site click on the Local Governmental Units tab.

Director's Report: Vicki Shurly

Circulation March 2021: 2842

Hold transit counts March 2021: 686 to other libraries

Programs March 2021: 11

Hits on Local History Room Video: 201

496 from other libraries

Program Participation March 2021: 251

Siler's Maintenance will again provide lawn and garden services. Vicki has recruited Old Mission Peninsula School students to do a general clean-up of the grounds.

Vicki hopes to be able to have full or near full services by June 1 and will return to normal hours at that time. She anticipates that curbside services will probably stay in place as well.

Craft bags continue to be very popular with several zoom programs on the schedule.

All Books From the Boathouse tickets have been sold.

Old Mission Historical Society offered to plant a tree in memory of all local residents who have passed away from COVID.

Two flower-shaped musical xylophones have been donated for the Children's Garden.

Committee Reports:

Facilities Committee Update on Drainage: Vicki reports that she has been in contact with Bob Verschaeve (Engineer from Gosling Czubak). He is taking additional steps to study the drainage issue. A survey of the property will be made with particular attention to the Children's Garden, added drains, and other items not previously figured into the original plan.

Personnel/Policy Committee - The committee provided suggested adjustments to the Library Guidelines as pertains Personnel. These suggested changes address the elimination of an Assistant Director and the provision of health insurance for the Director. John Bercini made a motion to "Approve the policy as written". The motion was seconded by Lori Brickman. Bercini - yes, Brickman - yes, Davy - yes, Sobkowski - yes, and Wilson - yes. Motion passed.

Finance Committee - Director Vicki Shurly asked that the Board cover the cost or a portion of the cost for health insurance for her through Blue Cross of \$793.69 per year. Nikki Sobkowski made a motion to "Provide 100% of Vicki Shurly's health insurance premium to be reviewed annually as a line item on the budget" The motion was seconded by Todd Wilson. Bercini - yes, Brickman - yes, Davy - yes, Sobkowski - yes, and Wilson - yes. Motion passed.

On behalf of the Finance Committee John Bercini presented the following motion "I move that the base wage for PCL hourly staff be increased to \$14 per hour effective May 1 as part of an effort to recognize the contributions of our valued staff to the Library and that the hourly wage for long-time employee Carol Olson be increased to \$16/hour." Todd Wilson seconded the motion. Bercini - yes, Brickman - yes, Davy - yes, Sobkowski - yes and Wilson - yes. Motion passed

TADL Report: TADL Director Michelle Howard - TADL is hoping that they will be able to stay open in light of the increased number of COVID cases. TADL is continuing to work on preparations for their audit, revising policy and studying information from the strategic plan.

Northland Co-op Report: Vicki has decided to stay with the Library's current Amazon plan rather than join the one offered by Northland.

Friends Report: Friends are running an on-line auction to run from April 8-16.

Unfinished Business: None

New Business: None

Correspondence: Director Vicki Shurly mentioned that she continues to receive "Thank You" letters from patrons.

Public Comment: None

Adjournment: Lori Brickman made the motion to adjourn with Nikki Sobkowski seconding.
John Bercini - yes, Lori Brickman - yes, Nancy Davy - yes, Nikki Sobkowski - yes, Todd Wilson
- yes. Motion passed . Meeting adjourned at 5:16 p.m.

NWDavy, Secretary
2/17/21

12:26 PM

05/03/21

Accrual Basis

PENINSULA COMMUNITY LIBRARY
Balance Sheet
As of April 30, 2021

	<u>Apr 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
004 · CHASE BANK	
005 · CHASE BANK PETTY CASH	15,289.03
010 · TOWNSHIP REGULAR ACCOUNT	1,451.77
015 · PETTY CASH	399,514.73
Total Checking/Savings	<u>5.00</u>
Total Current Assets	<u>416,260.53</u>
TOTAL ASSETS	<u>416,260.53</u>
LIABILITIES & EQUITY	<u>416,260.53</u>
Liabilities	
Current Liabilities	
Other Current Liabilities	
257 · PAYROLL LIABILITIES	350.95
Total Other Current Liabilities	<u>350.95</u>
Total Current Liabilities	<u>350.95</u>
Total Liabilities	<u>350.95</u>
Equity	350.95
390 · FUND BALANCE-UNRESTRICTED	250,628.55
390.1 · RETAINED EARNINGS	40,837.75
390.2 · FUND BALANCE - BOARD DESIGNATED	69,000.00
Net Income	55,443.28
Total Equity	<u>415,909.58</u>
TOTAL LIABILITIES & EQUITY	<u>416,260.53</u>

12:21 PM

PENINSULA COMMUNITY LIBRARY
Profit & Loss Budget vs. Actual
 July 2020 through April 2021

05/03/21

Accrual Basis

	<u>Jul '20 - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
539 · STATE AID	2,193.30	2,177.34	15.96	100.7%
581 · CONTRACTUAL TAXED BASED FUNDING	203,388.00	196,415.00	6,973.00	103.6%
582 · PENAL FINE FUNDING	0.00	5,950.00	-5,950.00	0.0%
642 · BOOK SALES	0.00	0.00	0.00	0.0%
643 · COPIER INCOME	22.00	0.00	22.00	100.0%
644 · FAX INCOME	0.00	0.00	0.00	0.0%
656 · NOTICE PROC. & SERV. FEES	0.00	0.00	0.00	0.0%
658 · DAMAGE FEE	0.00	0.00	0.00	0.0%
665 · INTEREST-REGULAR	352.55	2,600.00	-2,247.45	13.6%
670 · ENDOWMENT FUND RECEIPTS	3,270.00	3,117.00	153.00	104.9%
674 · DONATIONS				
674.1 · ANNUAL APPEAL	31,307.00	30,000.00	1,307.00	104.4%
674.2 · BOOKS AT THE BOATHOUSE	7,695.00	5,000.00	2,695.00	153.9%
674 · DONATIONS - Other	3,065.00	10,000.00	-6,935.00	30.7%
Total 674 · DONATIONS	42,067.00	45,000.00	-2,933.00	93.5%
675 · RESTRICTED DONATION				
675.1 · CHILDRENS ITEMS/ACTIVITIES	693.52	0.00	693.52	100.0%
675.2 · GARDEN DONATION	0.00	0.00	0.00	0.0%
675.3 · EDUCATION	495.00	0.00	495.00	100.0%
675.5 · ACTIVITIES	8,000.00	0.00	8,000.00	100.0%
675.7 · COMMUNITY GARDEN	200.00			
675.91 · EQUIPMENT & SUPPLIES	1,492.97	0.00	1,492.97	100.0%
675.92 · BOOKS AND PERIODICALS	2,938.95	0.00	2,938.95	100.0%
675 · RESTRICTED DONATION - Other	0.00	0.00	0.00	0.0%
Total 675 · RESTRICTED DONATION	13,820.44	0.00	13,820.44	100.0%
676 · MISCELLANEOUS REVENUES	1,080.73	200.00	880.73	540.4%
Total Income	266,194.02	255,459.34	10,734.68	104.2%
Gross Profit	266,194.02	255,459.34	10,734.68	104.2%
Expense				
PAYROLL				
702 · SALARY AND WAGES	113,157.30	144,281.83	-31,124.53	78.4%
Total PAYROLL	113,157.30	144,281.83	-31,124.53	78.4%

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05/03/21

Accrual Basis

PENINSULA COMMUNITY LIBRARY
Profit & Loss Budget vs. Actual
 July 2020 through April 2021

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
710 · ACCOUNTING SERVICES	739.91	1,500.00	-760.09	49.3%
712 · LIFE INSURANCE	794.25	1,060.00	-265.75	74.9%
715 · SOCIAL SECURITY & MEDICARE	8,656.53	11,037.56	-2,381.03	78.4%
716 · PENSION	5,935.59	8,300.00	-2,364.41	71.5%
727 · SUPPLIES	7,323.47	8,000.00	-676.53	91.5%
728 · BOOKS & PERIODICALS	14,218.62	17,000.00	-2,781.38	83.6%
729 · AUDIO/VISUAL MATERIALS	3,375.00	4,500.00	-1,125.00	75.0%
801 · LEGAL SERVICES	0.00	500.00	-500.00	0.0%
802 · INSURANCE	7,394.00	7,000.00	394.00	105.6%
803 · COLLECTION AGENCY FEES	0.00	100.00	-100.00	0.0%
804 · REPAIRS & MAINTENANCE GROUNDS	7,833.38	9,000.00	-1,166.62	87.0%
807 · AUDIT FEES	4,800.00	5,000.00	-200.00	96.0%
810 · MEMBERSHIPS AND DUES	1,992.47	3,000.00	-1,007.53	66.4%
818 · CONTRACTUAL MAINTENANCE	835.45	700.00	135.45	119.4%
850 · COMMUNICATIONS/TELEPHONE	1,654.54	1,900.00	-245.46	87.1%
870 · MILEAGE	67.20	500.00	-432.80	13.4%
880 · COMMUNITY PROMOTIONS	3,221.90	4,000.00	-778.10	80.5%
881 · ACTIVITIES	1,016.33	8,000.00	-6,983.67	12.7%
883 · FUNDRAISER EXP	2,421.02	2,000.00	421.02	121.1%
920 · UTILITIES	3,775.75	4,000.00	-224.25	94.4%
930 · REPAIRS & MAINTENANCE BUILDING	5,769.98	8,500.00	-2,730.02	67.9%
931 · REPAIRS & MAINTENANCE EQUIPMENT	924.95	2,000.00	-1,075.05	46.2%
935 · LEASED EQUIPMENT	717.66	1,000.00	-282.34	71.8%
940 · RENT	0.00	0.00	0.00	0.0%
956 · MISCELLANEOUS	190.00	500.00	-310.00	38.0%
960 · EDUCATION & TRAINING	315.00	500.00	-185.00	63.0%
967 · RESTRICTED EXPENDITURES				
967.1 · CHILDREN'S ITEMS/BOOKS	693.52	0.00	693.52	100.0%
967.2 · GARDEN EXPENSES	0.00	0.00	0.00	0.0%
967.3 · EDUCATION	495.00	0.00	495.00	100.0%
967.4 · EQUIPMENT & SUPPLIES	1,492.97	0.00	1,492.97	100.0%
967.5 · ACTIVITIES	8,000.00	0.00	8,000.00	100.0%
967.9 · BOOKS AND PERIODICALS	2,938.95	0.00	2,938.95	100.0%
Total 967 · RESTRICTED EXPENDITURES	13,620.44	0.00	13,620.44	100.0%
970 · EQUIPMENT	0.00	0.00	0.00	0.0%
971 · CONTINGENCY	0.00	500.00	-500.00	0.0%
Total Expense	210,750.74	254,379.39	-43,628.65	82.8%
Net Income	55,443.28	1,079.95	54,363.33	5,133.9%

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05/03/21

Accrual Basis

Peninsula Community Library (Building Fund)
Balance Sheet
As of April 30, 2021

	<u>Apr 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
401-000-003 INDEPENDENT BANK	83,089.28
Total Checking/Savings	<u>83,089.28</u>
Total Current Assets	<u>83,089.28</u>
TOTAL ASSETS	<u><u>83,089.28</u></u>
LIABILITIES & EQUITY	
Equity	
32000 - Fund Balance	107,657.70
Net Income	<u>-24,568.42</u>
Total Equity	<u>83,089.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>83,089.28</u></u>

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05/03/21

Accrual Basis

Peninsula Community Library (Building Fund)

Profit & Loss

July 2020 through April 2021

	<u>Jul '20 - Apr 21</u>
Income	
401-000-665 Interest	
401-000-674 Local Contributions	71.06
401-000-675 Restricted Donation	15,000.00
Landscaping	
Local His. Room	4,750.00
Total 401-000-675 Restricted Donation	<u>1,000.00</u>
Total Income	<u>5,750.00</u>
	20,821.06
Expense	
401-701-690 Building Const Exp	
401-701-699 Landscaping	4,991.64
Landscaping Restricted	
401-701-699 Landscaping - Other	7,420.35
Total 401-701-699 Landscaping	<u>32,973.89</u>
401-701-956 Miscellaneous	40,394.24
Total Expense	<u>3.60</u>
	45,389.48
Net Income	<u><u>-24,568.42</u></u>



MAY 2021 DIRECTOR'S REPORT - VICTORIA SHURLY

Just an FYI that we are still under the pandemic safety regulations issued by the Michigan Department of Health and Human Services. The mask order has been extended through May 24 and now includes children ages two and up as well as patrons who are fully vaccinated. Through all these months, we have had only one ongoing issue with a patron. Employees are covered in addition by rules set by MIOSHA which has extended its requirements through October 14. MIOSHA is the agency that regulates workplace safety in the State. Patrons, aside from the one, have been most grateful, thanking staff profusely for creating a space where they feel safe. This is especially true of parents of young children.

PCL is still quarantining returned items for 24 hours. While the virus can survive on various surfaces for varying periods, recent research has shown that it is transmitted strictly through droplets in the air. While quarantine periods run the gamut in the State from zero to 7 days, PCL staff did not feel comfortable when I suggested doing away with it. We will quarantine for as long as it makes the staff feel safe. I am grateful for their perseverance and flexibility through all of this!

Lizzie Berger's Third Graders from Old Mission Peninsula School hiked over through the fields in April to pick up debris over PCL's 5.25 acres. Some interesting (and disgusting!) things were found - doggie doo bags, a boarding pass, fast food wrappers and assorted paper waste. The kids were enthusiastic and we treated them to pizza and cookies in the Children's Garden for all their hard work. I plan to make this an annual community service project.

We have invited some of our shelving volunteers back - a great help to the staff. We are not taking on anyone new at this point, but have four experienced shelvees who do a fantastic job. We also have two volunteers, a retiree and a teenager, who are back helping with craft kit prep. All volunteers follow the same MIOSHA safety requirements as staff.

The vinyl sleeves we offer for patrons' COVID19 Vaccination cards have been a huge hit. We flew through 100 of them and ordered another 150 and those are going fast. One patron, who winters in Cincinnati, offered to pay us to save three until she comes in June, exclaiming, "These are a brilliant idea and no one else is offering them!" We do not charge for them. The CDC does not recommend laminating the card.

There was great programming last month. Brit Eaton did a wonderful demonstration of how to make Beef Wellington and staffers Cruz and Becky did a story hour on kites. We partnered with TBA Credit Union on a Money Smart Week Michigan program for kids. TBA Credit Union provided takeout bags and a virtual story hour as well as free books courtesy of the Michigan Credit Union League. Talk with Tim resumed with a nice sized group via Zoom. This on top of our regular programming and those ever popular takeout bags as well!

Volunteers are in place for most of the garden beds. We are planning onsite outdoor programming this summer. The two, flower shaped musical xylophones have arrived. I am waiting to have them installed until later this month. They were paid for through an anonymous donation.

We receive many letters of gratitude for library services during the pandemic. One patron wrote, "Those craft bags you give out have been my connection with my little grandson who I cannot be with for safety. I get the bag to him, he makes the project with his parents and they send me the photos. Then we do a FaceTime call about it together. Just yesterday, he told me, 'I can't wait to come to your house Gamma!' Gramma's tears were a flowing. He says his first activity will be to go with me to the library. Thank you for all you do. Those puzzles on the porch over the winter saved my sanity. We love our library!"

Circulation April 2021: 2194

COVID VACCINATION CARD sleeve handouts: 150

Hold Transit Counts April 2021: 571 to other libraries, 464 from other libraries to PCL

Programs April 2021: 13

Program Participation April 2021: 295

Memorandum of Understanding Between:

The Peninsula Community Library And Friends of the Peninsula Community Library

The following will constitute an operating agreement between the Peninsula Community Library whose address is 2893 Island View Road, Traverse City, Michigan 49686, (hereafter referenced as Library) and the Friends of the Peninsula Community Library, a Michigan non-profit corporation whose mailing address is 2893 Island View Road, Traverse City, Michigan 49686, (hereafter referenced as Friends).

It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Peninsula Community Library Board of Trustees. The Friends raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not operated by or legally related to the Library.

The Library agrees to ensure that the Friends are aware of the goals and direction of the library and will report to the Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space, when available, for book storage and sorting, and their annual book sale.

The Friends agree the President of the Friends will provide a written report to the Board of Trustees for their monthly board meeting and the Library Director will attend the Friends meeting to represent the Library and to present a library report.

The Friends agree to publicly support the Library and its policies.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends agree that the library administration has sole discretion and approval in the use of all library facilities.

The Friends agree, when deemed necessary by the Library Board of Trustees and Library Director, to engage in advocacy efforts on behalf of the Library under the guidance of the Library Director and the Library's Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.

The MOU has been adopted by each respective Board on the date so indicated.

Peninsula Community Library

Friends of Peninsula Community Library

By: _____
Nikoletta Sobkowski, President

By: _____
Mary Kennedy, President

Dated: _____, 2021

Dated: _____, 2021