



Peninsula Community Library Trustee Agenda July 8, 2021 at 4:30 p.m.

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

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

Northland Coop Report:

Friends Report: For items not on the consent agenda

Unfinished Business: Memorandum of Understanding with Friends of PCL

New Business:

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 August 12, 2021 @ 4:30

Peninsula Community Library Board of Trustees
Minutes for Thursday, May 13, 2021 4:30 p.m.
Community Room in the Library

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

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

Public Comment: None

Approval of Agenda/Additional Items: No new items.

Approval of Minutes for the April 8 Meeting: Minutes had been sent to Board Members via email. No additions or corrections. Motion to approve made by Lori Brickman and seconded by Todd Wilson. Bercini - Yes, , Brickman - yes, Davy - yes, Eaton - yes, Sobkowski - yes, Wilson - yes. Motion passed

Consent Agenda: No reports submitted

Financial Reports: Director Vicki Shurly 's reports show that the Library is in good financial shape. There will be a Special Meeting of the Board at the end of June to review and approve the annual budget for 2021-22. The Capital Fund currently stands at \$83,089.28. The report was filed for audit. Director Vicki Shurly has been studying the new Uniform Chart of Accounts to be implemented.

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 April 2021: 2194 COVID Vaccination Card sleeve handouts: 150
Hold transit counts April 2021: 571 to other libraries, 464 from other libraries
Programs January 2021: 13 Program Participation 2021: 295

The Library is still under pandemic safety regulations. The mask order has been extended to May 24. Quarantining of returned items for 24 hours will be lifted on June 1.

Third graders from Old Mission Peninsula School provided pick up of trash on the grounds.

Some of the afternoon volunteers have returned to assist with shelving books. Volunteers are also assisting with preparing craft bags. Most of the garden volunteers have returned to tidy up the raised beds.

Vinyl sleeves have been offered to patrons for their COVID19 Vaccination Cards and has proved to be very popular.

The Men's Group met via Zoom in a joint library program with Chef Brit Eaton and Sous Chef Dave Merrell demonstrating how to prepare Beef Wellington. Becky Gagnon and Cruz Paniagua-Pardo

did a story hour on Kites. TBA Credit Union partnered to provide take-out bags and a virtual story hour. Tim Carroll has resumed his historical talks. Takeout craft bags are as popular as ever.

Outdoor programming is planned for the summer. The donated xylophones have arrived soon to be installed.

Patrons continue to write thank-you notes for the efforts of the staff to provide a safe, entertaining, and informative spot.

Committee Reports:

Facilities Committee: Vicki Shurly reported that the new drainage plan has been prepared by Gozling Czubak and will be ready for review in a couple of weeks. It was noted that the clover ground cover has done well except in a couple of bare areas.

Personnel/Policy: Vicki Shurly provided members with the up-dated document prepared by Nikki Sobkowski.

Finance - The Committee met on May 11. Brit Eaton and John Bercini met with Director Vicki Shurly. They reported that items in the current financial reports came in very close to this year's budget. A new budget will be presented to the Board for consideration for next year at the end of June.

TADL Report: TADL Director Michelle Howard was unable to attend. TADL will be expanding their hours. They are working on plans for the Summer Reading Program and implementing the Strategic Plan.

Northland Co-op Report: Vicki is still studying the option of joining the Amazon agreement the Co-op negotiated.

Friends Report: Friends President, Mary Kennedy reported that the organization raised \$5,000 with their April on-line silent auction. They are planning a small in-person book sale on June 11 and 12, from 10-5. They will begin accepting donations on May 21. Their next meeting will be Wednesday, May 19.

Unfinished Business: None

New Business: President Nikki Sobkowski presented a document she prepared Memorandum of Understanding Between Peninsula Community Library and The Friends using existing documents as a basis and making some adjustments. Motion to accept by John Bercini and seconded by Brit Eaton. Bercini - yes, Brickman - yes, Davy - yes, Eaton - yes, Sobkowski - yes, Wilson - yes. President Nikki Sobkowski will meet with Friends President Mary Kennedy to review. The Friends may return to the Board with requests for changes or sign as is.

Correspondence: Director Vicki Shurly has received many letters of support.

Public Comment: None

Adjournment: John Bercini made the motion to adjourn with Todd Wilson seconding. Meeting adjourned at 5:01 p.m.

Peninsula Community Library Board of Trustees

Monday, June 28, 2021
Special Meeting 4:30 pm to Accept Budget Amendments

Call to order: 4:30 pm

Members Present: John Bercini, Lori Brickman, Brit Eaton, Nikki Sobkowski, Todd Wilson
Excused: Nancy Davy

Public Comment: None

The Amendments to the 2020-2021 budget were presented and explained by Library Director Vicki Shurly.

Vote on the Amendments to the 2020-2021 Budget

Motion by Brit Eaton, second by John Bercini to accept the amended 2020-2021 Budget as presented. Roll Call: Bercini Yes, Brickman Yes, Eaton Yes, Sobkowski Yes, Wilson Yes. Accepted.

Public Comment: None

Adjournment: Motion by Brit Eaton, second by Todd Wilson to adjourn the meeting, Passed.

Meeting adjourned at 5:01

Nikki Sobkowski
President

Peninsula Community Library Board of Trustees

Monday, June 28, 2021
Special Meeting 4:30 pm Following Budget Amendment Meeting

Call to order: 5:02 pm

Members Present: John Bercini, Lori Brickman, Brit Eaton, Nikki Sobkowski, Todd Wilson
Excused: Nancy Davy

Public Comment: None

The Profit & Loss Budget Overview was presented at the May 13 Board of Trustees meeting.

Vote on the 2021/2022 Budget

Motion by Brit Eaton, second by Todd Wilson to adopt the 2021-2022 Budget as presented at the May 13, 2021 meeting

Roll Call: Bercini Yes, Brickman Yes, Eaton Yes, Sobkowski Yes, Wilson Yes. Accepted.

Public Comment: None

Adjournment: Motion by Brit Eaton, second by Todd Wilson to adjourn the meeting, Passed.

Meeting adjourned at 5:06

Nikki Sobkowski
President

The PCL Facilities Committee met June 30, 2021 at 9:00 am. Present were representatives of Gosling Zubek, Library Director Vicki Shurly, committee members John Bercini and Lori Brickman.

The purpose of the meeting was to review the Gosling Zubek plan for water mitigation on Library property. Specifically addressed was the flow of water from the back and south sides of the Children's Garden and how to control future flooding.

Two options were outlined accompanied by drawings. The first suggested a berm behind the south side of the Children's Garden and the second a swale with rain garden plantings. A series of additional swales were suggested to move water away from and around the Carriage House. The possibility of a french drain under the parking lot was mentioned by GZ.

There was additional discussion of the ramifications of these measures and the compatibility with future trails and other uses for the Library property eg a future tree planting on the west slope. It is apparent there is much to discuss regarding these proposals.

Gosling Zubek has agreed to prepare a narrative of their proposal to be attached to the drawings providing greater detail. These documents will be forwarded to Vicki in time for committee review and board discussion at our next scheduled meeting on July 8.

The meeting was adjourned at 10:15 am.

Lori Brickman

PENINSULA COMMUNITY LIBRARY
Balance Sheet
As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
004 · CHASE BANK	37,773.86
005 · CHASE BANK PETTY CASH	2,042.02
010 · TOWNSHIP REGULAR ACCOUNT	332,582.61
015 · PETTY CASH	5.00
Total Checking/Savings	372,403.49
Total Current Assets	372,403.49
TOTAL ASSETS	<u>372,403.49</u>
LIABILITIES & EQUITY	
Equity	
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	11,937.19
Total Equity	372,403.49
TOTAL LIABILITIES & EQUITY	<u>372,403.49</u>

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

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Income				
539 · STATE AID	4,529.40	4,529.40	0.00	100.0%
581 · CONTRACTUAL TAXED BASED FUNDING	203,388.00	203,388.00	0.00	100.0%
582 · PENAL FINE FUNDING	0.00	7,500.00	-7,500.00	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	432.33	450.00	-17.67	96.1%
670 · ENDOWMENT FUND RECEIPTS	3,270.00	3,270.00	0.00	100.0%
674 · DONATIONS				
674.1 · ANNUAL APPEAL	31,307.00	31,307.00	0.00	100.0%
674.2 · BOOKS AT THE BOATHOUSE	8,155.00	8,155.00	0.00	100.0%
674 · DONATIONS - Other	3,257.00	3,257.00	0.00	100.0%
Total 674 · DONATIONS	42,719.00	42,719.00	0.00	100.0%
675 · RESTRICTED DONATION				
675.1 · CHILDRENS ITEMS/ACTIVITIES	693.52	693.52	0.00	100.0%
675.2 · GARDEN DONATION	200.00	200.00	0.00	100.0%
675.3 · EDUCATION	495.00	495.00	0.00	100.0%
675.5 · ACTIVITIES	8,000.00	8,000.00	0.00	100.0%
675.91 · EQUIPMENT & SUPPLIES	1,492.97	1,492.97	0.00	100.0%
675.92 · BOOKS AND PERIODICALS	2,938.95	2,938.95	0.00	100.0%
675 · RESTRICTED DONATION - Other	0.00	0.00	0.00	0.0%
Total 675 · RESTRICTED DONATION	13,820.44	13,820.44	0.00	100.0%
676 · MISCELLANEOUS REVENUES	1,080.73	1,080.73	0.00	100.0%
Total Income	269,261.90	276,757.57	-7,495.67	97.3%
Gross Profit	269,261.90	276,757.57	-7,495.67	97.3%
Expense				
PAYROLL				
702 · SALARY AND WAGES	138,806.27	138,806.27	0.00	100.0%
Total PAYROLL	138,806.27	138,806.27	0.00	100.0%

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07/01/21

Accrual Basis

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

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
710 · ACCOUNTING SERVICES	1,787.84	2,400.00	-612.16	74.5%
712 · LIFE INSURANCE	794.25	800.00	-5.75	99.3%
713 · HEALTH INSURANCE	1,587.38	1,600.00	-12.62	99.2%
715 · SOCIAL SECURITY & MEDICARE	10,618.67	10,618.67	0.00	100.0%
716 · PENSION	7,906.62	8,000.00	-93.38	98.8%
727 · SUPPLIES	8,423.94	9,000.00	-576.06	93.6%
728 · BOOKS & PERIODICALS	18,598.23	21,000.00	-2,401.77	88.6%
729 · AUDIO/VISUAL MATERIALS	4,122.59	4,800.00	-677.41	85.9%
801 · LEGAL SERVICES	0.00	200.00	-200.00	0.0%
802 · INSURANCE	8,019.00	8,200.00	-181.00	97.8%
803 · COLLECTION AGENCY FEES	0.00	50.00	-50.00	0.0%
804 · REPAIRS & MAINTENANCE GROUNDS	8,392.83	9,500.00	-1,107.17	88.3%
807 · AUDIT FEES	4,800.00	4,800.00	0.00	100.0%
810 · MEMBERSHIPS AND DUES	2,211.47	3,625.00	-1,413.53	61.0%
818 · CONTRACTUAL MAINTENANCE	1,025.98	1,275.00	-249.02	80.5%
850 · COMMUNICATIONS/TELEPHONE	1,880.93	2,150.00	-269.07	87.5%
870 · MILEAGE	100.46	200.00	-99.54	50.2%
880 · COMMUNITY PROMOTIONS	4,477.76	4,800.00	-322.24	93.3%
881 · ACTIVITIES	2,833.94	5,000.00	-2,166.06	56.7%
883 · FUNDRAISER EXP	2,421.02	2,421.02	0.00	100.0%
920 · UTILITIES	4,651.94	5,500.00	-848.06	84.6%
930 · REPAIRS & MAINTENANCE BUILDING	7,323.56	8,500.00	-1,176.44	86.2%
931 · REPAIRS & MAINTENANCE EQUIPMENT	1,322.45	1,800.00	-477.55	73.5%
935 · LEASED EQUIPMENT	877.14	1,000.00	-122.86	87.7%
940 · RENT	0.00	0.00	0.00	0.0%
956 · MISCELLANEOUS	205.00	500.00	-295.00	41.0%
960 · EDUCATION & TRAINING	315.00	350.00	-35.00	90.0%
967 · RESTRICTED EXPENDITURES				
967.1 · CHILDREN'S ITEMS/BOOKS	693.52	693.52	0.00	100.0%
967.2 · GARDEN EXPENSES	200.00	200.00	0.00	100.0%
967.3 · EDUCATION	495.00	495.00	0.00	100.0%
967.4 · EQUIPMENT & SUPPLIES	1,492.97	1,492.97	0.00	100.0%
967.5 · ACTIVITIES	8,000.00	8,000.00	0.00	100.0%
967.9 · BOOKS AND PERIODICALS	2,938.95	2,938.95	0.00	100.0%
Total 967 · RESTRICTED EXPENDITURES	13,820.44	13,820.44	0.00	100.0%
970 · EQUIPMENT	0.00	0.00	0.00	0.0%
971 · CONTINGENCY	0.00	200.00	-200.00	0.0%
Total Expense	257,324.71	270,916.40	-13,591.69	95.0%
Net Income	11,937.19	5,841.17	6,096.02	204.4%

PENINSULA COMMUNITY LIBRARY
Profit & Loss Budget Overview
 July 2021 through June 2022

	Jul '21 - Jun 22
Income	
539 · STATE AID	4,800.00
581 · CONTRACTUAL TAXED BASED FUNDING	203,388.00
582 · PENAL FINE FUNDING	8,000.00
642 · BOOK SALES	0.00
643 · COPIER INCOME	0.00
644 · FAX INCOME	0.00
656 · NOTICE PROC. & SERV. FEES	0.00
665 · INTEREST-REGULAR	400.00
670 · ENDOWMENT FUND RECEIPTS	3,270.00
674 · DONATIONS	
674.1 · ANNUAL APPEAL	32,000.00
674.2 · BOOKS AT THE BOATHOUSE	15,000.00
674 · DONATIONS - Other	5,000.00
Total 674 · DONATIONS	52,000.00
675 · RESTRICTED DONATION	
675.3 · EDUCATION	0.00
675.91 · EQUIPMENT & SUPPLIES	0.00
675.92 · BOOKS AND PERIODICALS	0.00
Total 675 · RESTRICTED DONATION	0.00
676 · MISCELLANEOUS REVENUES	500.00
Total Income	272,358.00
Gross Profit	272,358.00
Expense	
PAYROLL	
702 · SALARY AND WAGES	151,036.60
Total PAYROLL	151,036.60
66900 · Reconciliation Discrepancies	0.00
710 · ACCOUNTING SERVICES	1,500.00
712 · LIFE INSURANCE	0.00
713 · HEALTH INSURANCE	10,000.00
715 · SOCIAL SECURITY & MEDICARE	11,554.30
716 · PENSION	8,300.00
727 · SUPPLIES	8,000.00
728 · BOOKS & PERODICALS	18,000.00
729 · AUDIO/VISUAL MATERIALS	5,000.00
801 · LEGAL SERVICES	500.00
802 · INSURANCE	7,500.00
803 · COLLECTION AGENCY FEES	100.00
804 · REPAIRS & MAINTENANCE GROUNDS	9,500.00

1:09 PM

07/01/21

Accrual Basis

PENINSULA COMMUNITY LIBRARY
Profit & Loss Budget Overview
July 2021 through June 2022

	Jul '21 - Jun 22
807 · AUDIT FEES	5,000.00
810 · MEMBERSHIPS AND DUES	3,000.00
818 · CONTRACTUAL MAINTENANCE	1,000.00
850 · COMMUNICATIONS/TELEPHONE	2,000.00
870 · MILEAGE	200.00
880 · COMMUNITY PROMOTIONS	4,000.00
881 · ACTIVITIES	8,000.00
883 · FUNDRAISER EXP	2,500.00
920 · UTILITIES	4,500.00
930 · REPAIRS & MAINTENANCE BUILDING	7,500.00
931 · REPAIRS & MAINTENANCE EQUIPMENT	1,000.00
935 · LEASED EQUIPMENT	1,000.00
940 · RENT	0.00
956 · MISCELLANEOUS	.250.00
960 · EDUCATION & TRAINING	400.00
967 · RESTRICTED EXPENDITURES	
967.4 · EQUIPMENT & SUPPLIES	0.00
967.9 · BOOKS AND PERIODICALS	0.00
Total 967 · RESTRICTED EXPENDITURES	0.00
971 · CONTINGENCY	500.00
Total Expense	271,840.90
Net Income	<u>517.10</u>

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Peninsula Community Library (Building Fund)

Summary Balance Sheet

As of July 1, 2021

07/01/21

Accrual Basis

	Jul 1, 21
ASSETS	
Current Assets	
Checking/Savings	80,951.35
Total Current Assets	80,951.35
TOTAL ASSETS	<u>80,951.35</u>
LIABILITIES & EQUITY	
Equity	80,951.35
TOTAL LIABILITIES & EQUITY	<u>80,951.35</u>

Peninsula Community Library (Building Fund)

07/01/21

Profit & Loss

Accrual Basis

July 1, 2016 through July 1, 2021

	Jul 1, '16 - Jul 1, 21
Income	
401-000-665 Interest	20,476.94
401-000-672 Grants/Foundations	
Local History	5,500.00
401-000-672 Grants/Foundations - Other	107,117.00
Total 401-000-672 Grants/Foundations	112,617.00
401-000-674 Local Contributions	
Credit CD Gifts	26,686.75
401-000-674 Local Contributions - Other	2,763,256.55
Total 401-000-674 Local Contributions	2,789,943.30
401-000-675 Restricted Donation	
Children's	1,580.00
Hearing Loop	8,000.00
Landscaping	27,250.00
Local His. Room	1,000.00
Total 401-000-675 Restricted Donation	37,830.00
401-000-680 Fundraising Events	
Books at the Boathouse 18	15,207.00
Books at the Boathouse 19	20,785.00
Wine Down 19	8,000.00
Total 401-000-680 Fundraising Events	43,992.00
401-000-699 Transfers In	200,000.00
Total Income	3,204,859.24
Expense	
401-701-690 Building Const Exp	1,750,251.54
401-701-691 Utilities	12,442.54
401-701-695 Architectural Fees	109,639.22
401-701-696 Surveying/Site Impr	44,637.50
401-701-697 Interior Furnishing	
Children's Area	1,580.00
Local History Room Grant	5,500.00
401-701-697 Interior Furnishing - Other	147,706.66
Total 401-701-697 Interior Furnishing	154,786.66
401-701-698 Technology	
Hearing Loop	8,000.00
401-701-698 Technology - Other	17,560.00
Total 401-701-698 Technology	25,560.00
401-701-699 Landscaping	
Landscaping Restricted	26,920.35
401-701-699 Landscaping - Other	97,153.74
Total 401-701-699 Landscaping	124,074.09
401-701-700 Ad / Marketing	5,429.15
401-701-702 Fundrs Consultants	10,125.00
401-701-705 Events	1,772.86
401-701-727 Office Supplies	2,424.49
401-701-750 Donor Expenses	
Appeal Letter	2,620.18
Credit CD Expense	836.28
Software	3,909.74
Thank you Postage	170.05
401-701-750 Donor Expenses - Other	960.51
Total 401-701-750 Donor Expenses	8,496.76

1:11 PM
07/01/21
Accrual Basis

Peninsula Community Library (Building Fund)
Profit & Loss
July 1, 2016 through July 1, 2021

	Jul 1, '16 - Jul 1, 21
401-701-801 Legal services	3,547.00
401-701-820 Travel Allowance	494.15
401-701-956 Miscellaneous	217.07
Total Expense	2,253,898.03
Net Income	<u>950,961.21</u>