

**Flint Public Library
Finance and Budget Committee
June 23, 2022 5:30 p.m.
Held in the Harris Room at the Flint Public Library**

Members present Brian Larkin, Kathy Jackson, Jim Richardson, Matt Schlinker,
 Andy Watchorn, Asa Zucarro

Others present Board of Trustees President Reta Stanley

Staff present: Executive Director Kay Schwartz
 Director of Finance, HR & Facilities Connie Palmer
 Finance & HR assistant Tina Hayes
 Executive Assistant to the Executive Director Julie McCullough
 Director of Library Operations Leslie Acevedo
 Director of Digital Literacy Rick Dunning
 Director of Development Ashoka Rao

Mr. Larkin called the Finance Committee meeting to order at 5:40 p.m.

Mr. Larkin requested a motion to approve the agenda. Mr. Richardson made a motion to approve the agenda as presented, Mr. Watchorn seconded. The question was called, all present voting aye, no nays or abstentions. Motion passed.

A call was made to the public. No public attending wished to address the committee.

The committee reviewed the minutes from the May 26, 2022 meeting. Mr. Watchorn made a motion to accept and file the May 26, 2022 minutes, Mr. Richardson seconded. The question was called, all present voting aye, no nays or abstentions.

Old Business

Financial Statements and Investment Report – for the period ending May 31, 2022

Mr. Larkin asked Mrs. Palmer to review the financial statements and investment report for all funds for the period ending May 31, 2022. The financial statements and investment report were displayed on screen. Mrs. Palmer reviewed the financial statements and the investment schedule for the general fund, the capital projects private fund and public fund and the debt service fund with the committee. Discussion ensued. Mr. Larkin requested a motion to recommend the statements to the Board of Trustees for approval. Mr. Richardson made the motion and Ms. Jackson seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

Presentation of Budget Amendments

Fiscal year ending June 30, 2022 (FY 22)

Mr. Larkin called upon Director Schwartz to review Resolution 22-382 Flint Public Library 2022 General Fund Appropriations as amended with the committee. Director Schwartz reviewed the overall major revenue assumptions and expenditure assumptions. Director Schwartz and Mrs. Palmer reviewed the overall summary of the general fund budget, the object detail, and the estimated fund balance available and projected with the committee. It was noted that the amendment resulted from an increase in revenues due to a larger than expected disbursement from the Genesee County Tax Revolving Fund. The Genesee County Treasurer cancelled the annual tax foreclosure sale due to the COVID pandemic, resulting in fewer chargebacks in the current tax year. The library

LEARN FOR LIFE

Our mission is to be Flint's "go to" place to learn for life.

Flint Public Library
Finance and Budget Committee
June 23, 2022 5:30 p.m.
Held in the Harris Room at the Flint Public Library

was advised to plan on having greater than normal chargebacks in FY 23 when the delay of the sale will affect the payout. FPL proactively increased the funds set aside to prepare for the increased chargeback in FY 21 and did so again in FY 22. Discussion ensued. Mr. Larkin requested a motion to recommend Resolution 22-382 Flint Public Library 2022 General Fund Appropriations Act as amended to the Board of Trustees for approval. Mr. Watchorn made the motion and Mr. Richardson seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

Mr. Larkin called upon Director Schwartz to review Resolution 22-383 Flint Public Library 2021 Capital Projects Fund – Private Appropriations as amended with the committee. Director Schwartz and Mrs. Palmer reviewed the overall summary of the capital projects budget as projected for FY 22. Discussion ensued. Mr. Larkin requested a motion to recommend to the Board of Trustees Resolution 22-383 Flint Public Library 2022 Capital Projects Fund – Private Appropriations as amended for approval. Mr. Zucarro made the motion and Mr. Schlinker seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

Mr. Larkin called upon Director Schwartz to review Resolution 22-384 Flint Public Library 2022 Debt Service Fund 2020 Library Building and Site Bonds 2021 Appropriations as amended with the committee. Director Schwartz and Mrs. Palmer reviewed the overall summary of the debt service fund budget and the estimated fund balance available and projected with the committee. The same circumstance regarding disbursements from the Genesee County Tax Revolving Fund applies to the Debt Service Fund for this amendment and the budgets for FY 22 and FY 23. Discussion ensued. Mr. Larkin requested a motion to recommend to the Board of Trustees Resolution 22-384 Flint Public Library 2022 Debt Service Fund 2020 Library Building and Site Bonds 2021 Appropriations as amended for approval. Mr. Zucarro made the motion and Mr. Schlinker seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions

New Business

Presentation of Budget for Capital Projects Private Resolution 22-385

Mr. Larkin called upon Director Schwartz to review Resolution 22-385 Flint Public Library 2023 Capital Projects Fund – Private Appropriations with the committee. Director Schwartz and Mrs. Palmer reviewed the overall summary of the capital projects budgets as presented for FY 23. The budget will account for the last payments from the Capital Projects Private fund as construction is completed and all items are resolved in fiscal year ending June 30, 2022. Discussion ensued. Mr. Larkin requested a motion to recommend Resolution 22-385 Flint Public Library 2023 Capital Projects Fund – Private Appropriations to the Board of Trustees. Mr. Zucarro made the motion and Mr. Watchorn seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

LEARN FOR LIFE

Our mission is to be Flint's "go to" place to learn for life.

**Flint Public Library
Finance and Budget Committee
June 23, 2022 5:30 p.m.
Held in the Harris Room at the Flint Public Library**

Other Business:

Approval of 2022-2023 Finance Committee Meeting Calendar

Mr. Larkin referred the committee to the proposed meeting calendar for the 2022-2023 meeting year. Meetings will continue to be the fourth Thursday of the month except in November and December when they will occur on the third Wednesday. The proposed calendar is as follows:

- July 2022 no meeting
- August 2022 Thursday, August 25, 2022
- September 2022 Thursday September 22, 2022
- October 2022 Thursday, October 27, 2022
- November 2022 Thursday November 17, 2022
- December 2022 Thursday December 15, 2022
- January 2023 Thursday, January 26, 2023
- February 2023 Thursday, February 23, 2023
- March 2023 Thursday March 23, 2023
- April 2023, Thursday April 27, 2023
- May 2023 Thursday May 25, 2023
- June 2023 Thursday June 22, 2023

Mr. Larkin called for a motion to accept the meeting calendar as presented. Mr. Watchorn made the motion and Mr. Schlinker seconded to accept the meeting calendar for FY 23 as presented. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

Reports

Directors Report and Capital Projects update

Director Schwartz reported briefly that about staff's excitement of working in the renovated library. Some systems are still being put in place but overall everything is running smoothly. All meeting rooms are in use daily.

Director Schwartz reported on the hiring of Matt Moyer as the new Facility Manager beginning Monday, June 27, 2022. This will help the entire team as we learn to operate in the renovated building. Matt brings with him a great deal of facility experience and will be a great addition.

Board Report

Mr. Larkin reported on how excited everyone was about the renovated building. Board members continue to get comments of how wonderful the building looks.

Mr. Larkin took a few minutes to thank Director Schwartz and Mrs. Palmer for the work they have done to maintain the finances of the library and with the rest of the management team and staff bring the library forward from horrible times in 2008 when the library lost 45% of its revenue to now where we have a projected net revenue over expenditures in the general fund. Mr. Larkin thanked Mrs. Palmer for her service to the

LEARN FOR LIFE

Our mission is to be Flint's "go to" place to learn for life.

Flint Public Library
Finance and Budget Committee
June 23, 2022 5:30 p.m.
Held in the Harris Room at the Flint Public Library

library and stated on behalf of the committee, her expertise will be missed. The balance of the committee agreed.

Mr. Larkin called for a motion to adjourn. Mr. Richardson made the motion and Mr. Schlinker seconded. Mr. Larkin called for a vote, all in attendance voting aye, no nays or abstentions. Meeting adjourned at 7:07 p.m.

Respectfully submitted,
Connie Palmer

LEARN FOR LIFE

Our mission is to be Flint's "go to" place to learn for life.