

**Flint Public Library
Finance and Budget Committee
August 24, 2016
Room 205, 5:30 PM**

Members present: Jim Richardson, Kathy Jackson, Mort Krasner, Linda Gulley
Staff present: Kathryn Schwartz, Connie Palmer

Mr. Richardson called the Finance Committee meeting to order at 5:30 p.m.

A call was made to the public, no public in attendance wished to speak.

The committee reviewed the minutes from the June 29, 2016 meeting. A motion was made by Mr. Krasner and seconded by Ms. Jackson to accept and file the June 29, 2016 minutes. Mr. Richardson called the question, all present voting aye. Motion carried.

New Business

Annual preaudit Financial Statements for the period ending June 30, 2016

Mr. Richardson asked Mrs. Palmer to review the pre audit financial statements for the period ending June 30, 2016. Mrs. Palmer reviewed the financial statements and the investment schedule with the committee. The committee reviewed the cash and cash investments, the property tax revenues and the flow of collections, the development activity to date and the status of the budget to actual for each activity center and grants. Discussion ensued regarding the Ruth Mott Foundation operating grant and the carry forward of those funds to FY 17, the physical review of the materials collection utilizing Collection HQ software and the impact on the materials budget for the year (less materials were purchased as we determined what materials were actually needed to meet patron needs). Discussion ensued regarding property tax revenues and the potential for a decline in property values due to the water crisis and its impact on revenues over the next few years.

Mr. Richardson stated as these were preaudit statements, no recommendation was required from the committee at this time.

Old Business

Update on audit process

Mr. Richardson called upon Director Schwartz and Mrs. Palmer to provide an update on the audit work for FYE 06/30/2016. It was reported that the auditors would begin field work on 8/29/2016. A team of two will be here during the week with the manager and partner coming in as needed. It is anticipated that the final audit report and financial statements will be presented to the finance committee on October 26, 2016 and to the Board of Directors on November 3, 2016. Pam Hill, CPA, audit partner for Plante Moran has indicated that the timeline is dependent upon receipt of the GASB 68 pension plan information from both the

**Flint Public Library
Finance and Budget Committee
August 24, 2016
Room 205, 5:30 PM**

Municipal Employee Retirement System and the State of Michigan Office of Retirement Services.

Director's Report

Director Schwartz reported on the following items:

- Director Schwartz has made some personnel shifts to divert more staff to digital initiatives. We have had one Librarian retirement and will be looking to employ someone at the same level that will work as our Digital Literacy Specialist. The preferred qualifications will be someone with a background in education, specifically a school media specialist.

- As part of the digital literacy strategic initiative, FPL started the TechStudiOH! by inviting a group of students to come and work with the 3D printer. The group of about 30 students went to the Mott Community College Regional Technology Center's FABlab to see their 3D printer at work and the process used to create items using the printer. MCC made parts for prosthetic hands that the teens assembled at FPL. The hands that were made will be collected and forwarded to the Hand Challenge project for distribution to children who do not have those limbs. It was an exciting start to our TechStudiOH!

- Management and professional staff have begun the training to implement the Results Based Accountability system. "Results-Based Accountability (RBA) is a disciplined way of thinking and taking action used by communities as a whole. RBA is also used by agencies to improve the performance of their programs. The core of RBA is the "Turn- The-Curve" score card for the decision-making process. The decision making process consists of 6 steps as follows:
 1. Determine what is the end result desired.
 2. Graph a trend line that shows how we are doing currently.
 3. Explain the story behind the baseline trend including both positive and negative factors.
 4. Determine the partners who have a role to play in turning the curve.
 5. What works to turn the curve – determine strategies that will work to turn the curve upward on the baseline; being sure to include no- cost or low cost strategies.
 6. Develop an action plan with specific accountable goals to work to turn the curve.

The purpose of the score cards is for agencies to determine

LEARN FOR LIFE

Our vision is to become Flint's "go to" place to learn for life.

**Flint Public Library
Finance and Budget Committee
August 24, 2016
Room 205, 5:30 PM**

- How much did we do?
- How well did we do it?
- Is anyone better off? “

(ref: Results-Based Accountability Guide- 2016 copyright by Clear Impact)

The RBA program dovetails the Public Library Association's Project Outcomes. The intent is to help libraries focus on the outcomes of their work.

Board Report

Mr. Richardson reported on the following:

The Board heard a presentation from THA Architects & Engineers for a new high school/ middle school in the Flint Community School district. Energy is building in the community regarding building a new facility on the old Flint Central/Whittier Middle School campus.

The Board began preliminary work about building our contributions from the public; specifically in the general campaign and moving towards a capital campaign. The Board has engaged consultants to help with this work.

There being no further business to discuss, Mr. Richardson adjourned the meeting at 7:20 p.m.

Respectfully submitted,
Connie Palmer