

**Flint Public Library
Finance and Budget Committee
September 28, 2016
Room 205, 5:30 PM**

Members present: Jim Richardson, Kathy Jackson, Mort Krasner, Matt Schlinker
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 Mr. Schlinker to accept and file the August 24, 2016 minutes. Mr. Richardson called the question, all present voting aye. Motion carried.

New Business

Financial Statements and Investment Report for the period ending August 31, 2016

Mr. Richardson asked Mrs. Palmer to review the financial statements and investment report for the period ending August 31, 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 as the committee reviewed the statements in detail. Mr. Schlinker moved and Ms. Jackson seconded forwarding with the committee's recommendation for approval, the financial statements and the investment report for the period ending August 31, 2016 to the Board of Trustees. Mr. Richardson called the question, all present voting aye.

Old Business

Update on audit process

Mr. Richardson called upon Director Schwartz and Mrs. Palmer to provide an update on the audit process for FYE 06/30/2016. Plante & Moran, PLLC, has completed the field work portion of the audit process. Internally we have completed the management discussion and analysis section of the financial statements and have reviewed the financial statements and footnotes. The audit will be presented at the October 26, 2016 finance committee meeting and to the Board of Directors at the November 3, 2016 Board of Trustees meeting. Management is not aware of any adjustments required and no issues arose during the audit.

Director's Report

Director Schwartz reported on the following items:

- The Blues on the Library Lawn concert was a success. A grant received from the AG Bishop Trust funded the concert. Ms. Acevedo worked with Mr. Maurice Davis to plan and present the concert and approximately 600 to 700 people were in attendance. No issues or conflicts occurred and everyone had a great time.

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Director Schwartz is reviewing grants for funding to continue this concert in FY 18.

- The library has been working with a marketing consulting, Mind Over Marketing, to develop the marketing plan and expenditures as budgeted during the year. Specific items that have occurred thus far:
 - The library program guide has been redesigned to highlight our children and teen programs.
 - The new website was launched September 12, 2016. The design of the website is more focused on the service priorities and using more social media for advertising for adult programs.
 - The library will use Constant Contact email services to deliver specific news to patrons. Recently 7000 email addresses received an email newsletter. Currently the library has the email addresses of more than 51% of its patrons and will utilize those email addresses to notify them of upcoming events. Discussion ensued regarding the use of technology and the data capabilities.

- Director Schwartz and the management team are working to implement the Results Based Accountability methodology into all processes at the library. We are beginning to implement strategies learned and increase data collection. It will take about a year to get a good system in place.

- Kennari Consulting finished their assessment of the development program. We have two teams assigned to the Flint Public Library. The first team will be working with development staff to develop processes. This has been timely in light of the retirement of the Director of Development. Kennari has recommended hiring a Development Coordinator who will work closely with the Director of Library Services. The role will be an intermediate level between the development assistant and a development director. We are in the process of reviewing candidates for the position and anticipate having an individual in place before mid-November.

The second team from Kennari Consulting is working with Director Schwartz on the cultivation of donors for the annual campaign and a potential capital campaign. This will include shoring up the annual campaign in FY 17.

Director Schwartz announced the following personnel changes:

- The library hired Donna Comstock-Herman as a Children's Learning Specialist (formerly known as Children's Librarian) and changed the title of all children's librarians (Brenda Harris and Ashley Nizinski) to "Children's Learning Specialist". All of the Children's Learning Specialists working within the Children's Learning Place (formerly the children's room) will work with children ages 0 to 14, including outreach to sites where the children are located. Teen programming will be conducted utilizing outside contractors.

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- The library has posted a Digital Learning Specialist position. The person hired will work with Mr. Rick Dunning, the Manager of Digital Initiatives to develop, implement and host programs and services related to digital literacy. The position was made possible by the retirement of an adult services librarian.
- Mrs. Wanda Harden has accepted the position of Community Engagement and Communications Manager for the library. This role will be responsible for developing a robust volunteer program within the library and will continue to be the primary spokesman for the library outside of Director Schwartz. Mrs. Harden's former graphic design duties will be handled by outside vendors.

All of the personnel changes have been made to better align the library and staff within the strategic objectives identified. As the library continues to implement the objectives, additional changes will occur.

Board Report

Mr. Richardson reported on the following:

- The Board continued their training with Kennari Consulting about building our contributions from the public, specifically in the general campaign and moving towards a capital campaign.
- The Board received a report from the Director updating them on the various programs being implemented with the strategic objectives.

There being no further business to discuss, Mr. Richardson adjourned the meeting at 6:50 p.m.

Respectfully submitted,
Connie Palmer