

**Flint District Library
June 7, 2018 Regular Board Meeting
Flint Public Library, Room 205, 5:30 p.m.**

Present: Ms. Linda Pylypiw, Mr. Matthew Schlinker, Mr. Brian Larkin, Mr. Moses Bingham

Absent with notification: Mrs. Reta Stanley, Mr. James Richardson, Mr. David McGhee

Staff: Mrs. Kay Schwartz, Mrs. Connie Palmer, Ms. Leslie Acevedo, Mrs. Ashoka Rao, Mr. Rick Dunning, Mrs. Julie McCullough

Call to Order: Ms. Pylypiw called the meeting to order at 5:32 p.m.

Approval of Agenda: Mr. Larkin moved approval. Mr. Schlinker supported. Motion carried.

Call to Public: There were no questions or comments from the public.

Approval of 5/3/18 Regular Meeting Minutes: Mr. Schlinker moved approval. Mr. Larkin supported. Motion carried.

Finance, Budget, and Policy Committee

Resolution 18-319-FPL FY19 General Fund Appropriations: The Flint Public Library Board of Trustees has an obligation to approve a balanced budget by July 1st of each year, and pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 29, 2018 and a public hearing on the proposed budget was held on June 7, 2018.

The Flint Public Library Board of Trustees shall cause to be levied and collected a general property tax on all real property and eligible personal property allowed by law within the City of Flint upon the current tax roll a millage of 4.0 mills for the operation of the Flint Public Library, said levy will occur on the July 1, 2018 bills.

The Flint Public Library Board of Trustees adopts the budget for fiscal year 2019 (July 1, 2018 through June 30, 2019) for the general fund by activity. The Director is responsible for expenditures authorized in the budget and may expend Library funds up to, but not to exceed, the total appropriation authorized for each Activity.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby adopts the general operating appropriations for fiscal year 2019;
2. The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the general operating fund as amended are as follows:

Estimated Revenues - operations	\$3,257,404
Estimated Revenues - grants & special programs	223,229
Fund Balance - assigned, committed or reserved	831,783
Fund Balance - unreserved, uncommitted and unassigned	1,717,951
Total Fund Balance July 1 Available to Appropriate	<u>\$2,549,734</u>
Total Estimated Available to Appropriate	<u>\$6,030,367</u>
Estimated Expenditures	
Governing Board	\$24,050
Administration	431,667
Automated Systems	232,081
Facilities	512,876
Library & Program Services	2,070,213
Development	210,691
Grants & Special Programs	240,077
Total Appropriated	<u>\$3,721,655</u>

The Library will use \$121,661 from special programs and grants assigned fund balance, will add \$104,812 for special programs and grants for FY 19, affirm the assignment of \$342,828 for technology and building repairs, affirm the restriction on \$10,269 in gifts from the Flint Genealogy Society, affirm the restriction on the Curtis (received 1983) and Scott (received 1959) gifts of \$191,760 and will assign \$224,171 in FY 18 for FY 19 budget and transfer said funds to unrestricted, uncommitted and unassigned fund balance for the operating budget for fiscal year ending June 30, 2019.

3. The Board of Trustees of the Flint District Library has caused to be levied and collected a general property tax on all real and eligible personal property within the City of Flint a millage of 4.0 mills for the operation of the Flint Public Library on the summer 2018 tax roll.

4. The Board of Trustees of the Flint District Library hereby designates the Director of Library Services and the Director of Finance the right to assign fund balance as of June 30, 2019 for the amounts of prepaid expenses and accounts payable as necessary for the final reporting on the Financial Statements of the Flint Public Library as of June 30, 2019.

Mr. Schlinker made a motion to approve the resolution. Mr. Larkin supported. Roll call vote: Schlinker-aye, Bingham-aye, Larkin-aye, Pylypiw-aye. Motion carried.

April 30, 2018 Financial and Investment Report: Mrs. Palmer reviewed the report. We have completed 83.29% of the fiscal year. Property tax collections received to date are \$2,228,130.27, approximately 85.59% of expected collection. The library has used 73.62% of budget appropriations as of 4/30/18. We have total unrestricted cash of \$3,286,328.44, \$186,509.65 is needed for current liabilities, and the balance is invested at an average rate of 0.3433%. Total cash will cover operations for 8.3 months. Mr. Larkin made a motion to approve the report. Mr. Schlinker supported. Motion carried.

Updates from Board Committees

Fundraising & PR Committee: Mrs. Schwartz noted that Mrs. Rao's Development report was included as part of the Board packet. Highlights of the report are as follows:

With only a few days to go, our Annual Campaign is at \$106,144. The process is continuous and year round. Our task is to build a strong relationship and network that leads to expansion of our donor database and actual donors.

With the help of the Flint Alumni Committee, we are reaching out to successful past residents of Flint who still have connections and heart for their hometown. We are also creating a special marketing piece, "Recurring Gift", which makes recurring giving easier and hassle free.

The 2018 *Learn for Life Luncheon* date will be Tuesday, October 9, and the Tuesday, June 12 training session for table hosts has been postponed.

Building Renovation Committee: Mrs. Schwartz and Mrs. Rao are very engaged in preparing for the feasibility study. Several meetings are scheduled to meet with donor prospects, connectors, community leaders, foundations and government officials. Kennari Consulting will perform a fundraising feasibility study to determine how much we can raise and therefore our readiness for a capital campaign.

HR and Operations Committee: Ms. Pylypiw requested that all trustees please turn in their completed Director Evaluations so that the process can be finished by July 1.

Nominating Committee: Mr. Larkin stated that the committee will meet during the week of June 18. An update will be provided at the July meeting.

Old Business: None.

New Business: None.

President's Remarks: The group congratulated Mr. Larkin on his recent nuptials.

Director's Remarks

- The July Annual Organizational and Regular Board meetings will be held on Thursday, July 12 to accommodate those who may be traveling for the July 4 holiday.
- The final Board meeting of the fiscal year will be held on Thursday, June 28 at 5:30 pm in Room 205, and Mrs. Palmer is working on the final budget amendment.

Recent & Upcoming Activities: Ms. Acevedo distributed the June BookPages and the June/July/August calendar and mentioned several programs including the 2018 Summer Reading Club and the Summer Youth Initiative outreach projects.

Adjournment: Mr. Schlinker made a motion to adjourn. Mr. Larkin supported. The meeting was adjourned by unanimous consent at 6:28 pm.


Ms. Linda Pylypiw, President