

**Flint Public Library  
Finance and Budget Committee  
May 23, 2018  
Room 205, 5:30 PM**

Members present: Jim Richardson, Kathy Jackson  
Staff present: Director of Library Services Kay Schwartz, Director of Finance  
Connie Palmer

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

Mr. Richardson requested a motion to approve the agenda as presented. Mrs. Palmer requested that the presentation of the April 30, 2018 financial statements be combined with the FY 19 budget presentation as the April 30, 2018 results are shown within the budget document. Ms. Jackson made a motion to approve the agenda with the change as suggested, Mr. Richardson supported. All present voting aye.

A call was made to the public; no public was in attendance.

The committee reviewed the minutes from the April 25, 2018 meeting. Ms. Jackson made a motion and Mr. Richardson seconded to accept and file the April 25, 2018 minutes. Mr. Richardson called the question, all present voting aye. Motion carried.

**Old Business**

None

**New Business**

*Presentation of FY 19 Budget and Financial Statements & Investment Report for the period ending April 30, 2018*

Mr. Richardson called upon Director Schwartz to present the FY 19 budget. Director Schwartz and Mrs. Palmer presented the FY 19 budget reviewing the revenue assumptions, the expenditure assumptions, the progress through ten months ending April 30, 2018 as well as the projections for the fiscal year ending June 30, 2018. Resolution 18-319 (attached at the end of the minutes) was reviewed in detail. Discussion ensued. Mr. Richardson made a motion to recommend to the Board of Trustees approval of Resolution 18-319 Flint Public Library 2019 General Fund Appropriations Act and the Financial Statements and Investment Report for the period ending April 30, 2018. Ms. Jackson seconded. All present voting aye. (A complete copy of the budget as presented is on file at the Flint Public Library reference department.)

*Meeting calendar FY 19*

Mr. Richardson presented the suggested meeting calendar for FY 19. In the interest of time, members will review for approval at the June 27, 2018 meeting.

**Director Report**

Director Schwartz reported on the preparation for the Children's Summer Reading Program for summer 2018. The Summer Reading Program is funded by the Ben F. Bryer Foundation for summer 2018 and summer 2019. The Hurand family suggested FPL apply for the funding; the library is grateful for the support of Hurand family for this much needed program. This funding has allowed FPL to expand the program to include

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four Summer Outreach Specialists who are either certified teachers or education professionals and increase programming in the Children's Learning Place for the summer. Children's Learning Place staff is excited by the opportunities it will provide to mitigate summer "brain drain" and introduce children to the library and its programs in pursuit of lifelong learning. .

**Board Report**

Mr. Richardson reported the board accepted the financial statements, approved Resolution 18-318 approval of the adoption of the 80-20 option under PA 152 and heard reports from committees.

There being no further business to discuss, Mr. Richardson adjourned the meeting at 7:00 p.m.

Respectfully submitted,  
Connie Palmer

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BOARD OF TRUSTEES OF  
FLINT PUBLIC LIBRARY  
RESOLUTION 18- 319

FLINT PUBLIC LIBRARY 2019 GENERAL FUND APPROPRIATIONS ACT

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Minutes of a regular meeting of the Board of Trustees of the Flint Public Library, County of Genesee, State of Michigan, held in the Library on June 7, 2018, at 5:30 PM, prevailing Eastern Standard Time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Trustee, \_\_\_\_\_ and supported by Trustee, \_\_\_\_\_:

WHEREAS, the Flint Public Library (the "Library") was established by Agreement dated October 1, 1998, entered into among the City of Flint and the School District of the City of Flint (collectively the "Parties") under the provisions of Act 24, Michigan Public Acts of 1989, as amended ("Act 24"); and

WHEREAS, the Flint Public Library Board of Trustees has an obligation to approve a balanced budget by July 1<sup>st</sup> of each year, and

WHEREAS, 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, and

WHEREAS, 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, and

WHEREAS, 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, and

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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

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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.

AYES: Members: \_\_\_\_\_

\_\_\_\_\_

NAYS: Members: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Secretary, Board of Trustees

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