

**Flint Public Library
Finance and Budget Committee
November 29, 2018
Room 205, 5:30 PM**

Members present: Jim Richardson, Brian Larkin, Matthew Schlinker, Andrew Watchorn

Staff present: Director of Library Services Kay Schwartz
Director of Finance, HR & Facilities Connie Palmer

Mr. Richardson called the Finance Committee meeting to order at 5:35 p.m.

Mr. Richardson requested a motion to approve the agenda as presented, acknowledging managements request to move the ACH policy under old business to the January 24, 2019 meeting. Mr. Schlinker made a motion to approve the agenda as presented, Mr. Larkin supported. All present voting aye.

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

The committee reviewed the minutes from the October 24, 2018 meeting. Mr. Watchorn made a motion and Mr. Schlinker seconded to accept and file the October 24, 2018 minutes. Mr. Richardson called the question, all present voting aye. Motion carried.

Old Business

Review of the ACH policy was moved to January 24, 2019 at management's request. .

New Business

Financial Statements and Investment Report for the period ending October 31, 2018.
Mr. Richardson asked Mrs. Palmer to review the financial statements and investment report for the period ending October 31, 2018. Mrs. Palmer reviewed the financial statement and the investment schedule with the committee. The committee reviewed the cash and cash investments, the property tax revenues and the flow of collections 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. Larkin moved and Mr. Schlinker seconded forwarding with the committee's recommendation for approval, the financial statements and the investment report for the period ending October 31, 2018 to the Board of Trustees. All present voting aye.

Budget Amendment #1 for the fiscal year ending June 30, 2018.

Mr. Richardson called upon Director Schwartz to review the budget amendment as presented. Director Schwartz and Mrs. Palmer reviewed the budget amendment as presented. The general fund projected budget for the fiscal year ending June 30, 2019 requires amending due to the receipt of additional operating revenues, adjustments to previous projections and the receipt of grant funds. After a thorough review and much discussion, Mr. Watchorn made a motion to approve General Fund Budget Amendment #1 for the fiscal year ending June 30 2018 as presented and recommend to the Board of Trustees the adoption of Resolution 18-323 as follows:

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*FLINT PUBLIC LIBRARY
RESOLUTION 18-323*

FLINT PUBLIC LIBRARY 2019 GENERAL FUND APPROPRIATIONS ACT AS AMENDED

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 December 6, 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 1st of each year; and

WHEREAS, the Flint Public Library Board of Trustees adopted a balanced budget for the fiscal year ending June 30, 2019 (FY 19) on June 7, 2018; and

WHEREAS, the FY 19 budget needs amending due to known changes in operating revenue and grants awarded, and

WHEREAS, amending for known changes in operating expenditures and grants awarded, and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

- 1. The Board of Trustees of the Flint District Library hereby adopts the amended 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:*

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| | | | | | | |
|---|--|--|--|--|--|--------------------|
| Estimated Revenues - operations | | | | | | \$3,467,607 |
| Estimated Revenues - grants & special programs | | | | | | 251,962 |
| | | | | | | |
| Fund Balance - assigned, committed or reserved | | | | | | 1,392,507 |
| Fund Balance - unreserved, uncommitted and unassigned | | | | | | 1,740,317 |
| Total Fund Balance July 1 Available to Appropriate | | | | | | \$3,132,824 |
| | | | | | | |
| Total Estimated Available to Appropriate | | | | | | \$6,852,393 |
| | | | | | | |
| Estimated Expenditures | | | | | | |
| Governing Board | | | | | | \$24,050 |
| Administration | | | | | | 465,900 |
| Automated Systems | | | | | | 207,081 |
| Facilities | | | | | | 572,652 |
| Library & Program Services | | | | | | 2,072,160 |
| Development | | | | | | 210,765 |
| Grants & Special Programs | | | | | | 274,188 |
| Total Appropriated | | | | | | \$3,826,796 |
| | | | | | | |

The Library will use \$55,877 from special programs and grants assigned fund balance, will add \$33,651 for special programs and grants for FY 20, and will assign \$85,000 for the FY 19 budget net expenditure over revenue.

- The Board of Trustees of the Flint District Library has caused to be levied and collected a general property tax on all real and 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.*

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. Larkin seconded the motion. Mr. Richardson called the question, all present voting aye.

Director Report

Director Schwartz reported on the following:

- The Library will present a Polar Express Extravaganza on Saturday, December 1, 2018 from 1:00 to 4:00 p.m. The Children's Learning Place team expects around 200 patrons for this event. Library ambassador volunteers, Friends of the Flint Public Library, and a local high school group as well as staff will be at the event.

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- The Flint Cultural Center Holiday Walk will take place on Tuesday, December 4, 2018 starting at 5:00 p.m. The library participates in this event with the support of the Friends of the Flint Public Library (FFPL). FFPL provides funding for the entertainment, volunteers and cookies for patrons in the library.
- Director Schwartz has signed the contract with Kennari Consulting to perform a feasibility study to determine public support for a library renovation project. This project will begin December 1. The anticipated report on the feasibility study will be complete in March, 2019.

Board Report

Mr. Richardson reported on the regular business conducted at the November 1, 2018 board of trustees meeting. The Board is focusing its efforts on making the building renovation project a reality.

There being no further business to discuss, Mr. Richardson adjourned the meeting at 7:10 p.m.

Respectfully submitted,
Connie Palmer

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