

**Flint District Library**  
**June 24, 2021 Regular Board Meeting**  
**Meeting held by Zoom, 5:30 pm**

**Present:** Mr. Brian Larkin, Ms. Kathy Jackson, Mr. Moses Bingham, Mr. Dean Yeotis

**Absent:** Ms. Heather Kale, Ms. Vivian Kao, Mrs. Reta Stanley

**Staff:** Mrs. Kay Schwartz, Mrs. Connie Palmer, Mrs. Ashoka Rao, Mr. Rick Dunning, Mrs. Jenny Jones, Ms. Tina Hayes, Ms. Janet O'Keefe

**Call to Order:** Mr. Bingham called the meeting to order at 6:52 pm.

**Roll Call Trustees:** The trustees listed above indicated they were present and located in Flint, MI.

**Approval of Agenda:** Mr. Larkin made a motion to approve the agenda. Ms. Jackson supported. Motion carried.

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

**Finance, Budget, and Policy Committee**

**Financial Statements ending 5/31/21:** 91.78% of the fiscal year is complete. Property taxes received to date are \$2,586,814.28, which is 90.81% of funds levied. To date we have used 71.78% of total expenditures. We have \$5,007,762.98 in unrestricted cash less current liabilities of \$142,209.83. Net cash available for operations is \$4,865,553.15. We have unrestricted cash to cover 15.0 months of operations. Mr. Larkin made a motion to approve the statements as presented. Ms. Jackson supported. Motion carried.

**Resolution 21-370: General Fund Budget Amendment FY21:** 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 the Flint Public Library Board of Trustees adopted a balanced budget for the fiscal year ending June 30, 2021 (FY 21) on June 4, 2020 and amended said budget on February 4, 2021; and

The FY 21 budget needs amending due to known changes in operating revenue, and changes in transfers to the capital projects private fund; 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 2021;
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	\$4,063,720
Estimated Revenues - grants & special programs	355,832
Fund Balance - assigned, committed or reserved	1,003,004
Fund Balance - unreserved, uncommitted and unassigned	3,156,681
<b>Total Fund Balance July 1 Available to Appropriate</b>	<b>\$4,159,685</b>
<b>Total Estimated Available to Appropriate</b>	<b>\$8,579,237</b>
<b>Estimated Expenditures</b>	
Governing Board	\$21,550
Administration	450,608
Automated Systems	298,783
Facilities	267,934
Library & Program Services	2,171,542
Development	159,021
Development Capital Campaign	328,089
Grants & Special Programs	170,401
<b>Total Appropriated</b>	<b>\$3,867,928</b>

The Library will use \$10,956 from special programs and grants assigned fund balance, affirm the assignment of \$500,000 for technology and building repairs, use \$883 from restricted Flint Genealogy Society fund, affirm the restriction on the Curtis (received 1983) and Scott (received 1959) gifts of \$191,438, add \$196,387 to special programs and grants assigned fund balance and add \$366,193 to unrestricted, uncommitted and unassigned fund balance for the operating budget for fiscal year ending June 30, 2021.

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 2020 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, 2021 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, 2021.

Mr. Larkin made a motion to approve. Ms. Jackson supported. Roll call vote: Larkin-aye, Jackson-aye, Yeotis-aye, Bingham-aye. Motion carried.

**Resolution 20-371: Debt Service Fund Budget Amendment FY21:** 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 the Flint Public Library Board of Trustees adopted Resolution 19-337 establishing the Debt Services Fund 2020 Library Building and Site Bonds. The Flint Public Library Board of Trustees adopted a balanced budget for the fiscal year ending June 30, 2021 (FY 21) on June 4, 2020.

The FY 21 budget needs amending due to known changes in revenue, and expenditures; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby adopts the amended debt service fund 2020 library building and site bonds appropriations for fiscal year 2021;
2. The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the debt service fund 2020 library building and site bonds are as follows:

Estimated Revenues - investment earnings	\$20
Fund Balance - assigned, committed or reserved	\$0
Total Fund Balance July 1 Available to Appropriate	\$0
Total Estimated Available to Appropriate	<u>\$1,310,084</u>
Estimated Expenditures	
Payments on bonds principal	\$760,000
Payments on bonds interest	416,592
Bank fees	100
Paying agent fees	500
Other expenses	1,000
Total Appropriated	<u>\$1,178,192</u>

All funds appropriated are restricted for specifically for the payment of the Flint Public Library 2020 Library and Building Site Bonds and expenses of transferring those payments.

3. The Board of Trustees of the Flint District Library 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 1.82 mills for the 2020 Library and Building Site Bonds debt millage of the Flint Public Library on the summer 2020 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, 2021 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, 2021.

Mr. Larkin made a motion to approve. Ms. Jackson supported. Roll call vote: Larkin-aye, Jackson-aye, Yeotis-aye, Bingham-aye. Motion carried.

**Resolution 21-372: Capital Projects Private Budget Amendment FY21:** 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 the Flint Public Library Board of Trustees adopted Resolution 19-337 establishing the Capital Projects Fund-Private.

The Flint Public Library Board of Trustees adopted a budget for the fiscal year ending June 30, 2021 (FY 21) on June 4, 2020; and the FY 21 budget needs amending due to known changes in revenue, and expenses; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby adopts the amended capital projects-private fund appropriations for fiscal year 2021;

2. The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the capital projects private fund are as follows:

<b>Projected Revenues</b>		
Investment earnings		\$17,488
Grants		\$642,500
Transfers in		
general fund development capital projects		260,000
Fund Balance - assigned, committed or reserved		\$13,429,284
Fund Balance - unreserved, uncommitted and unassigned		0
<b>Total Fund Balance July 1 Available to Appropriate</b>		<b>\$13,429,284</b>
<b>Total Estimated Available to Appropriate</b>		<b>\$14,349,273</b>
<b>Projected Appropriations</b>		
Professional services		\$212,500
Other contractual services		\$1,705
Lease expense		\$227,385
Fees		\$9,700
Construction in progress		\$4,265,000
Leasehold Improvements		112,906
<b>Total Appropriated</b>		<b>\$4,829,196</b>

All funds appropriated are either restricted by the terms of grants received or assigned by the Board of Trustees for use in renovation of the facility at 1026 E. Kearsley Street, Flint, MI 48503 and to pay all other costs required to complete the renovation project. Fund balance as of June 30, 2021 of \$9,520,076 is restricted for the renovation project.

3. 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, 2021 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, 2021.

Mr. Larkin made a motion to approve. Ms. Jackson supported. Roll call vote: Larkin-aye, Jackson-aye, Yeotis-aye, Bingham-aye. Motion carried

**Resolution 21-373: Capital Projects Public Budget Amendment for FY21:** 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 the Flint Public Library Board of Trustees adopted Resolution 19-337 establishing the Capital Projects Fund-Public.

The Flint Public Library Board of Trustees adopted a balanced budget for the fiscal year ending June 30, 2021 (FY 21) on June 4, 2020; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby adopts the amended capital projects public appropriations for fiscal year 2021;
2. The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the capital projects private fund are as follows:

Fund Balance - assigned, committed or reserved	\$12,500,853
Fund Balance - unreserved, uncommitted and unassigned	0
<b>Total Fund Balance July 1 Available to Appropriate</b>	<b>\$12,500,853</b>
<b>Total Estimated Available to Appropriate</b>	<b>\$12,500,853</b>
<b>Projected Appropriations</b>	
Professional services	\$1,907,607
Other contractual services	\$1,892
Realized loss on market value of investments	\$4,972
Fees	\$5,652
Construction in progress	\$9,716,400
Leasehold Improvements	0
<b>Total Appropriated</b>	<b>\$11,636,523</b>

All funds appropriated are restricted for use for the renovation of the facility at 1026 E. Kearsley Street, Flint, MI 48503 as approved by voters in the City of Flint for the bond proposal allowing the Flint Public Library to issue and sell its unlimited tax general obligation bonds in an amount not to exceed \$12,600,000 to provide funds to pay a portion of the costs of the building renovation project; and that the Library will use other available funds of the Library to pay the portion of such costs not paid from bond proceeds. Fund balance as of June 30, 2021 of \$864,329 is restricted for this purpose.

3. 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, 2021 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, 2021.

Mr. Larkin made a motion to approve. Ms. Jackson supported. Roll call vote: Larkin-aye, Jackson-aye, Yeotis-aye, Bingham-aye. Motion carried

**Resolution 21-374: FY 2022 Capital Projects Fund – Public Appropriations:** 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 the Flint Public Library Board of Trustees adopted Resolution 19-337 establishing the Capital Projects Fund-Public; and the appropriations are required for to complete the building renovation at 1026 E. Kearsley Street Flint, MI 48503.

The Flint Public Library Board of Trustees adopts the budget for fiscal year 2022 (July 1, 2021 through June 30, 2022) for the Capital Projects – Public; and 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 the fund,

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby adopts the capital projects public appropriations for fiscal year 2022;
2. The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the capital projects public fund are as follows:

<b>Projected Revenues</b>		
Interest income		\$50
<b>Fund Balance - assigned, committed or reserved</b>		<b>\$864,329</b>
Fund Balance - unreserved, uncommitted and unassigned		0
<b>Total Fund Balance July 1 Available to Appropriate</b>		<b>\$864,329</b>
<b>Total Estimated Available to Appropriate</b>		<b>\$864,379</b>
<b>Projected Appropriations</b>		
Construction in progress		\$864,379
<b>Total Appropriated</b>		<b>\$864,379</b>

All funds appropriated are restricted for use for the renovation of the facility at 1026 E. Kearsley Street, Flint, MI 48503 as approved by voters in the City of Flint for the bond proposal allowing the Flint Public Library to issue and sell its unlimited tax general obligation bonds in an amount not to exceed \$12,600,000 to provide funds to pay a portion of the costs of the building renovation project; and that the Library will use other available funds of the Library to pay the portion of such costs not paid from bond proceeds. These proceeds will be spent in full in FY 22.

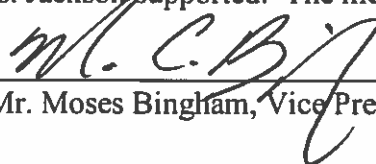
3. The Board of Trustees of the Flint District Library hereby designates the Director of Library Services and the Director of Finance the right to assign fund balance as of June 30, 2022 for the amounts of prepaid expenses and accounts payable as necessary for the final reporting on the Financial Statements of the Flint Public Library as of June 30, 2022.

Mr. Larkin made a motion to approve. Mr. Yeotis supported. Roll call vote: Larkin-aye, Jackson-aye, Yeotis-aye, Bingham-aye. Motion carried

**President’s Remarks:** None.

**Director’s Remarks:** next meeting is July 8<sup>th</sup> at 5:30pm, we will be accepting furniture bids.

**Adjournment:** Mr. Larkin made a motion to adjourn. Ms. Jackson supported. The meeting was adjourned by unanimous consent at 7:06 pm.

  
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 Mr. Moses Bingham, Vice President