

**JOURNAL OF COMMISSION WORK SESSION**  
**November 15, 2016**

City Commission Work Session  
Great Falls Public Library, 301 2<sup>nd</sup> Avenue North

Mayor Kelly presiding

**CALL TO ORDER:** 5:00 p.m.

**CITY COMMISSION MEMBERS PRESENT:** Bob Kelly, Bill Bronson, Bob Jones, Tracy Houck and Fred Burow.

**STAFF PRESENT:** City Manager; City Attorney; Directors of Fiscal Services, Library and Public Works; Fiscal Services Administrative Assistant; Police Captain; and, the City Clerk.

**1. TOUR OF THE LIBRARY FACILITY**

Library Director Kathy Mora led a tour of the Great Falls Public Library facility for members of the City Commission, City staff and public.

**2. PUBLIC COMMENT**

There were no comments from members of the public.

**3. LIBRARY BOARD REPORT**

Library Director Kathy Mora displayed pictures of the library buildings at this location, the Valeria in 1890, Carnegie building in 1903, and the current library in 1967. She presented and discussed the attached PowerPoint presentation that included FY2016 revenues and expenses, statistics regarding demographics and patrons, print and electronic collections, programs and activities, as well as computer and network usage.

In response to Commissioner Bronson, Director Mora reported that the bookmobile use is steady, especially in the outlying communities of the county.

Library Board Chairperson Dea Nowell reported that the board is working on a new strategic plan. Five specific goals were identified to keep moving the Library forward. After board approval, the plan will come before the City Commission for consideration of approval.

Library Foundation Board member Mary Lehman reported that the Great Falls Public Library Foundation was founded in 1968, one year after the current library was built. It is a 501(c)(3) organization that, through donations, supplements the Great Falls Public Library resources and services, but does not fund operational costs. Director Lehman reported that the board raises approximately \$40,000 per year in donations.

Library Board and Foundation Board members made introductions. Mayor Kelly thanked the board members for meeting with the Commission to learn about each other and to better work together.

**4. 2016 UNAUDITED YEAR-END BUDGET REVIEW AND 2017 FIRST QUARTER BUDGET REVIEW**

Fiscal Services Director Melissa Kinzler presented and discussed the attached PowerPoint presentation regarding the Fiscal Year 2016 unaudited year-end budget review that included general fund unreserved fund balance and three year comparison, tax revenue, expenses, and three year comparison of the golf courses, swimming pools, parking and Civic Center Events funds. She noted that the golf courses are a big concern.

Director Kinzler further presented and discussed the attached PowerPoint presentation regarding the Fiscal Year 2017 1<sup>st</sup> quarter budget review including a three year comparison of general fund revenues, tax revenues and expenses, as well as the golf courses, swimming pools, parking and CC Events funds.

Director Kinzler discussed the recertification process. This year the City won't receive taxes from the County until January. Because no revenue has been received, she concluded that there wasn't too much to report and requested that the Commission review the slides.

Mayor Kelly requested that Director Kinzler present the integration of the Library budget in the City budget process to the Library Board and Foundation during the first quarter.

**5. DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

City Manager Greg Doyon reported that the Fire Department will be presenting emergency response needs and 2016 review, as well as an emergency management update, at the next work session.

**ADJOURN**

There being no further discussion, Mayor Kelly adjourned the informal work session of November 15, 2016 at 6:37 p.m.



# **GREAT FALLS PUBLIC LIBRARY**

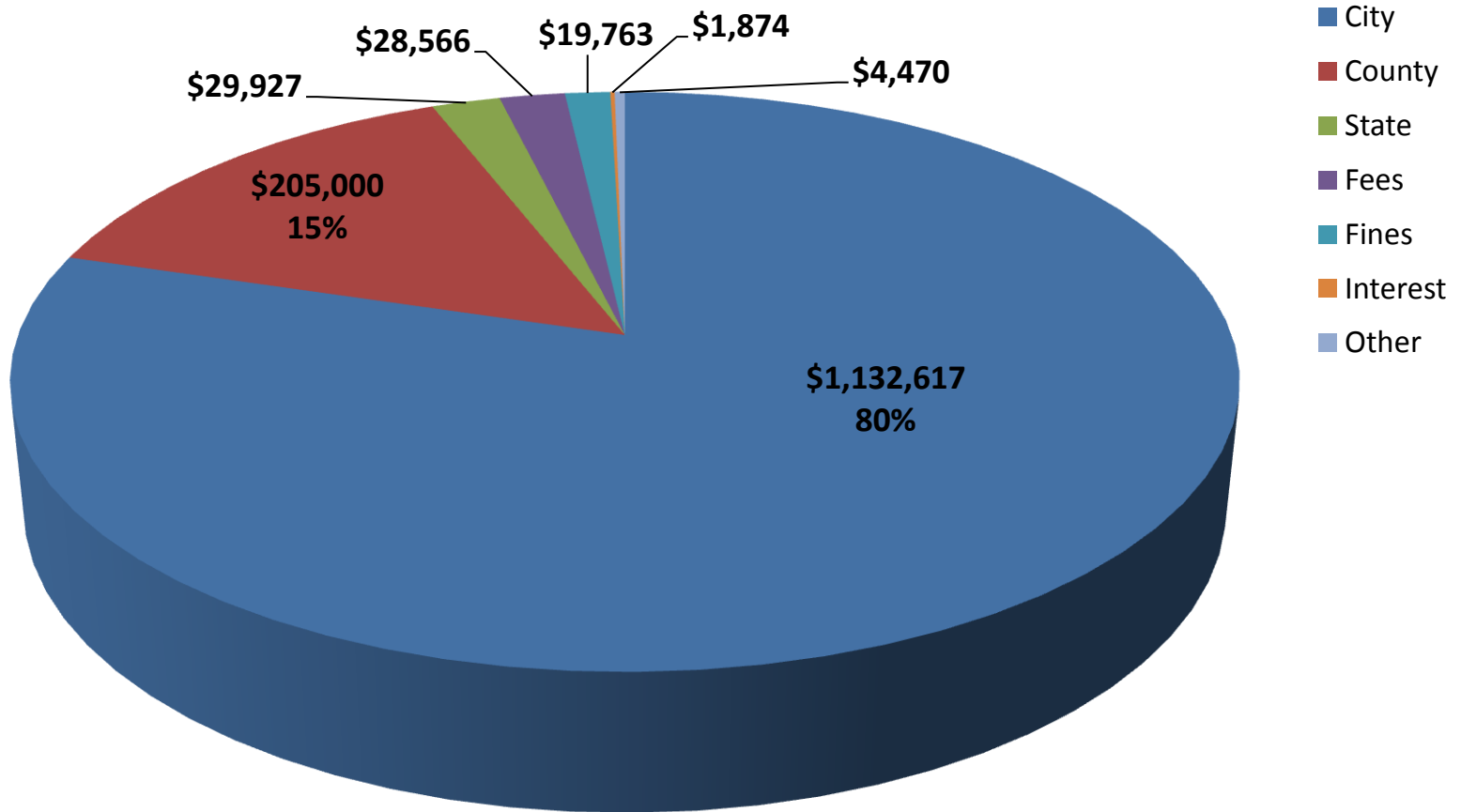
**EXPLORE • DISCOVER • CONNECT**

*See You @ the Library!*



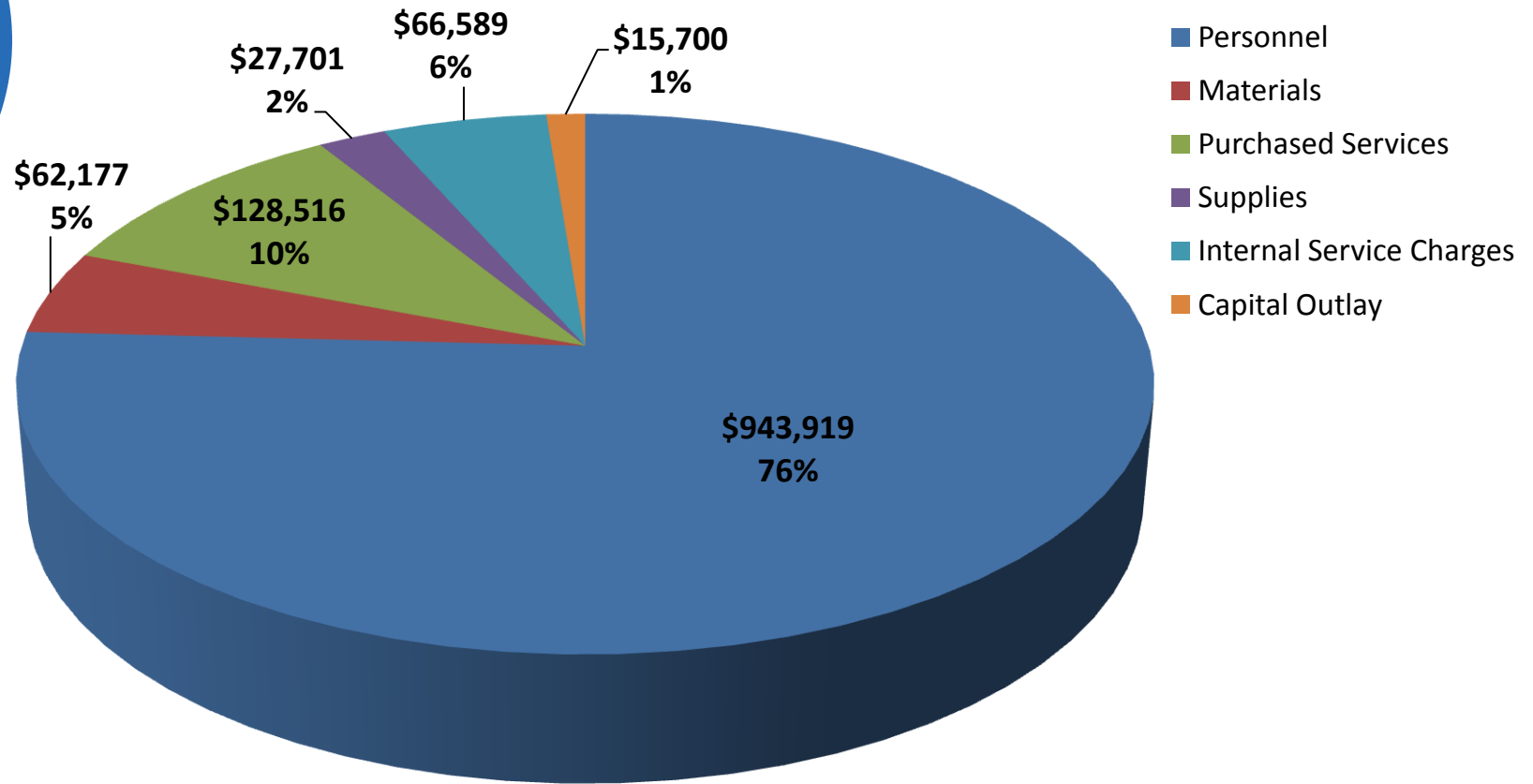
# FY2016 Revenues: \$1,422,220

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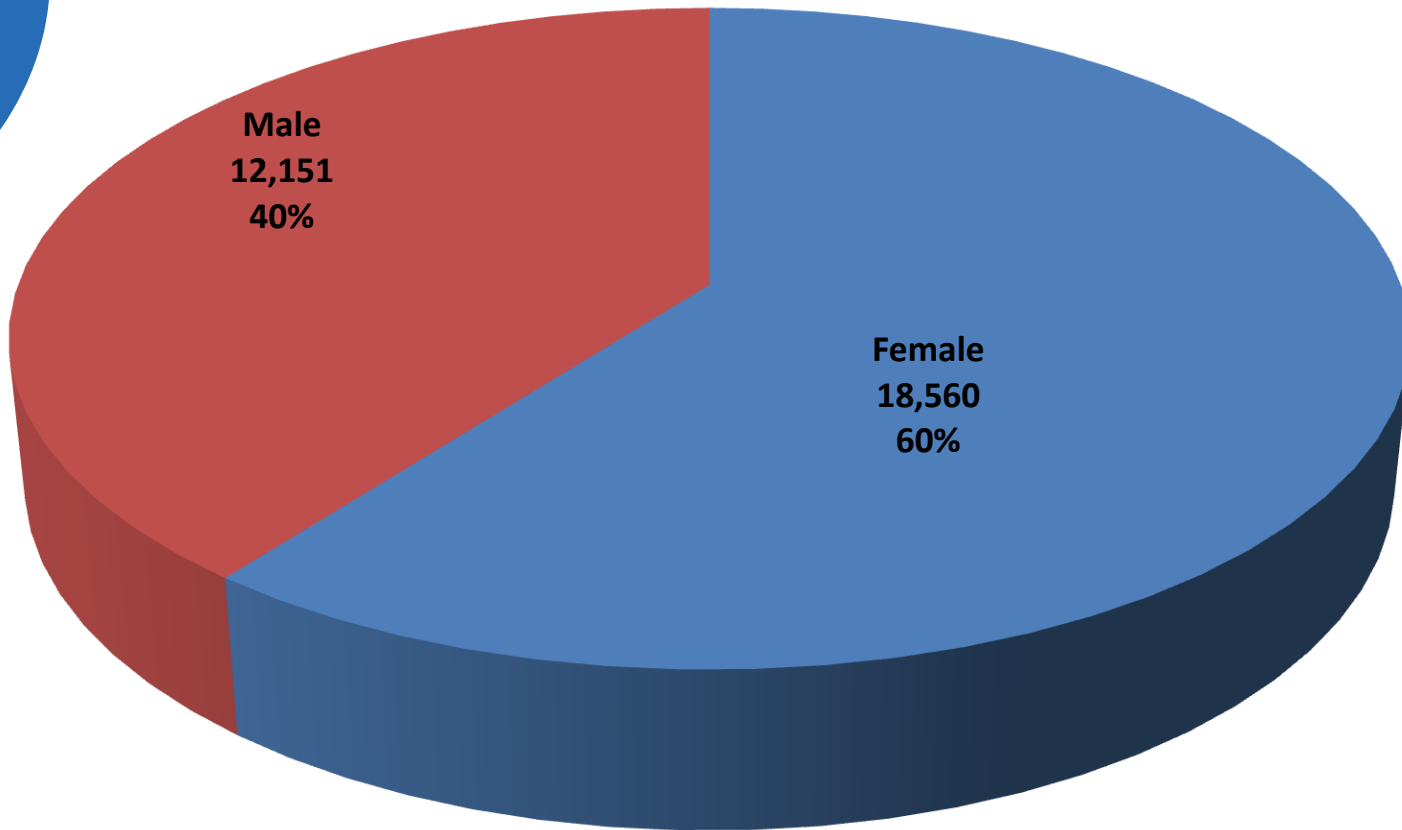
# FY2016 Expenses: \$1,245,315

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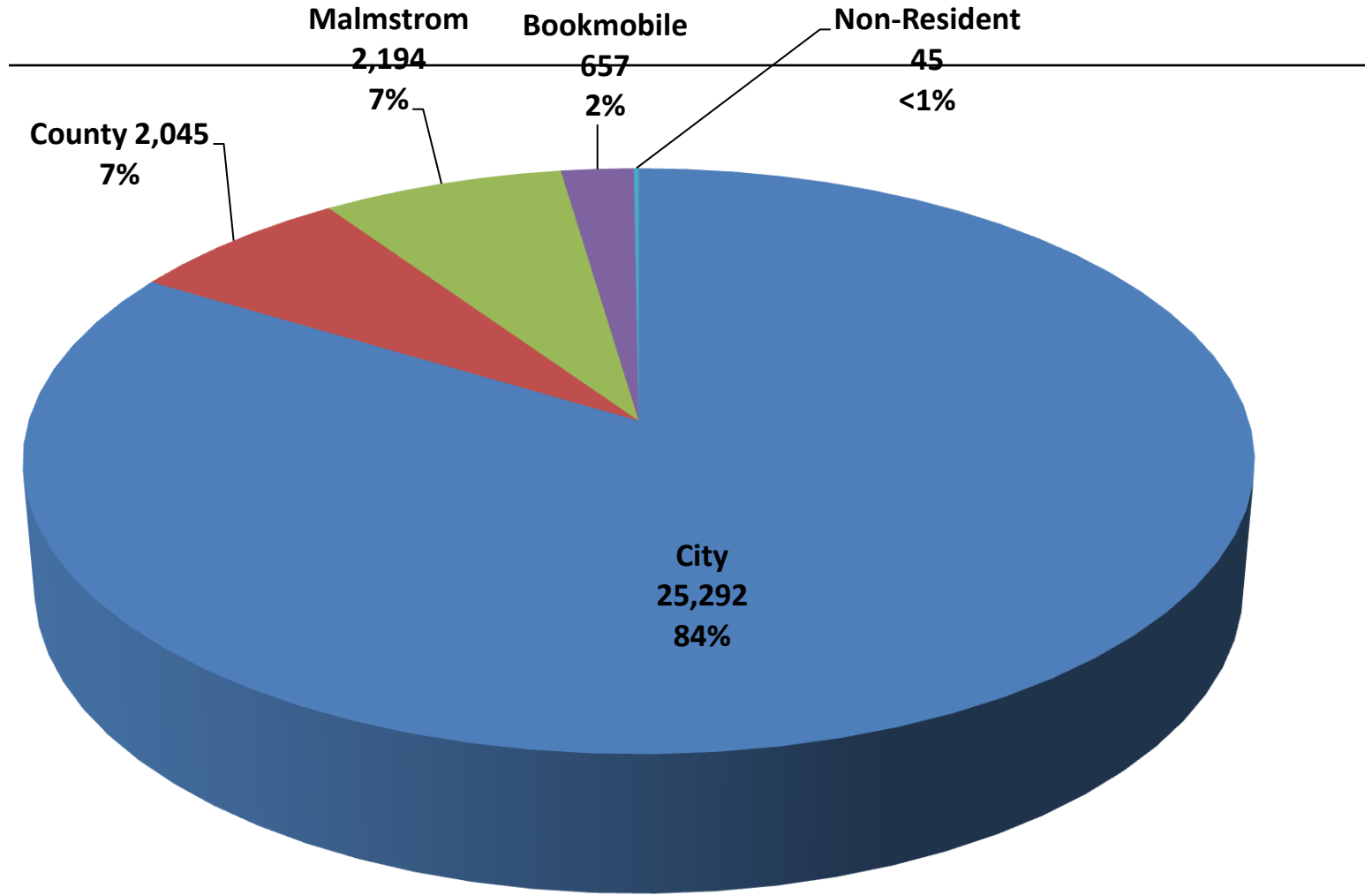
# Library Patrons

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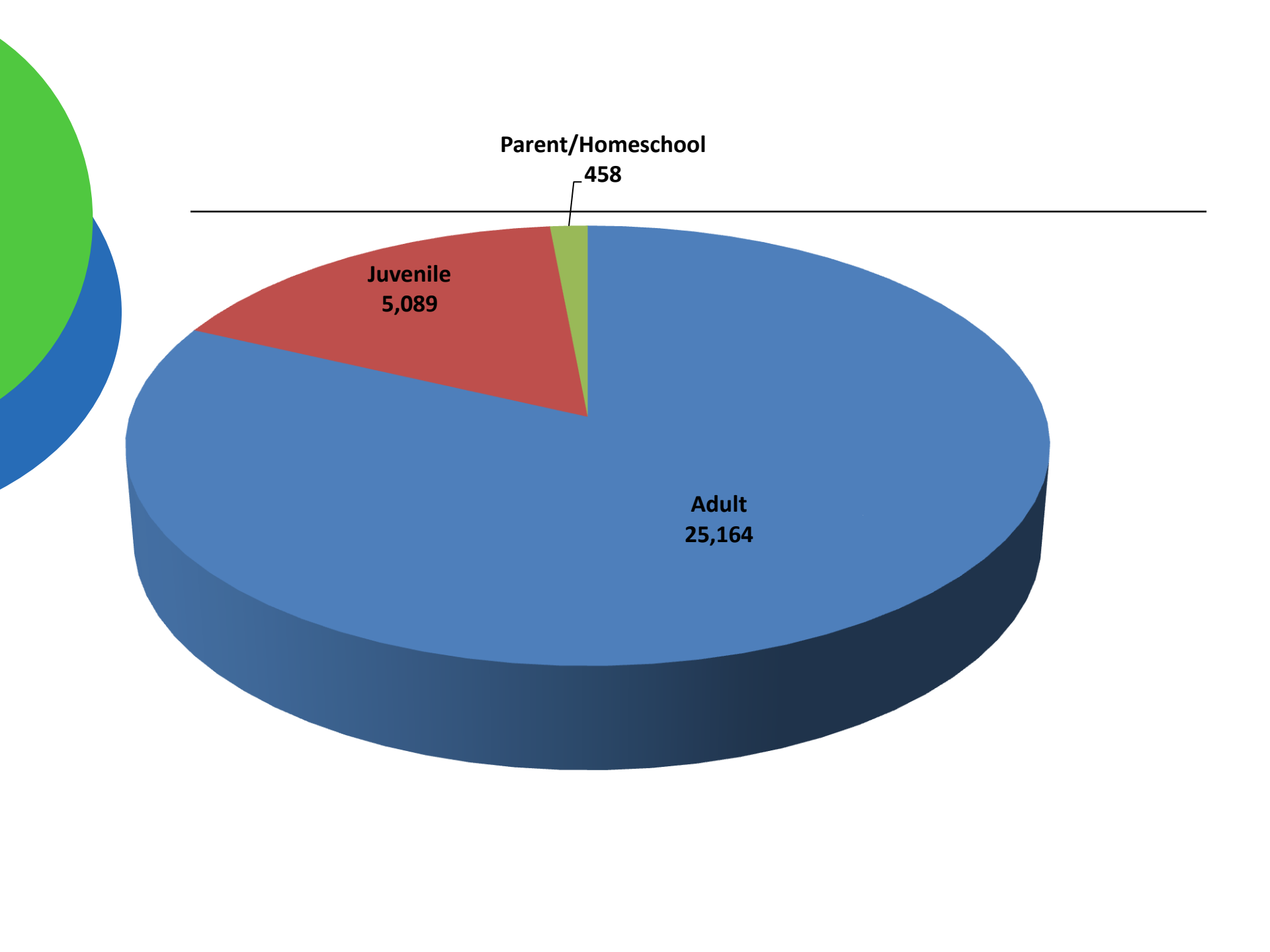




**Total Service Area: 82,278 (est. July 1, 2015; U.S. Census)**  
**Registered Library Card Holders: 30,711 (38% of service area)**

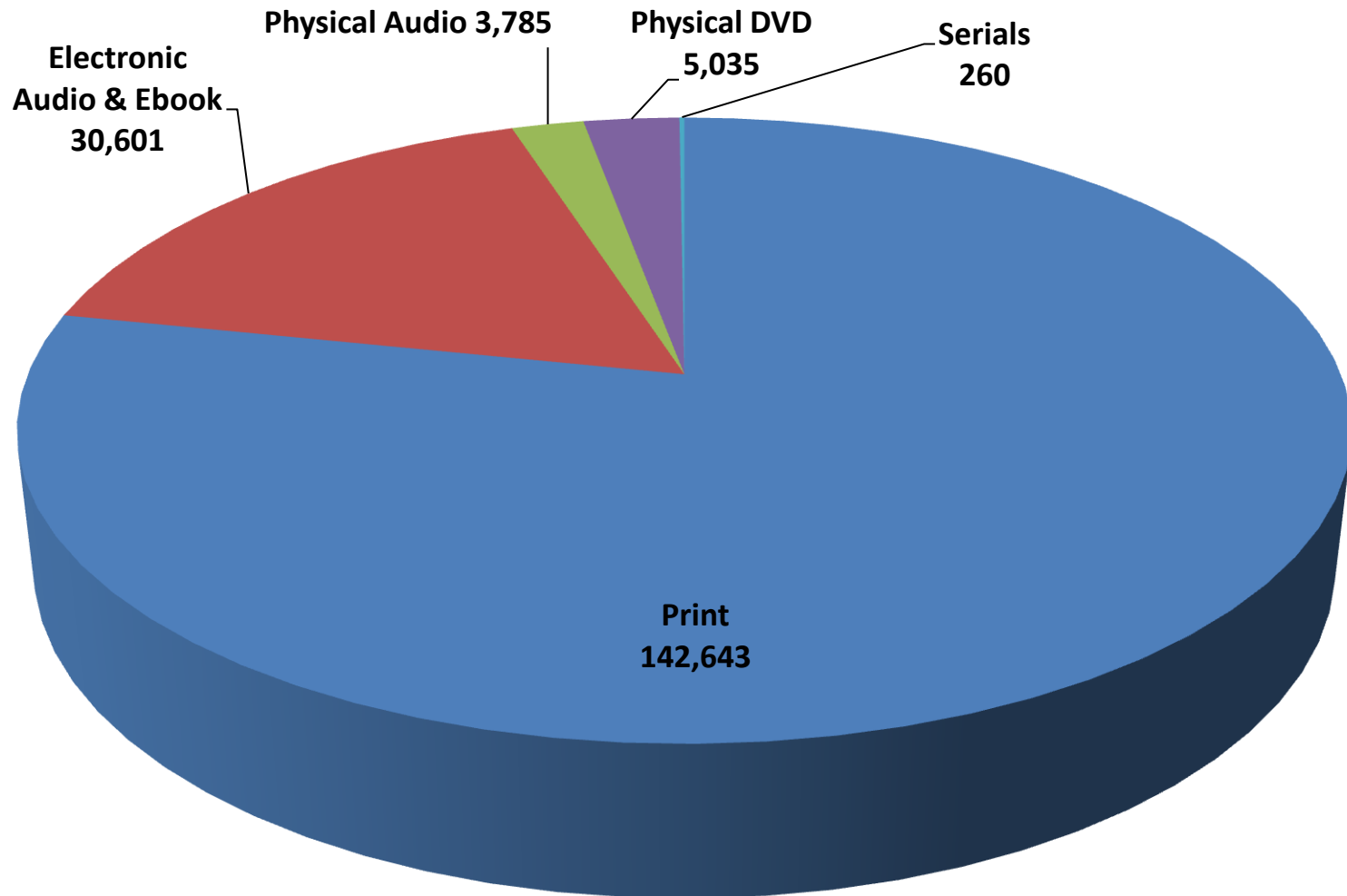






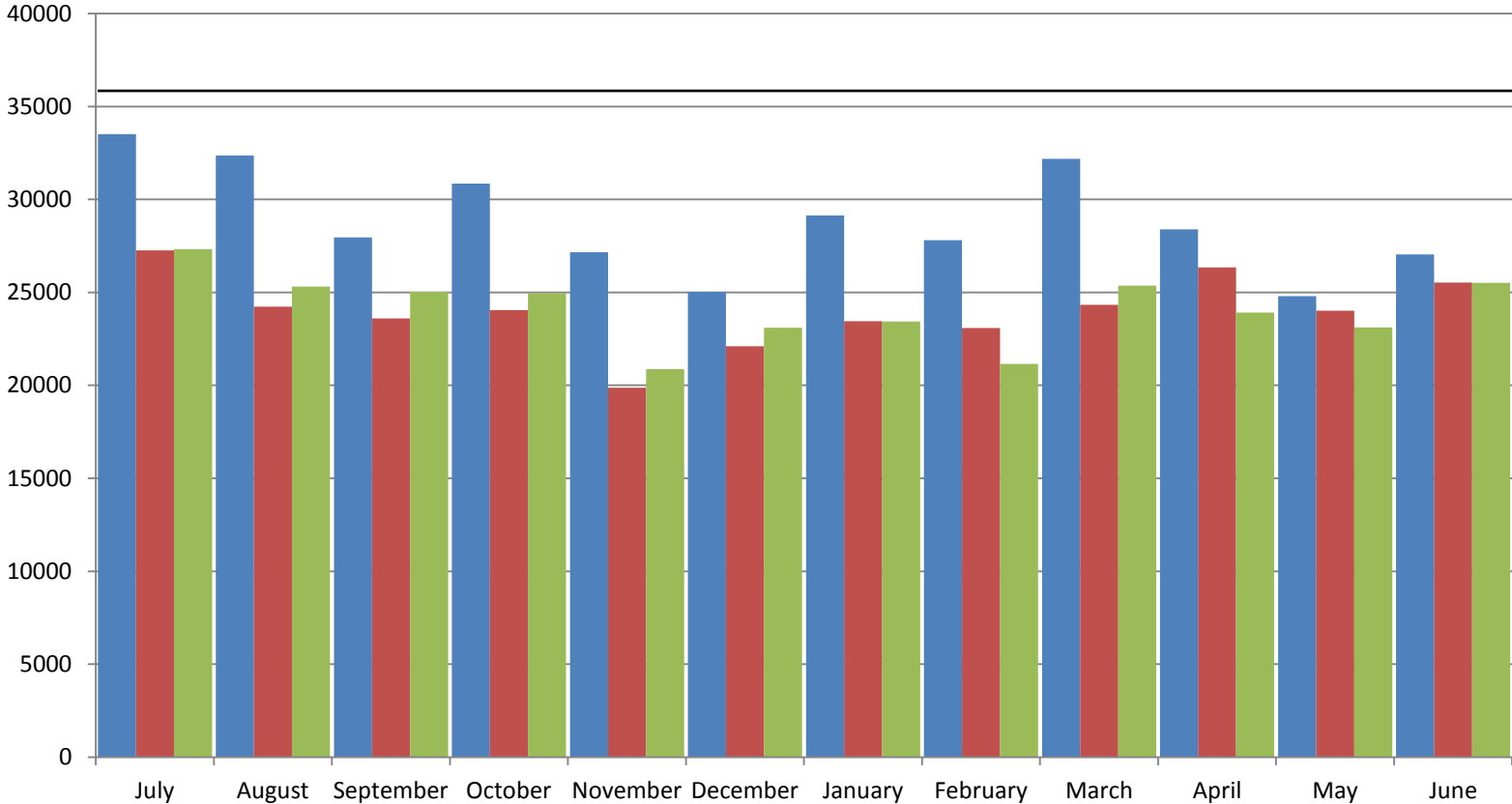
# Collections

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# Total Monthly Circulation

## Total Circulation for 2015/2016: 289,098



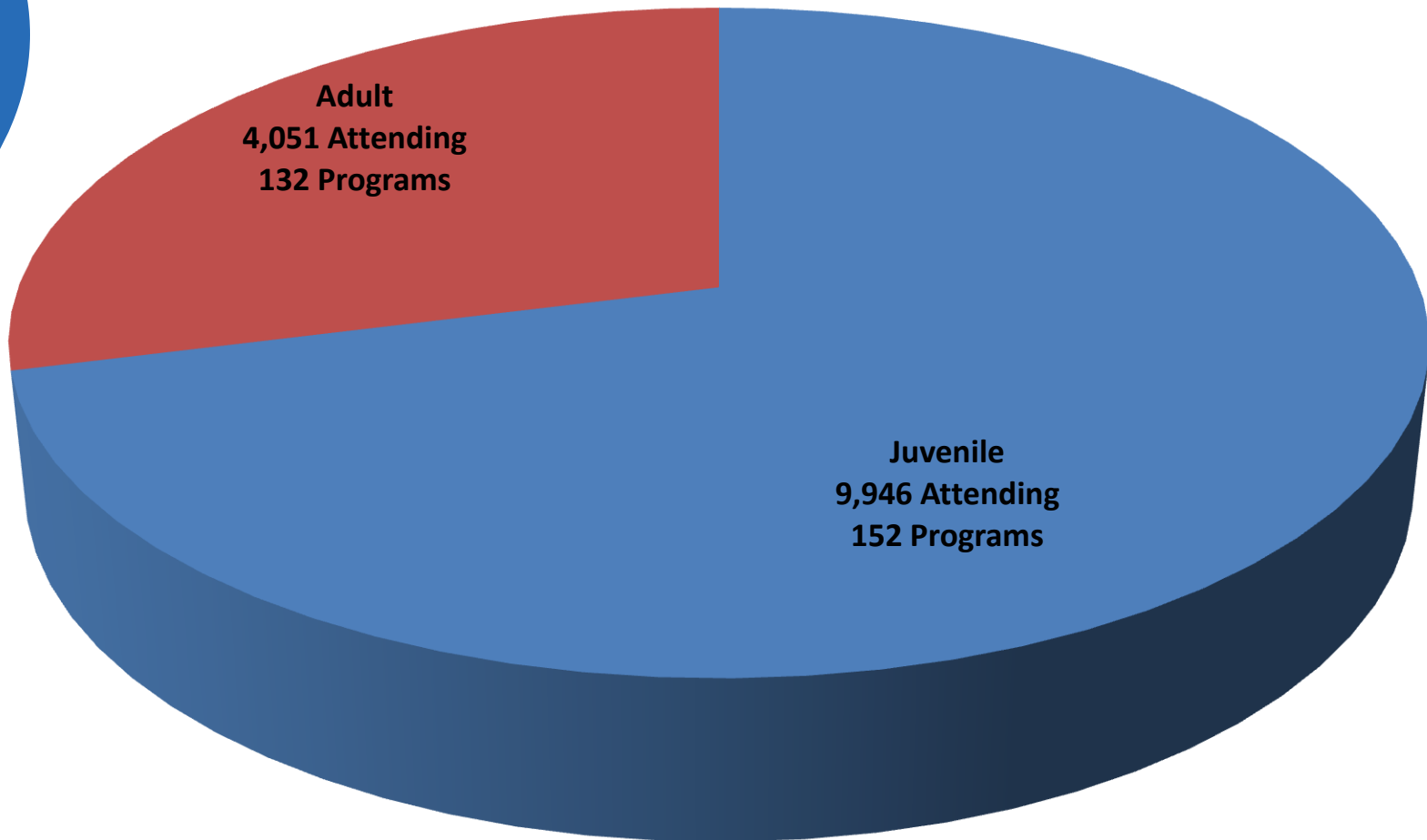
Total for 2014/2015: 287,877

Total for 2013/2014: 346,253

■ 2013/2014 ■ 2014/2015 ■ 2015/2016

# Programs & Activities

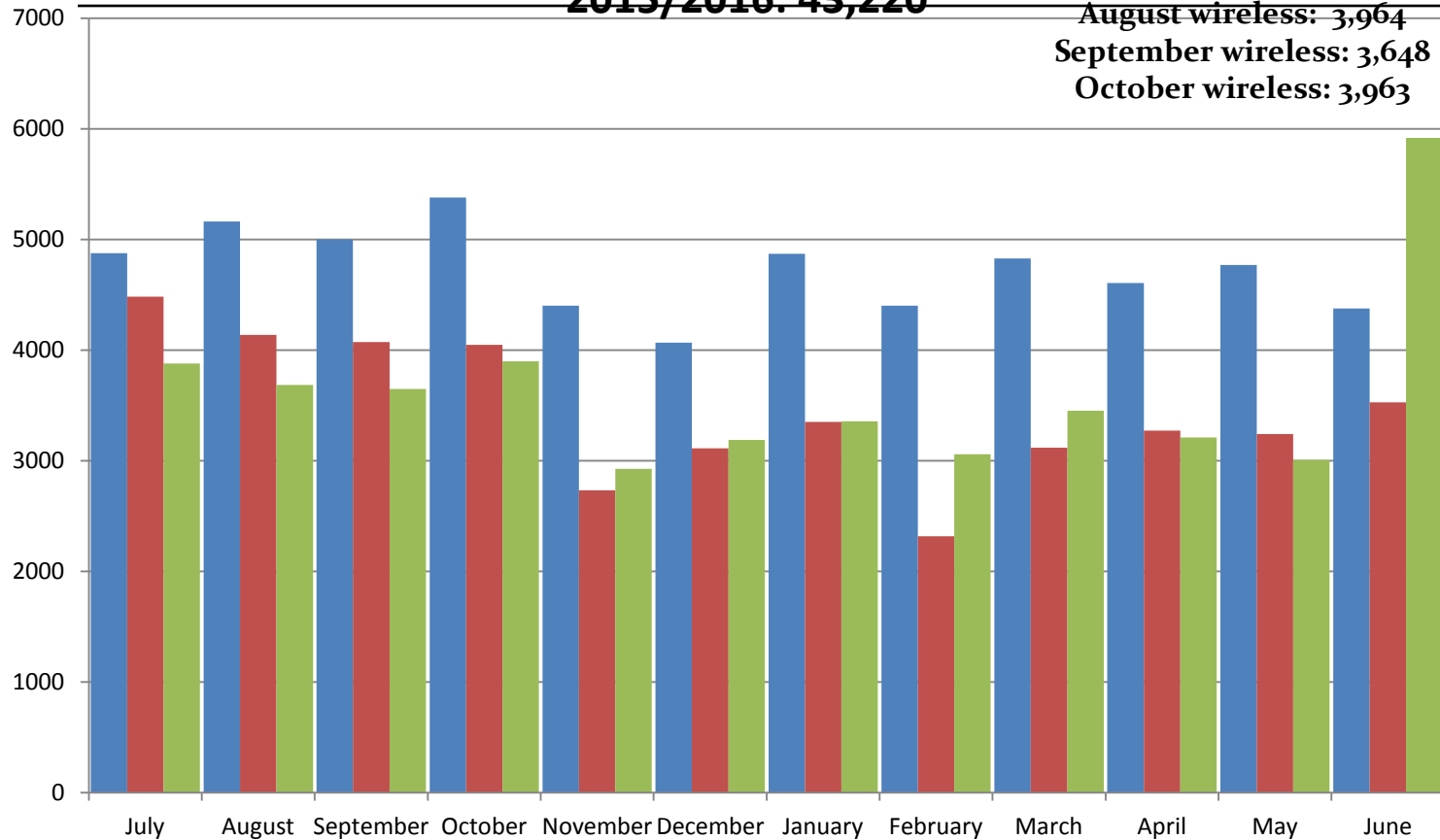
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# Computer/Network Usage

**2015/2016: 43,220**

June wireless: 1,715  
 July wireless: 3,467  
 August wireless: 3,964  
 September wireless: 3,648  
 October wireless: 3,963



**Total for 2014/2015: 41,404 Total for 2013/2014: 56,735**

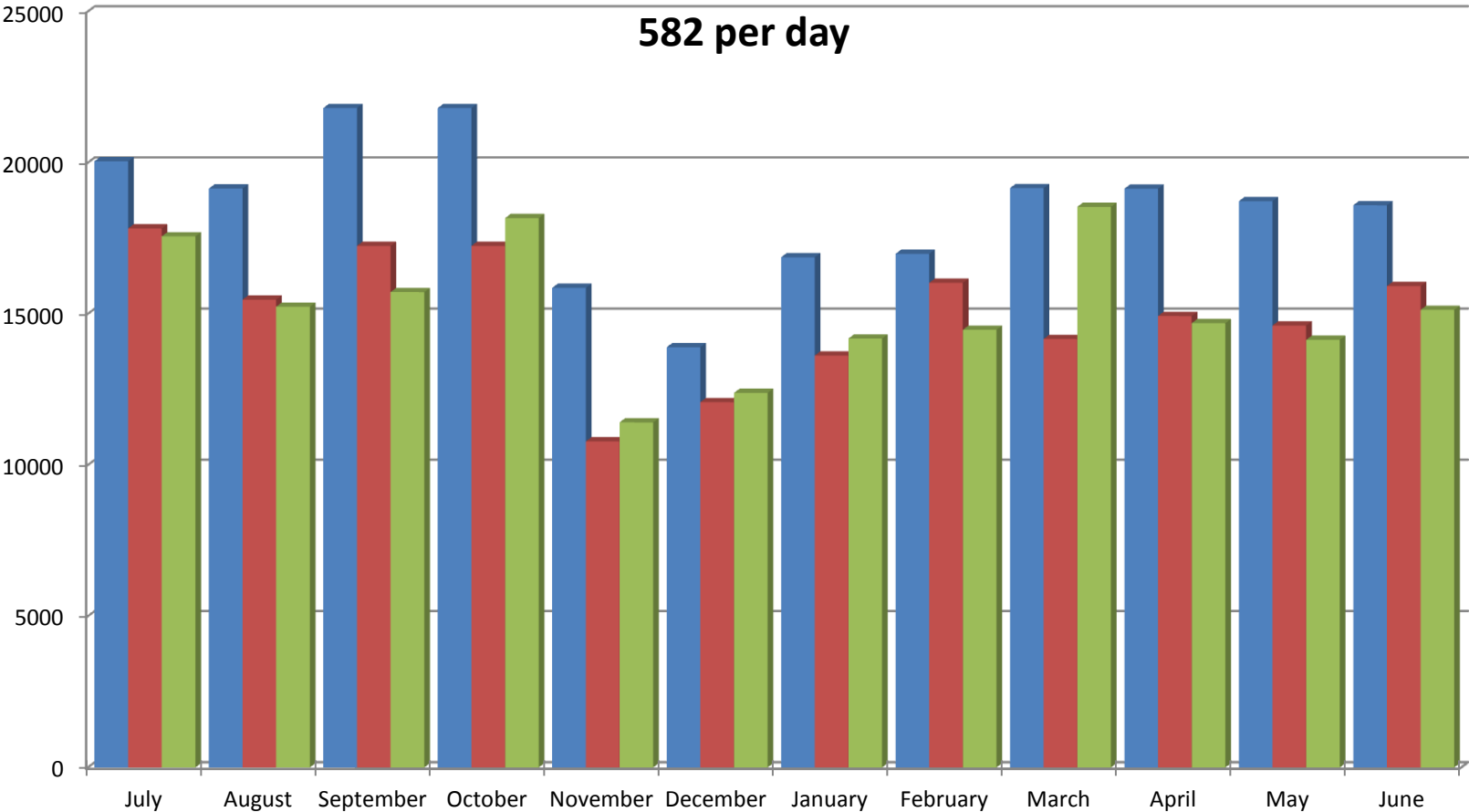
■ 2013/2014 ■ 2014/2015 ■ 2015/2016

# Patron Attendance

2015/2016: 181,681

3,493 per week

582 per day



■ 2013/2014 ■ 2014/2015 ■ 2015/2016





Fiscal Year 2016  
Unaudited Year - End  
Budget Review

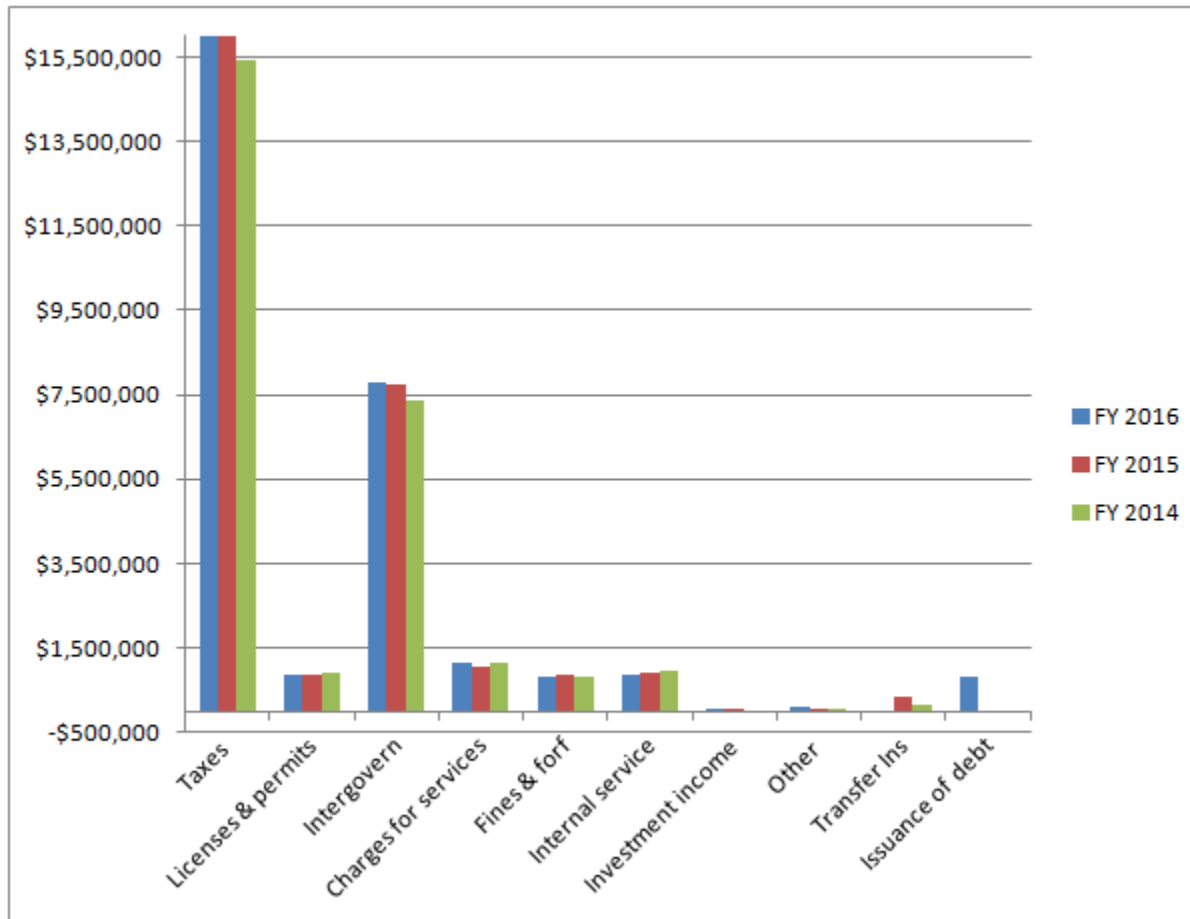
# General Fund

## Unreserved Fund Balance

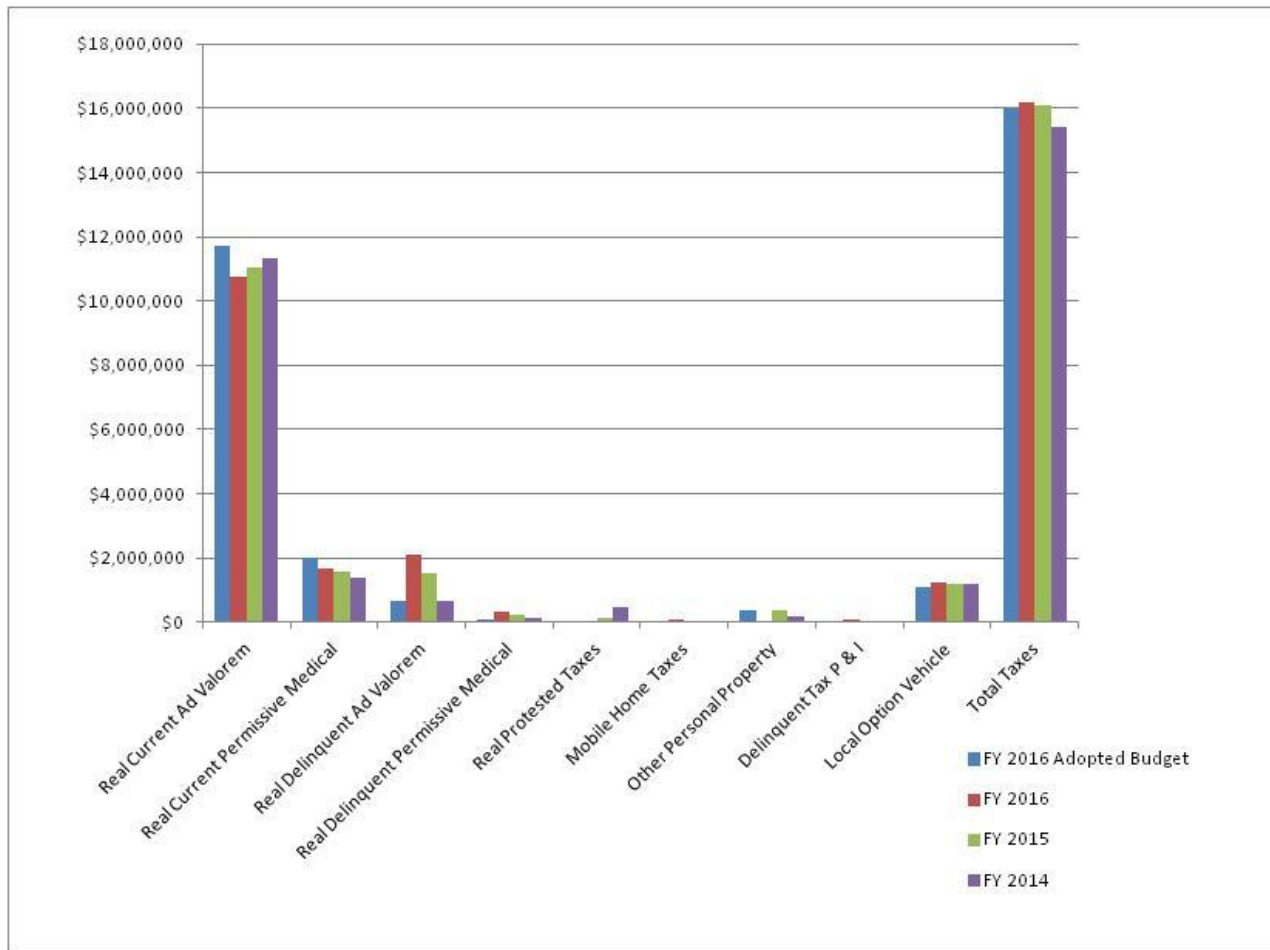
### Three Year Comparison

	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2014
Beginning Fund balance, 7/1	\$5,892,518	\$3,068,392	\$1,520,000
Plus: Total Revenues	\$28,621,448	\$27,960,182	\$26,790,020
Minus: Total Expenses	\$27,487,133	\$25,136,056	\$25,241,628
Ending Fund balance, 6/30	\$7,026,833	\$5,892,518	\$3,068,392
FB % of Total Expenses	25.6%	23.4%	12.2%

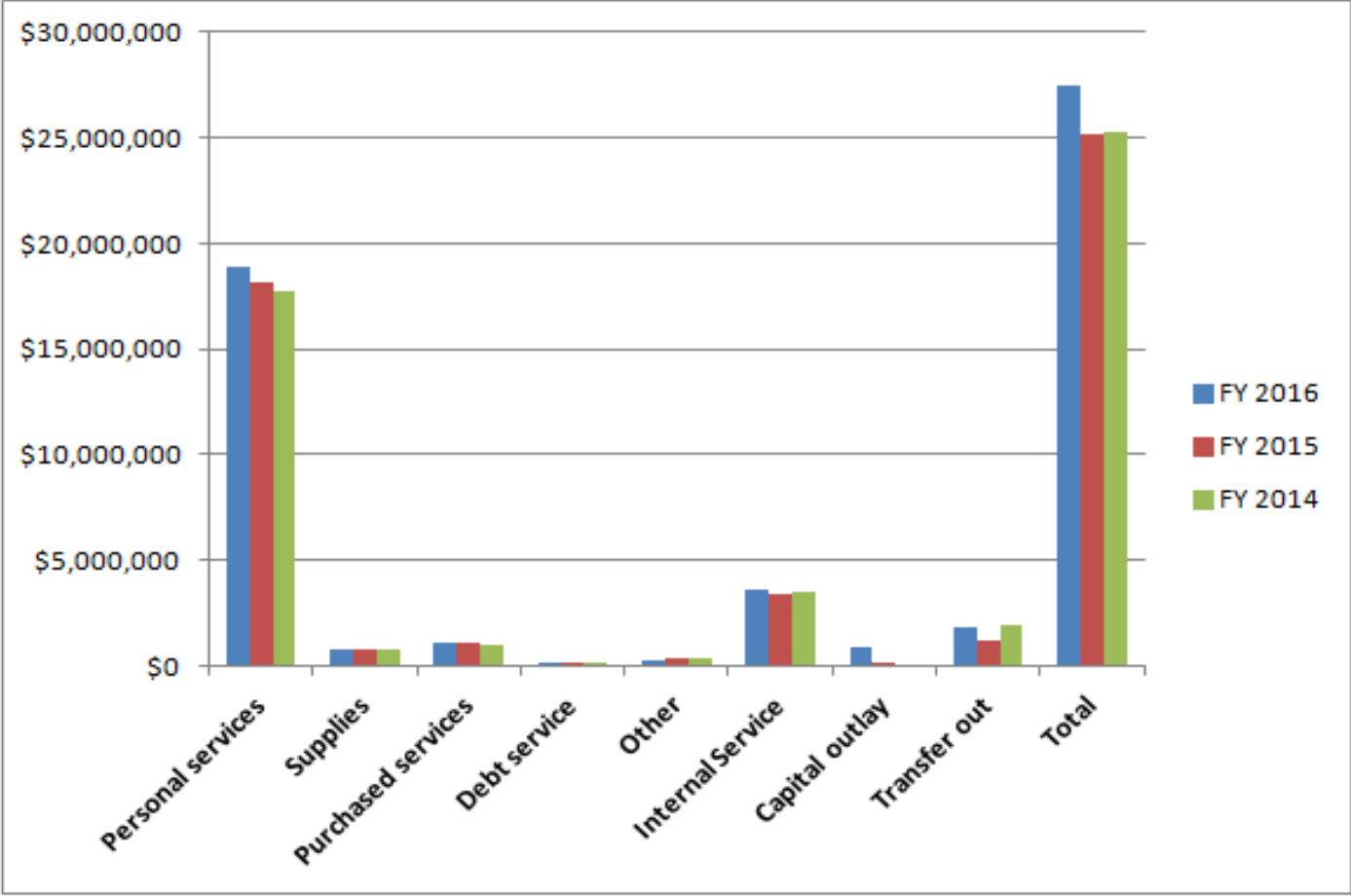
# General Fund Three Year Revenue Comparison as of 6/30/xx



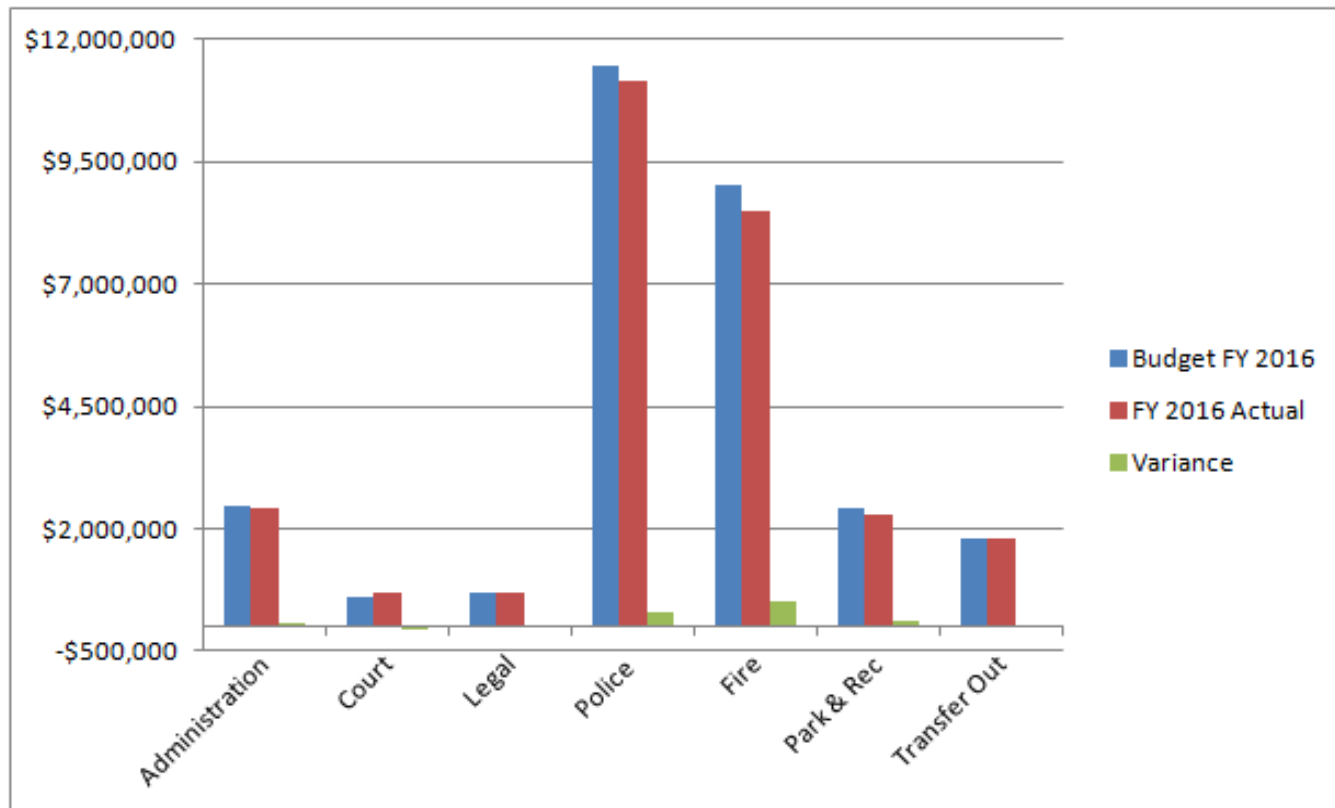
# General Fund Three Year Tax Revenue Comparison as of 6/30/xx



# General Fund Three Year Expense Comparison as of 6/30/xx



# General Fund Expenses FY 2016 Budget to Actual by Department



# Highlighted Funds – Golf Courses

## Three Year Comparison as of 6/30/XX

	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2014
Beginning Fund balance, 7/1	-\$925,713	-\$981,863	-\$1,028,468
Plus: Total Revenues	\$1,341,854	\$1,343,853	\$1,320,883
Minus: Total Expenses	\$1,264,341	\$1,287,703	\$1,274,278
Ending Fund balance, 6/30	-\$848,200	-\$925,713	-\$981,863



# Highlighted Funds – Swimming Pools

## Three Year Comparison as of 6/30/XX

	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2014
Beginning Fund balance, 7/1	\$44,906	\$13,683	\$105,570
Plus: Total Revenues	\$836,604	\$767,655	\$713,920
Minus: Total Expenses	\$763,987	\$736,432	\$805,807
Ending Fund balance, 6/30	\$117,523	\$44,906	\$13,683

# Highlighted Funds – Parking

## Three Year Comparison as of 6/30/XX

	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2014
Beginning Fund balance, 7/1	\$560,503	\$852,733	\$723,305
Plus: Total Revenues	\$563,047	\$676,232	\$734,036
Minus: Total Expenses	\$758,211	\$968,462	\$604,608
Ending Fund balance, 6/30	\$365,339	\$560,503	\$852,733

# Highlighted Funds – CC Events

## Three Year Comparison as of 6/30/XX

	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2014
Beginning Fund balance, 7/1	\$118,325	\$109,347	\$100,370
Plus: Total Revenues	\$539,950	\$547,818	\$547,817
Minus: Total Expenses	\$543,629	\$538,840	\$538,840
Ending Fund balance, 6/30	\$114,646	\$118,325	\$109,347

Fiscal Year 2017  
Quarterly Budget  
Review  
1<sup>st</sup> Quarter

# General Fund

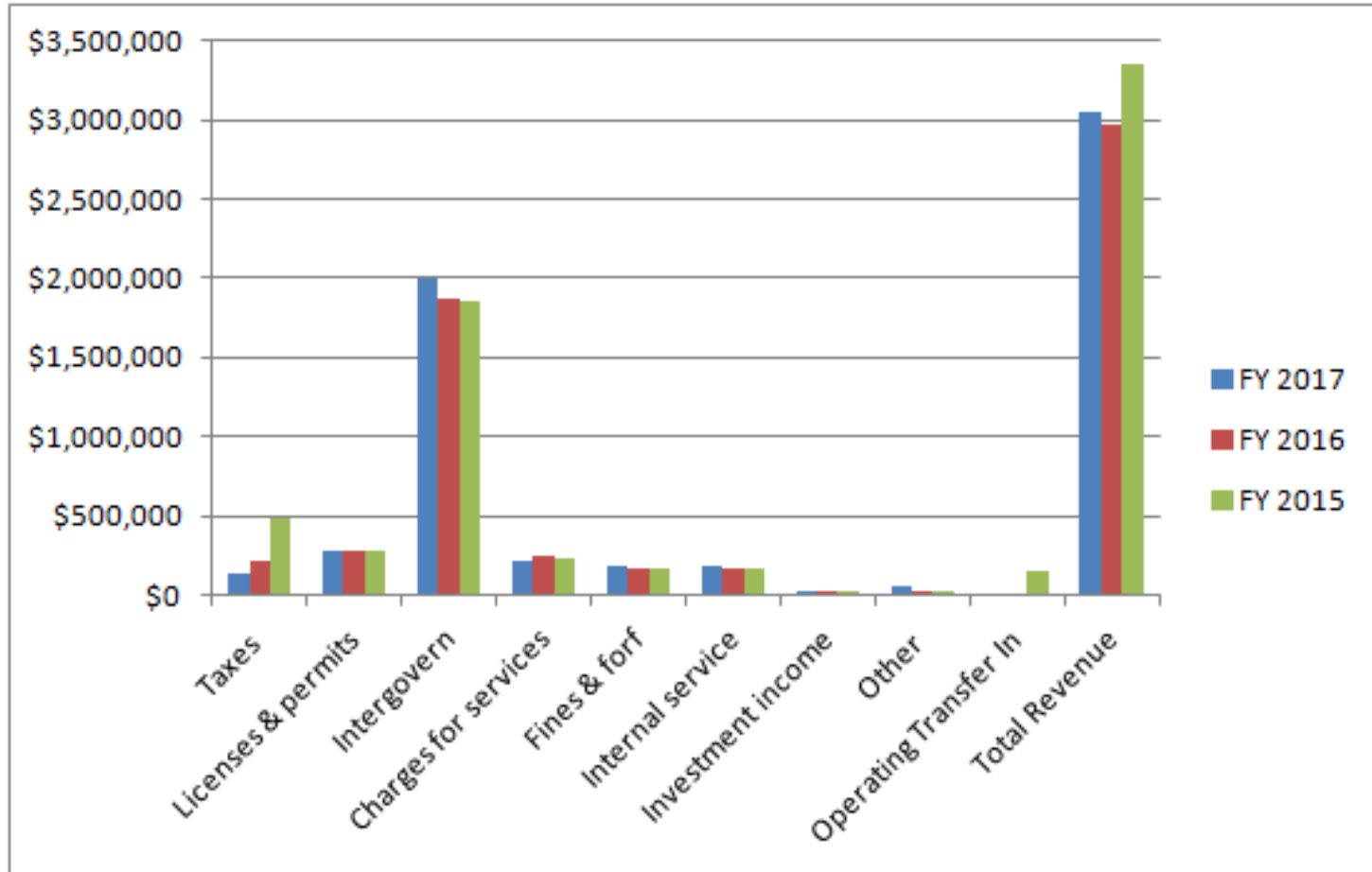
## Unreserved Fund Balance

### Three Year Comparison

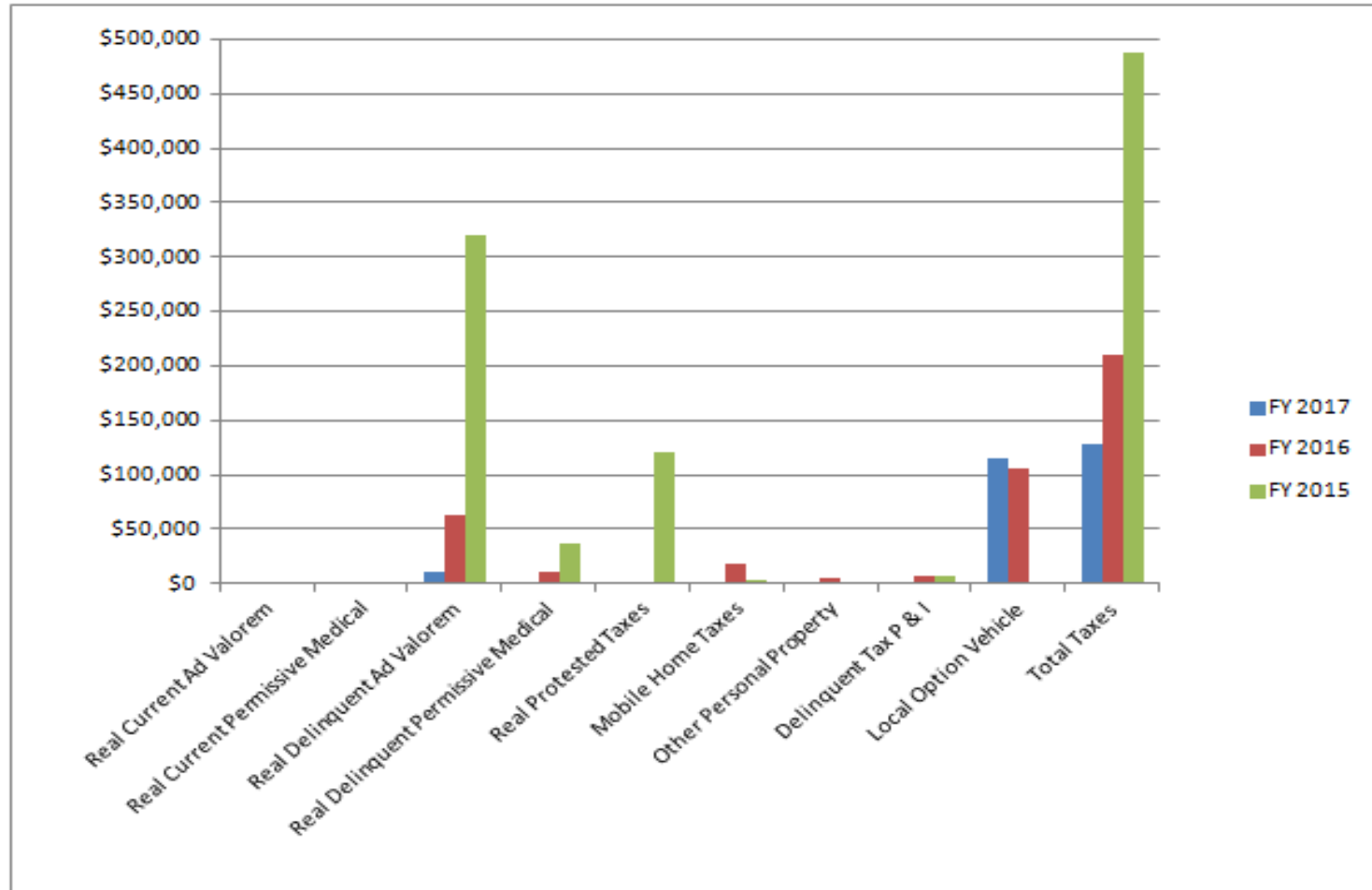
Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015
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Beginning Fund balance, 7/1	\$7,026,833	\$3,068,392	\$1,520,000
Plus: Total YTD Revenues	\$3,045,442	\$2,977,211	\$3,347,766
Minus: Total YTD Expenses	\$7,309,157	\$7,089,427	\$6,761,691
Ending Fund balance, 9/30	\$2,763,118	(\$1,043,824)	(\$1,893,925)

# General Fund Three Year Revenue Comparison as of 9/30/xx

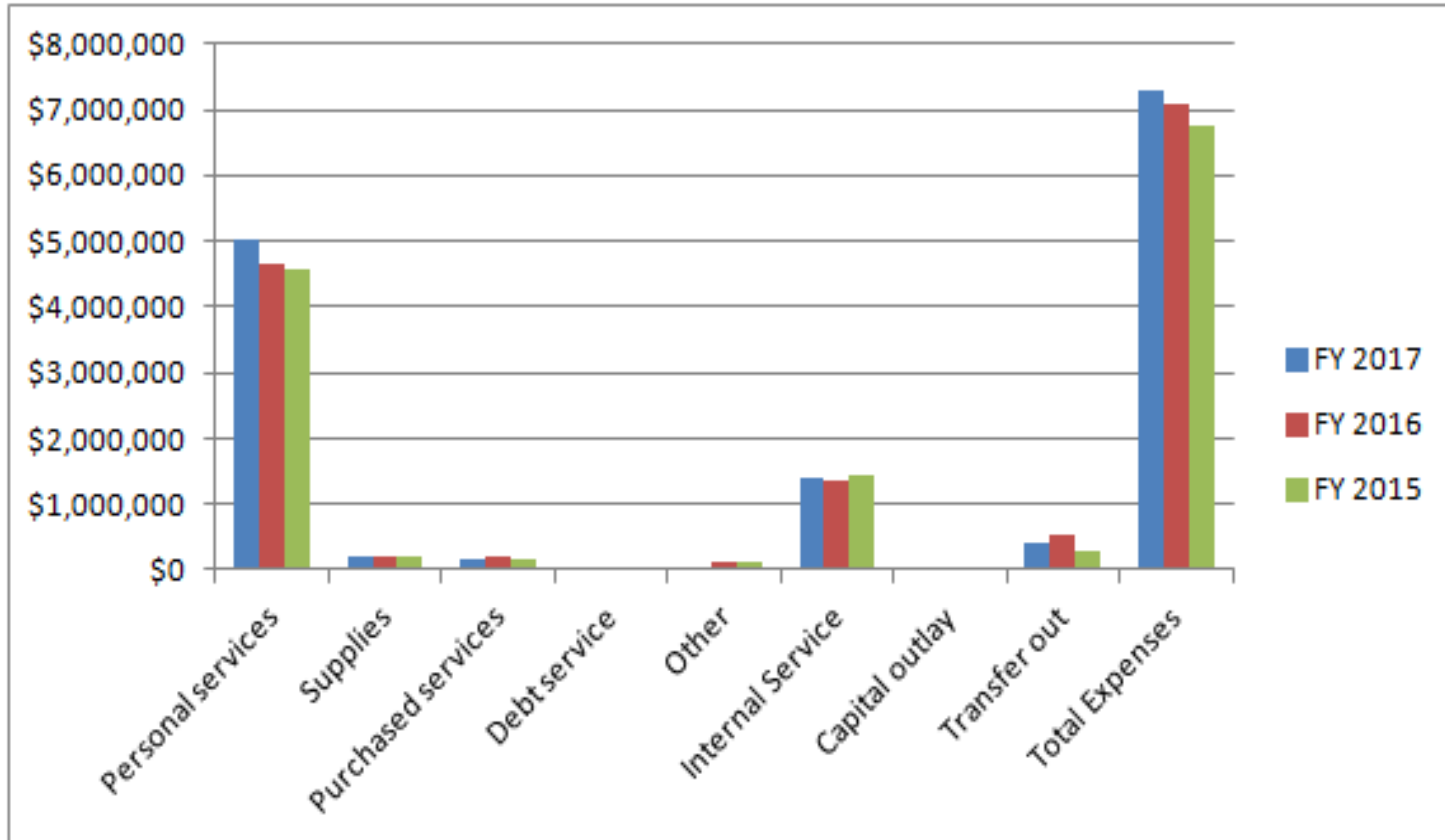


# General Fund Three Year Tax Revenue Comparison as of 9/30/xx





# General Fund Three Year Expense Comparison as of 9/30/xx



# Highlighted Funds – Golf Courses

## Three Year Comparison as of 9/30/XX

	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015
Beginning Fund balance, 7/1	(\$848,200)	(\$925,713)	(\$981,863)
Plus: Total YTD Revenues	\$389,209	\$439,821	\$435,585
Minus: Total YTD Expenses	\$348,491	\$588,948	\$575,784
Ending Fund balance, 9/30	(\$807,482)	(\$1,074,840)	(\$1,122,062)

# Highlighted Funds – Swimming Pools

## Three Year Comparison as of 9/30/XX

	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015
Beginning Fund balance, 7/1	\$117,523	\$44,906	\$13,683
Plus: Total YTD Revenues	\$388,934	\$353,190	\$389,650
Minus: Total YTD Expenses	\$325,506	\$460,293	\$467,931
Ending Fund balance, 9/30	\$180,951	(\$62,197)	(\$64,598)

# Highlighted Funds – Parking

## Three Year Comparison as of 9/30/XX

	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015
Beginning Fund balance, 7/1	\$365,339	\$560,503	\$852,733
Plus: Total YTD Revenues	\$141,900	\$141,489	\$182,062
Minus: Total YTD Expenses	\$111,940	\$98,024	\$247,492
Ending Fund balance, 9/30	\$395,299	\$603,968	\$787,303

# Highlighted Funds – CC Events

## Three Year Comparison as of 9/30/XX

	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015
Beginning Fund balance, 7/1	\$114,646	\$118,325	\$109,347
Plus: Total YTD Revenues	\$91,915	\$84,485	\$52,165
Minus: Total YTD Expenses	\$130,768	\$113,265	\$122,483
Ending Fund balance, 9/30	\$75,793	\$89,545	\$39,029