

Rockford Public Library

Mission Statement

The mission of Rockford Public Library is to enhance community life and development by informing, educating, entertaining, and providing cultural enrichment to all people of all ages and by continuously collecting information to address the diverse interests of our dynamic community.

Primary Functions → The primary function of the Library is to provide a variety of services to the public through the Main Downtown facility and its five branch extensions. There are six primary operating divisions throughout the library network.

- **Administrative** → The Administrative Division provides all administrative and support services in order to maintain library operations.
- **Adult Services** → The primary responsibility of the Adult Services Division is to provide information in the form of media and non-print media, as well as instructions for use. This division is also responsible for providing cultural event programs and instructions in utilizing computers for information purposes.
- **Youth Services** → Youth Services provides story programs, children's books, reference materials, periodicals, and non-print media to children, parents, and teachers. An introduction to computers, the Internet, and other electronic information is also available in this division.
- **Circulation** → The primary responsibility of the Circulation Division is to checkout and return library materials, perform borrower's registration, and process reserves and overdue loans.
- **Collection Management & Technical Services** → The primary responsibility of the Collection Management & Technical Services Division is to identify, order, receive, and catalog all library materials for use by the public. It is also responsible for identifying and withdrawing materials no longer needed in the collection.
- **Physical Facilities** → Physical Facilities is responsible for maintaining the appearance and physical operations of the Main Library and all branches.
- **Branch Services** → There are five branch divisions of the Rockford Public Library (Montague, Rock River, Northeast, Lewis Lemon, and Rockton). Each division is independent of each other and is supervised by a Manager. The branches provide a basic collection of print, media, and electronic database resources that are appropriate for the community. Each branch also provides circulation, library card registration, reference, programming, and Internet access services to the public.

2011 Accomplishments →

- Successfully implemented union contract for 2011-2012.
- Completed Main Library remodeling project.
- Purchased new truck equipped with snow plow and salt spreader for snow removal at all library locations.

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- Expanded digital collections adding e-books, Playaway View for Children, and new database subscriptions.
- Upgraded photocopiers for all library locations.
- Installed telephone renewal system to notify library customers of holds, fines and fees, interlibrary loan pick-up, etc.

2012 Goals and Objectives →

- Successfully implement a new union contract.
- Install fiber optic connections to enhance Internet service to the Rockford community.
- Replace Montague Branch Library's boiler for a more energy efficient boiler.
- Replace voice over IP System.
- Install new surveillance equipment at all locations for public safety.
- Continue to explore federated searching systems.
- Replace servers at various library locations.
- Purchase eReaders for circulation to the Rockford community.

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Budget Summary

ROCKFORD PUBLIC LIBRARY BUDGET SUMMARY					
	2010	2011	2011	2012	INCREASE
APROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$4,186,898	\$4,291,644	\$4,163,960	\$4,576,034	\$284,390
CONTRACTUAL	1,112,277	1,609,529	1,190,906	1,532,301	(77,228)
SUPPLIES	1,202,265	1,313,502	1,274,834	1,446,328	132,826
OTHER	50,480	57,350	57,063	88,875	31,525
INTEREST	244,644	248,575	239,519	239,394	(9,181)
CAPITAL	58,388	350,400	293,252	239,998	(110,402)
ENCUMBRANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$6,854,952</u>	<u>\$7,871,000</u>	<u>\$7,219,534</u>	<u>\$8,122,930</u>	<u>\$251,930</u>

	2009	2010	2011	2012	INCREASE
STAFFING REVIEW					<u>(DECREASE)</u>
EMPLOYEES	151	107	108	109	1.00
FULL-TIME EQUIVALENT	114.83	82.00	84.50	86.00	1.50

FUNDING SOURCE	2011	2011	2012	2012
	<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>
PROPERTY TAXES				
LIBRARY OPERATIONS	\$6,835,200	81.0	\$6,800,000	83.7
LIBRARY MAINTENANCE	427,200	5.1	300,000	3.7
ADJUSTMENTS, INT 3, TAX CAP	0	0.0	0	0.0
FRINGE BENEFIT REIMBURSEMENTS	20,000	0.2	0	0.0
REPLACEMENT TAXES	620,000	7.3	700,000	8.6
FINES	193,490	2.3	92,680	1.1
NON-RESIDENT FEES	18,870	0.2	17,500	0.2
SERVICE CHARGES	28,860	0.3	22,000	0.3
RENTS AND REIMBURSEMENTS	1,500	0.0	3,000	0.0
INTEREST INCOME/ENDOWMENTS	117,232	1.4	7,000	0.1
STATE OF ILLINOIS	152,000	1.8	150,000	1.8
MISCELLANEOUS	<u>26,500</u>	<u>0.3</u>	<u>30,750</u>	<u>0.4</u>
TOTAL	<u>\$8,440,852</u>	<u>100.0</u>	<u>\$8,122,930</u>	<u>100.0</u>

Budget Analysis

The 2012 budget of \$8,122,930 is a \$251,930 (3.2%) increase from the 2011 budget. Personnel costs increased \$284,390 overall mainly due to an increase in salaries (\$71,300), bonuses (\$51,000), IMRF expense (\$31,900), health insurance (\$154,400). These increases were offset by decreases to temporary staffing expenses (\$5,000) and severance pay (\$20,000).

Contractual services decreased \$77,228 overall. A number of decreases occurred, including telephone at \$24,800, postage at \$32,100, service contracts at \$39,800, and building maintenance at \$5,900. These decreases were offset by increases in education (\$22,200) and miscellaneous professional fees (\$4,300).

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Supplies increased \$132,826, with a number of adjustments. The overall spending for new library materials slightly increased from 2011 (\$129,600), as well as small tools (\$29,500) and equipment expenses (\$7,800). Decreases occurred in office supplies (\$15,100) and computer expenses (\$19,000).

Other expenses increased \$31,525, in group programs. Capital expenditures decreased \$110,402.

In 2011, actual expenditures were \$7,219,534, or 91.7% of the budgeted amount.

Five Year Financial Forecast

The five-year financial forecast assumes three percent assessed valuation growth and a 32-cent property tax rate for operations and maintenance tempered by the impact of tax caps. As can be seen in the schedule below, the tax cap erodes the library's fiscal base. Other forms of revenue increase approximately five percent each year. Expenditures for personnel and supply cost are assumed to increase 5% annually; contractual costs are expected to increase 3.5% each year. All other expenditure types (other, interest, capital) are budgeted at current levels.

Library Fund 2013-2017 Financial Forecast (In 000's)

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues	\$8,300	\$8,150	\$8,960	\$9,204	\$9,445
Expenses	<u>8,155</u>	<u>8,507</u>	<u>8,875</u>	<u>9,261</u>	<u>9,664</u>
Excess (Deficit)	<u>145</u>	<u>(357)</u>	<u>85</u>	<u>(57)</u>	<u>(219)</u>
Beginning Balance	2,566	2,711	2,354	2,439	2,382
Ending Balance	<u>\$2,711</u>	<u>\$2,354</u>	<u>\$2,439</u>	<u>\$2,382</u>	<u>\$2,163</u>

Tax rate limits are 30 cents for operations and two cents for maintenance; fringe benefit reimbursement rates are unlimited.

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Capital Equipment

Capital items total \$239,998 for 2012, a decrease of \$110,402 over 2011. Expenditures for 2012 include \$125,000 in building improvements at the Main Library and various branches, \$30,000 for a voice over IP system, \$9,200 for new microfilm readers, \$4,500 for computer software, \$30,000 for system servers, \$13,333 for furniture at the Montague branch, and \$23,000 for multiple database search capabilities and download stations.

CAPITAL EQUIPMENT ROCKFORD PUBLIC LIBRARY 2012 BUDGET			
<u>Description</u>	<u>Cost Center</u>	<u>Account</u>	<u>Amount</u>
MICROFILM READER	1764-ITS	79920	\$9,200
NEW COMPUTER SOFTWARE		79927	4,500
MULTIPLE DATABASE SEARCHING		79927	15,000
SERVERS		79928	30,000
VOICE OVER IP SYSTEM		79928	30,000
DOWNLOAD STATIONS		79928	8,000
ADA BATHROOM-3RD FLOOR MAIN	1850-MAINTENANCE	79911	10,000
BUILDING IMPROVEMENTS-VARIOUS LOCATIONS		79911	50,000
SURVEILLANCE EQUIPMENT-VARIOUS LOCATIONS		79911	65,000
B&W COPIER WITH FAX	1762-FINANCE	79911	4,965
SERVICE DESK, TABLE AND CHAIRS	1820-MONTAGUE	79911	13,333
TOTAL CURRENT CAPITAL EQUIPMENT			<u>\$239,998</u>

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Personnel Review

ROCKFORD PUBLIC LIBRARY							
BENEFITS AND SALARIES					2011	2012	INCREASE/
SALARY					BUDGET	BUDGET	(DECREASE)
PERMANENT					\$3,055,819	\$3,127,085	\$71,266
TEMPORARY					25,000	20,000	(5,000)
SEVERANCE PAY					70,000	50,000	(20,000)
BONUS					0	51,000	51,000
TOTAL SALARIES					\$3,150,819	\$3,248,085	\$97,266
BENEFITS							
ILLINOIS MUNICIPAL RETIREMENT					\$644,656	\$676,576	\$31,920
UNEMPLOYMENT TAX					25,000	25,000	0
WORKMEN'S COMPENSATION					12,021	14,816	2,795
HEALTH INSURANCE					447,148	601,557	154,409
LIFE INSURANCE					2,000	1,500	(500)
PARKING BENEFITS					10,000	8,500	(1,500)
TOTAL BENEFITS					\$1,140,825	\$1,327,949	\$187,124
TOTAL COMPENSATION					\$4,291,644	\$4,576,034	\$284,390
	POSITION	2011	2011	2012	2012	FTE	INCREASE/
POSITION TITLE	RANGE	FTE	EMPLOYEES	FTE	EMPLOYEES	CHANGE	(DECREASE)
LIBRARY DIRECTOR	E-41	1.00	1	1.00	1	0.00	0.00
ASSISTANT DIRECTOR	E-38	1.00	1	1.00	1	0.00	0.00
MANAGER-ADULT SERVICES	E-35	1.00	1	1.00	1	0.00	0.00
CHIEF FINANCIAL OFFICER	E-35	1.00	1	1.00	1	0.00	0.00
DEVELOPMENT OFFICER	E-35	1.00	1	1.00	1	0.00	0.00
MANAGER-YOUTH SERVICES	E-34	1.00	1	0.00	0	(1.00)	(1.00)
ASSISTANT MANAGER-CIRCULATION	E-32	0.00	0	1.00	1	1.00	1.00
PROGRAM OFFICER	E-32	1.00	1	1.00	1	0.00	0.00
ASSISTANT MANAGER-ADULT SERVICES	E-32	0.00	0	0.00	0	0.00	0.00
ILS SPECIALIST	E-32	1.00	1	1.00	1	0.00	0.00
MANAGER-CIRCULATION	E-32	1.00	1	1.00	1	0.00	0.00
MANAGER-PHYSICAL FACILITIES	E-32	1.00	1	1.00	1	0.00	0.00
MANAGER-BRANCH	E-32	4.00	4	4.00	5	0.00	1.00
MANAGER-COLLECTIONS	E-29	0.00	0	0.00	0	0.00	0.00
COMMUNITY RELATIONS OFFICER	E-29	1.00	1	1.00	1	0.00	0.00
MANAGER-INFORMATION TECHNOLOGY	E-29	1.00	1	1.00	1	0.00	0.00
ADMINISTRATIVE SECRETARY	E-26	1.00	1	1.00	1	0.00	0.00
PERSONNEL OFFICER	E-26	1.00	1	1.00	1	0.00	0.00
INFORMATION TECHNOLOGY TECHNICIAN	E-26	1.00	1	0.00	0	(1.00)	(1.00)
INFORMATION TECHNOLOGY ASST	E-26	1.00	1	2.00	2	1.00	1.00
FINANCE/PAYROLL ASSISTANT	E-25	1.00	1	1.00	1	0.00	0.00
ADMINISTRATIVE CLERK	E-21	0.50	1	0.50	1	0.00	0.00
COMMUNITY RELATIONS ASSISTANT	E-21	1.00	1	1.00	1	0.00	0.00
COMMUNITY RELATIONS CLERK	E-20	1.00	1	1.00	1	0.00	0.00
PROGRAM COORDINATOR		4.00	5	4.50	5	0.50	2.00
LIBRARIAN		7.00	7	9.00	9	2.00	0.00
LIBRARIAN ASSISTANT		16.00	19	16.00	18	0.00	(1.00)
SENIOR LIBRARY CLERK		1.00	1	1.00	1	0.00	0.00
LIBRARY CLERK		21.00	30	20.00	29	(1.00)	(1.00)
MAINTENANCE ASSISTANT		2.00	2	2.00	2	0.00	0.00
PAGE COORDINATOR		0.00	0	0.00	0	0.00	0.00
SENIOR PAGE		1.00	2	1.00	2	0.00	0.00
PAGES		9.00	18	9.00	18	0.00	0.00
TOTAL PERSONNEL		84.50	108	86.00	109	1.50	1.00