

# Human Services

## **MISSION STATEMENT**

It is the mission of the Human Services Department to mobilize community resources to change people's lives, offer hope to those in need, improve our community, and help people help themselves and others.

## **PRIMARY FUNCTIONS**

The primary function of the Human Services Department is to provide funding, activities, and services for programs that include Head Start, Energy Services, Weatherization, and Community Services.

- **Head Start Program** - This program is aimed at meeting the educational, social, health, and emotional needs of low-income preschool children and their families in Winnebago County. Facilities are located at the former Henrietta School, near the Orton Keyes housing development, and near the Fairgrounds housing development. Activities are geared toward developing the cognitive, emotional, and social growth of the child. The program has four different service options that include home based parent and child instruction and part day, full day, and child care based classroom experiences for children ages 3-5 years old from income eligible households. A new Early Head Start program targets children younger than 3.
- **Energy Assistance Program** - The Department is the local administering agency for the Low Income Home Energy Assistance Program (LIHEAP) for Winnebago and Boone counties. LIHEAP assists those who pay their heating bills to a regulated fuel company or has heating included in their rent. The amount of assistance varies with household income, size, and fuel type. Priority eligibility is given to the elderly and handicapped. Over 90% of the recipients live in Rockford.
- **Weatherization** - The Weatherization program is responsible for lessening the impact of heating and cooling costs to low-income individuals by making homes more energy efficient. Homes are selected on a first come first serve basis following a completed and approved application. Homes that are not owner occupied require a landlord/owner contribution. Otherwise, household income and size information are used to determine eligibility. Serves Winnebago and Boone counties.
- **Community Services Program** - The primary goal of Community Services is to promote self-sufficiency among low-income individuals. Activities include outreach, advocacy, emergency assistance, summer food, self-sufficiency case management and training, consumer education, and economic development through small business loans, scholarships, and Individual Development Accounts.
- **The Get the Lead Out (GLO)** - Program targets homes occupied by families with one or more children ages 6 years or under who test with elevated lead levels placing them at risk of health and/or developmental consequences. The same eligibility rules apply to the GLO program as those used by the Weatherization program. Serves Winnebago and Boone counties.
- **Housing Assistance** - Services include emergency shelter, transitional housing, permanent supportive housing, rent and mortgage assistance and temporary and permanent crisis relocation assistance to residents of Winnebago and Boone Counties.

## **OBJECTIVES FOR FISCAL YEAR 2013**

- Develop a formal agreement between the City and the Continuum of Care/Mayors' Task Force on Homelessness based on the City's Consolidated Plan and new HEARTH Act regulations.
- Weatherize approximately 250 homes based on the state and federal and 2013 and Urban Weatherization grant funding.
- Continue to participate in the Percentage of Income Payment Plan (PIPP) as an alternative to LIHEAP targeting at least 250 new participants/households.
- Serve approximately 685 Head Start/Early Head Start and MICHVP funding eligible families.
- Reassess priorities for use of CSBG funds and staffing resources guided by local needs and 2013 funding levels.

## Human Services

- Develop a formal Memorandum of Understanding and/or an Intergovernmental Agreement with the Rockford School District addressing common early learning goals and strategies.
- Continue to support early care and education system change through collaborative efforts with the Early Learning Council, Rockford Health Council, United Way and Alignment Rockford.
- Continue the use of community sites taking energy assistance applications and explore ways to expand the use of community resource sites.
- Continue social norms campaign and other prevention education efforts aimed at children/youth to reduce the use of ATOD (alcohol, tobacco, and other drugs) and expand community based health prevention and safety initiatives based on new resources and partnership efforts based on available resources.
- Explore ways to improve staff support, morale, retention and engagement, based on strategic planning priorities.
- Provide case management/case coordination support to the Parolee Reentry Program in partnership with the Rockford Police Department and R.A.V.E.N.
- Provide case coordination support to youth employment training services based on successful application for Workforce Investment Act funding.
- Work with the Community Action Agency (CAA) Board and other partners to improve public awareness, support and community engagement related to poverty issues as guided by the department's strategic plan.

### HUMAN SERVICES BUDGET SUMMARY

	2011	2012	2012	2013	INCREASE
<b>APPROPRIATION</b>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$6,771,243	\$6,177,394	\$6,812,283	\$6,715,736	\$538,342
CONTRACTUAL	\$2,287,737	1,769,244	1,936,597	1,957,564	188,320
SUPPLIES	\$1,742,331	754,300	906,636	754,300	0
OTHER	\$5,683,973	4,279,875	6,000,867	4,279,875	0
CAPITAL	<u>\$26,685</u>	<u>0</u>	<u>28,715</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$16,511,969</u>	<u>\$12,980,813</u>	<u>\$15,685,098</u>	<u>\$13,707,475</u>	<u>\$726,662</u>

<b>FUNDING SOURCE</b>	2010	2011	2012	2013	INCREASE
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
FEDERAL	\$7,337,933	\$7,533,969	\$5,607,679	\$5,641,765	\$34,086
STATE	13,848,362	9,749,611	7,022,968	7,989,119	966,151
GENERAL REVENUES	<u>186,601</u>	<u>136,475</u>	<u>26,000</u>	<u>0</u>	<u>(26,000)</u>
	<u>\$21,372,896</u>	<u>\$17,420,055</u>	<u>\$12,656,647</u>	<u>\$13,630,884</u>	<u>\$974,237</u>

# Human Services

## HUMAN SERVICES DEPARTMENT PERSONNEL AUTHORIZATION

POSITION TITLE	POSTION RANGE	2012 EMPLOYEES	2013 EMPLOYEES	INCREASE/ (DECREASE)
EXECUTIVE DIRECTOR OF HUMAN SERVICES	E-14	1.00	1.00	0.00
HEADSTART DIRECTOR	E-11	1.00	1.00	0.00
EARLY HEAD START MANAGER	E-9	1.00	1.00	0.00
ADMIN & SUPPORT SERVICES MGR	E-9	1.00	1.00	0.00
FAMILY & COMMUNITY PARTNERSHIP MGR	E-9	1.00	1.00	0.00
CHILD DEVELOPMENT MANAGER	E-9	1.00	1.00	0.00
CSBG DIRECTOR	E-9	1.00	1.00	0.00
ENERGY PROGRAMS MANAGER	E-9	0.75	0.87	0.12
SITE MANAGER	E-8	3.00	3.00	0.00
FISCAL OFFICER	E-7	1.00	1.00	0.00
HEALTH SERVICES MANAGER	E-7	1.00	1.00	0.00
SPECIAL NEEDS/MENTAL HEALTH CO EX	E-7	1.00	1.00	0.00
WEATHERIZATION SPECIALIST	E-6	2.00	2.00	0.00
FAMILY RESOURCE WORKER	AF	7.96	8.19	0.23
HOUSING ADVOCATE	E-6	2.00	1.00	(1.00)
CSBG PROGRAM COORDINATOR	E-6	1.00	1.00	0.00
RECRUITMENT/ENROLLMENT SPECIALIST	E-6	1.00	1.00	0.00
OUTREACH WORKER	E-6	5.00	5.00	0.00
ENERGY SPECIALIST	E-6	1.75	1.87	0.12
TRANSPORTATION SPECIALIST	E-6	1.00	1.00	0.00
CS DRUG FREE COORDINATOR	E-6	1.00	1.00	0.00
HEAD TEACHER	AF	12.45	12.63	0.18
HOME VISITOR TEACHER	AF	1.52	8.54	7.02
SENIOR ACCOUNT CLERK	E-5	3.00	3.00	0.00
TRAINING COORDINATOR	E-5	1.00	1.00	0.00
ADMINISTRATIVE ASSISTANT	E-5	3.00	3.00	0.00
SENIOR OFFICE ASSISTANT	E-4	3.00	3.00	0.00
HEALTH TECHNICIAN	AF	0.98	1.00	0.02
ASSISTANT TEACHER	AF	11.25	11.58	0.33
PREVENTION PROGRAM SPECIALIST	E-3	1.00	1.00	0.00
PROGRAM DATA SPECIALIST	E-3	1.00	1.00	0.00
MAINTENANCE/REPAIR TECHNICIAN	SAFETY	1.00	0.63	(0.37)
OFFICE ASSISTANT	AF	3.75	4.00	0.25
BUS DRIVER	AF	9.61	9.23	(0.38)
COOK AIDE	AF	1.56	0.81	(0.75)
<b>TOTAL PERSONNEL</b>		<b><u>90.58</u></b>	<b><u>96.35</u></b>	<b><u>5.77</u></b>

### BUDGET HIGHLIGHTS

- Salaries increase \$306,900 due to a staffing increase in the Head Start division.
- A 2% wage increase is budgeted for all department staff for a total cost of \$81,900.
- Contractual expenses increase due to adjustments in internal service charges.

# Human Services

## HUMAN SERVICES DEPARTMENT FIVE YEAR FINANCIAL FORECAST (IN 000's)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Revenues	\$13,630,884	\$13,630,884	\$13,630,884	\$13,630,884	\$13,630,884
Expenditures	<u>13,630,884</u>	<u>13,630,884</u>	<u>13,630,884</u>	<u>13,630,884</u>	<u>13,630,884</u>
Excess (Deficit)	0	0	0	0	0
Beginning Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

The 2014-2018 five year financial forecast assumes that all grants and other funding sources for Human Services will remain stable. From year to year, increases and decreases have fluctuated between five and 30 percent. The instability of year to year funding levels is due to the 100 percent dependence each year on state and federal funding. Since levels of expenditures are tied directly to the amount allocated by outside funding sources, both revenue and expenditures are projected at the same amount for five years.

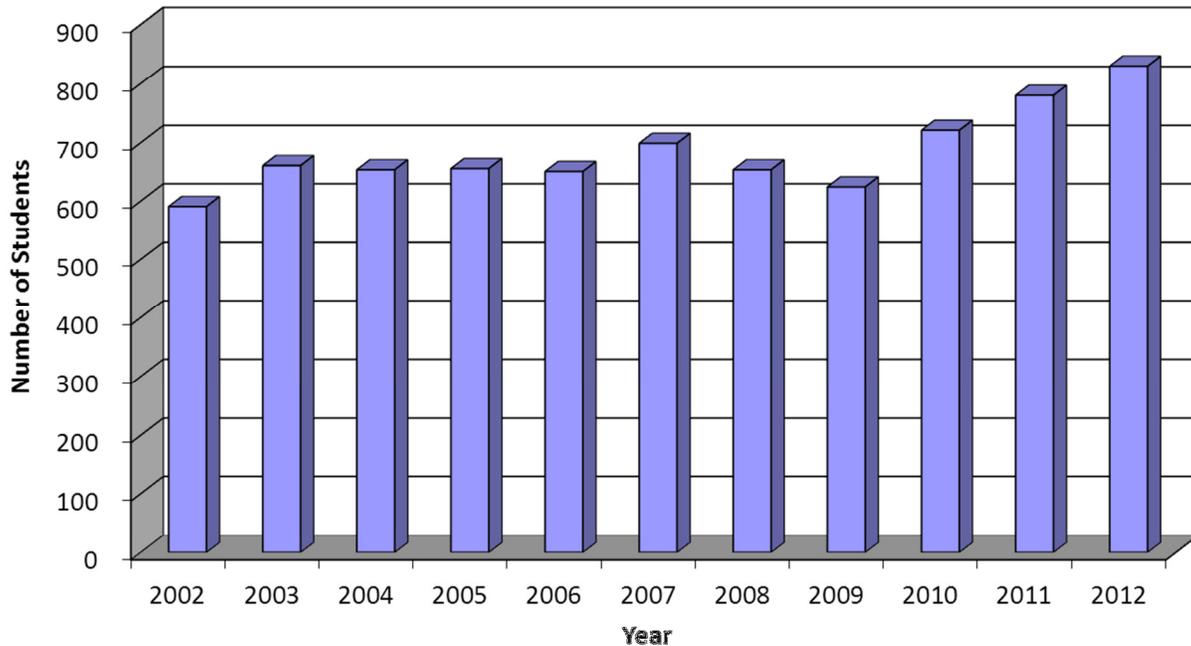
### HUMAN SERVICES DEPARTMENT PERFORMANCE MEASURES

	2011 ACTUAL	2012 BUDGET	2012 ACTUAL	2013 BUDGET
REDUCTION IN HOMELESSNESS	40%	-5%	77%	-5%
REDUCTION IN CHRONIC HOMELESSNESS	-36%	-6%	28%	-6%
# OF FOSTER YOUTH EXITING DCSF STABILIZED	NA	25	20	25
# OF DCFS REUNIFYING WITH KIDS DUE TO HOUSING RESOLUTION	NA	75	152	75
DOE/HHS WEATHERIZATION	56	200	581	120
LIHEAP/PIPP	9,593	6,000	6,873	6,000
PIPP- PAYMENTS ON TIME	95%	98%	96%	98%
SUMMER FOOD # OF MEALS SERVED	220,515	20,000	23,362	23,350
HEAD START FUNDED ENROLLMENT	591	591	591	591
EARLY HEAD START FUNDED ENROLLMENT	92	92	92	92
HEAD START CHILDREN SERVED	656	591	677	591
EARLY HEAD START CHILDREN SERVED	129	92	153	92
HEAD START FAMILIES SERVED	656	600	609	600
EARLY HEAD START FAMILIES SERVED	103	100	114	100
EARLY HEAD START PREGNANT WOMEN SERVED	8	8	11	8

# Human Services

## OPERATIONAL INFORMATION

### City of Rockford, Illinois Head Start Program History 2002-2012



Source: Human Services Department

The Head Start Program is aimed at meeting the educational, social, health, and emotional needs of low-income preschool children and their families in Winnebago County. The program has four different service options which consist of home base schooling, students in part day classes, students in a full-time day setting, and family plus. In 2012, the Human Services Department provided the program to over 830 children. The program estimates an enrollment of 683 in 2013.

# Tuberculosis Sanitarium Fund

## **MISSION STATEMENT**

It is the mission of the Tuberculosis Sanitarium fund to provide medical treatment for residents and non-residents that have tuberculosis.

## **PRIMARY FUNCTIONS/FUND HIGHLIGHTS**

The primary function of the Tuberculosis Sanitarium fund is to provide active or preventative patients with oral medication on an outpatient basis.

Effective January 1, 1999, the City contracted with the Winnebago County Health Department for providing medical treatment for tuberculosis. The City levies property taxes to fund TB care with the actual provision of the service provided by the County Health Department. Patients receive tuberculosis screening, x-rays, medication and follow-up services. The City and the Tuberculosis Board provide all fiscal resources and policy oversight. In 2012, 1,511 city patients were served (2011 – 1,471, 2010 – 2,040). City patients have been 81% of the caseload for 2012 (2011 – 84%, 2010 – 88%).

## **TUBERCULOSIS SANITARIUM BUDGET SUMMARY**

	2011	2012	2012	2013	INCREASE
<b>APPROPRIATION</b>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
CONTRACTUAL	<u>\$132,190</u>	<u>\$168,300</u>	<u>\$124,235</u>	<u>168,300</u>	<u>0</u>
TOTAL	<u>\$132,190</u>	<u>\$168,300</u>	<u>\$124,235</u>	<u>\$168,300</u>	<u>\$0</u>

	2010	2011	2012	2013	INCREASE
<b>FUNDING SOURCE</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PROPERTY TAXES					
TUBERCULOSIS SANITARIUM	\$186,370	\$153,966	\$166,617	\$166,617	\$0
INTEREST INCOME	<u>313</u>	<u>0</u>	<u>1,800</u>	<u>2,000</u>	<u>200</u>
TOTAL	<u>\$186,683</u>	<u>\$153,966</u>	<u>\$168,417</u>	<u>\$168,617</u>	<u>\$200</u>

## **TUBERCULOSIS SANITARIUM FUND FIVE YEAR FINANCIAL FORECAST (IN 000'S)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Revenues	\$178	\$187	\$196	\$205	\$215
Expenditures	<u>177</u>	<u>186</u>	<u>195</u>	<u>205</u>	<u>215</u>
Excess (Deficit)	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
Beginning Balance	<u>80</u>	<u>71</u>	<u>62</u>	<u>51</u>	<u>40</u>
Ending Balance	<u>\$81</u>	<u>\$72</u>	<u>\$63</u>	<u>\$51</u>	<u>\$40</u>
Rate (Cents)	0.9	0.9	1.0	1.0	1.0

The 2014-2018 five-year forecast assumes marginal change in the contracted service cost and property tax levy. Under statutory authority, the tax rate for this purpose cannot exceed five cents. The five year plan calls for using nine-tenths of a cent to one cent during this time period.

# Rockford Mass Transit District Subsidy

## **MISSION STATEMENT**

The City, along with Federal and State governments, finance the operating deficits of the Rockford Mass Transit District (RMTD) so that it can provide public transit service to city residents.

## **PRIMARY FUNCTIONS**

The primary function of the Rockford Mass Transit District is to provide city residents transit service from 5:00 a.m. to 12:00 a.m. Monday through Friday and 5:30 a.m. to 7:00 p.m. Saturday. Until 7:00 p.m., the service is provided through eleven routes; after that hour, the routes are combined into five to provide evening service with one-hour headways until 11:45 p.m. A final non-scheduled bus then takes all remaining passengers home from the Transfer Center. Special services are also offered on an as-needed basis. In addition to offering wheelchair accessible service on all routes, the District also provides demand ride and subscription services to disabled and elderly residents. The District also provides service to Belvidere, Machesney Park and Loves Park, for which it is reimbursed.

## **ROCKFORD MASS TRANSIT DISTRICT SUBSIDY BUDGET SUMMARY**

	2011	2012	2012	2013	INCREASE
<b>APPROPRIATION</b>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
CONTRACTUAL	<u>\$1,524,000</u>	<u>\$1,274,000</u>	<u>\$1,274,000</u>	<u>\$1,274,000</u>	<u>\$0</u>
TOTAL	<u>\$1,524,000</u>	<u>\$1,274,000</u>	<u>\$1,274,000</u>	<u>\$1,274,000</u>	<u>\$0</u>

	2010	2011	2012	2013	INCREASE
<b>FUNDING SOURCE</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
GENERAL REVENUES	<u>\$1,524,000</u>	<u>\$1,524,000</u>	<u>\$1,274,000</u>	<u>\$1,274,000</u>	<u>\$0</u>
TOTAL	<u>\$1,524,000</u>	<u>\$1,524,000</u>	<u>\$1,274,000</u>	<u>\$1,274,000</u>	<u>\$0</u>

## **BUDGET HIGHLIGHTS**

- The 2013 RMTD budget, July 1, 2012, to June 30, 2013, proposes spending \$15,103,110.
- Operating revenue from the District is estimated at \$1,809,083. Overall, District revenues account for 12% of the necessary funding with the remaining \$13,294,027 (88%) being provided by the Federal Government, the State of Illinois, and area municipalities.

## **ROCKFORD MASS TRANSIT CITY SUBSIDY FIVE YEAR FINANCIAL FORECAST (IN 000's) - CITY FISCAL YEAR**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
CITY SUBSIDY	\$1,570	\$1,617	\$1,666	\$1,716	\$1,768

# Rockford Mass Transit District Subsidy

## ROCKFORD MASS TRANSIT CITY SUBSIDY FIVE YEAR FINANCIAL FORECAST (IN 000's) - RMTD FISCAL YEAR

REVENUES	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
FEDERAL	\$953	\$1,060	\$1,060	\$1,065	\$1,065
STATE	10,289	10,754	11,242	11,753	12,288
LOCAL	447	463	479	496	513
CITY	1,854	1,912	2,085	2,264	2,448
OTHER	<u>110</u>	<u>114</u>	<u>118</u>	<u>122</u>	<u>126</u>
	<u>13,653</u>	<u>14,303</u>	<u>14,984</u>	<u>15,700</u>	<u>16,440</u>
DISTRICT	<u>1,748</u>	<u>1,800</u>	<u>1,854</u>	<u>1,909</u>	<u>1,967</u>
	<u>15,401</u>	<u>16,103</u>	<u>16,838</u>	<u>17,609</u>	<u>18,407</u>
EXPENDITURES	<u>15,829</u>	<u>16,545</u>	<u>17,295</u>	<u>18,081</u>	<u>18,904</u>
EXCESS(DEFICIT)	<u>(428)</u>	<u>(442)</u>	<u>(457)</u>	<u>(472)</u>	<u>(497)</u>
BEGINNING BALANCE	<u>1,405</u>	<u>1,098</u>	<u>780</u>	<u>336</u>	<u>(237)</u>
ENDING BALANCE	<u>\$977</u>	<u>\$656</u>	<u>\$323</u>	<u>(\$136)</u>	<u>(\$734)</u>

The City is committed to financing the operating deficit remaining after Federal and State subsidies have been received. Given the uncertainty of Federal funding, subsidy forecasts are hard to project. However, assuming expenditure increases, stagnant fare box income, decreasing Federal funding, State grants at 55% of expenditures, and that the City would assume the remaining deficits, the following forecast is projected.

The last fare increase was from \$1.00 to \$1.50 in 2009.

## OPERATIONAL INFORMATION

### ROCKFORD MASS TRANSIT DISTRICT RIDERSHIP 2000-2012

RMTD.FY	Daytime			Evening			Paratransit		
	Ridership	Change	% Change	Ridership	Change	%Change	Ridership	Change	%Change
2000	1,392,464			94,123			39,938		
2001	1,442,332	49,868	3.6%	90,791	(3,332)	-3.5%	50,051	10,113	25.3%
2002	1,435,963	(6,369)	-0.4%	85,492	(5,299)	-5.8%	71,023	20,972	41.9%
2003	1,308,266	(127,697)	-8.9%	82,163	(3,329)	-3.9%	100,921	29,898	42.1%
2004	1,229,769	(78,497)	-6.0%	67,107	(15,056)	-18.3%	100,135	(786)	-0.8%
2005	1,188,764	(41,005)	-3.3%	70,871	3,764	5.6%	95,027	(5,108)	-5.1%
2006	1,311,275	122,511	10.3%	85,150	14,279	20.1%	76,371	(18,656)	-19.6%
2007	1,401,914	90,639	6.9%	96,276	11,126	13.1%	76,396	25	0.0%
2008	1,542,965	141,051	10.1%	111,421	15,145	15.7%	91,508	15,112	19.8%
2009	1,632,929	89,964	5.8%	115,074	3,653	3.3%	98,031	6,523	7.1%
2010	1,435,753	(197,176)	-12.1%	86,961	(28,113)	-24.4%	78,119	(19,912)	-20.3%
2011	1,642,264	206,511	14.4%	8,926	(78,035)	-89.7%	76,408	(1,711)	-2.2%
2012	1,670,444	28,180	1.7%	107,525	98,599	1104.6%	89,487	13,079	17.1%

# **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.

## **OBJECTIVES FOR FISCAL YEAR 2013**

- Successfully implement a new union contract.
- Install fiber optic connections to enhance Internet service to the Rockford community.
- Replace Montague Branch Library's boiler with a more energy efficient boiler.
- Replace voice over IP telephone 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.

# Rockford Public Library

## ROCKFORD PUBLIC LIBRARY BUDGET SUMMARY

	2011	2012	2012	2013	INCREASE
<b>APPROPRIATION</b>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$4,163,960	\$4,576,034	\$4,135,607	\$4,703,270	\$127,236
CONTRACTUAL	1,190,906	1,532,301	1,199,190	1,628,957	96,656
SUPPLIES	1,274,834	1,446,328	1,192,784	1,453,834	7,506
OTHER	57,063	88,875	73,616	91,670	2,795
INTEREST	239,519	239,394	234,400	239,394	0
CAPITAL	<u>293,252</u>	<u>239,998</u>	<u>182,133</u>	<u>291,306</u>	<u>51,308</u>
TOTAL	<u>\$7,219,534</u>	<u>\$8,122,930</u>	<u>\$7,017,730</u>	<u>\$8,408,431</u>	<u>\$285,501</u>

	2010	2011	2012	2013	INCREASE
<b>FUNDING SOURCE</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PROPERTY TAXES					
LIBRARY OPERATIONS	\$6,456,714	\$6,825,276	\$6,800,000	\$6,900,000	\$100,000
LIBRARY MAINTENANCE	414,206	300,064	300,000	300,000	0
REPLACEMENT TAXES	805,548	754,314	700,000	755,000	55,000
FINES	157,720	145,389	92,680	135,180	42,500
NON-RESIDENT FEES	16,209	18,148	17,500	17,500	0
SERVICE CHARGES	26,760	20,214	22,000	30,000	8,000
RENTS AND REIMBURSEMENTS	3,825	3,451	3,000	28,000	25,000
INTEREST INCOME/ENDOWMENTS	24,678	152,397	7,000	7,000	0
STATE OF ILLINOIS	159,440	180,193	150,000	155,000	5,000
MISCELLANEOUS	<u>30,620</u>	<u>59,523</u>	<u>30,750</u>	<u>80,750</u>	<u>50,000</u>
TOTAL	<u>\$8,095,720</u>	<u>\$8,458,969</u>	<u>\$8,122,930</u>	<u>\$8,408,430</u>	<u>\$285,500</u>

# Rockford Public Library

## ROCKFORD PUBLIC LIBRARY AUTHORIZED POSITIONS

POSITION TITLE	POSITION	2012	2012	2013	2013	FTE	INCREASE/ (DECREASE)
	RANGE	FTE	EMPLOYEES	FTE	EMPLOYEES	CHANGE	
LIBRARY DIRECTOR	E-41	1.00	1	1.00	1	0.00	0.00
ASSISTANT DIRECTOR	E-38	1.00	1	2.00	2	1.00	1.00
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
ASSISTANT MANAGER-COLLECTIONS	E-32	1.00	1	1.00	1	0.00	0.00
PROGRAM OFFICER	E-32	1.00	1	1.00	1	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	5	3.00	3	(1.00)	(2.00)
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 ASST	E-26	2.00	2	2.00	2	0.00	0.00
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		4.50	5	4.75	5	0.25	0.00
LIBRARIAN		9.00	9	7.00	7	(2.00)	(2.00)
LIBRARIAN ASSISTANT		16.00	18	16.00	18	0.00	0.00
SENIOR LIBRARY CLERK		1.00	1	1.00	1	0.00	0.00
LIBRARY CLERK		20.00	29	21.00	28	1.00	(1.00)
MAINTENANCE ASSISTANT		2.00	2	2.00	2	0.00	0.00
SENIOR PAGE		1.00	2	1.00	2	0.00	0.00
PAGES		<u>9.00</u>	<u>18</u>	<u>10.00</u>	<u>15</u>	<u>1.00</u>	<u>(3.00)</u>
<b>TOTAL PERSONNEL</b>		<b><u>86.00</u></b>	<b><u>109</u></b>	<b><u>86.25</u></b>	<b><u>102</u></b>	<b><u>0.25</u></b>	<b><u>(7.00)</u></b>

### BUDGET HIGHLIGHTS

- Salaries increase \$15,900 due to a 3% increase in salary.
- Service contracts increase \$104,300 for a marketing campaign based on survey results.

### LIBRARY FUND FIVE YEAR FINANCIAL FORECAST (IN 000's)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Revenues	\$8,150	\$8,960	\$9,204	\$9,445	\$9,687
Expenses	<u>8,507</u>	<u>8,875</u>	<u>9,261</u>	<u>9,664</u>	<u>10,085</u>
Excess (Deficit)	<u>(357)</u>	<u>85</u>	<u>(57)</u>	<u>(219)</u>	<u>(398)</u>
Beginning Balance	2,566	2,209	2,294	2,237	2,018
Ending Balance	<u>\$2,209</u>	<u>\$2,294</u>	<u>\$2,237</u>	<u>\$2,018</u>	<u>\$1,620</u>

### Property Tax Rates (Cents)

Operations	30.0	30.0	30.0	32.0	32.0
Maintenance	2.0	2.0	2.0	2.0	2.0
Fringe Benefits	<u>0.1</u>	<u>0.1</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total Library Rate	35.1	32.1	32.0	34.0	34.0

## **Rockford Public Library**

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.

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

### **CAPITAL EQUIPMENT**

Planned capital expenditures for 2013 include:

EQUIPMENT	QUANTITY	BUDGET EACH	AMOUNT
Printers	1	15,000	\$15,000
Cloud Services	1	15,000	15,000
Replacement Servers-Main, East, Rockton Centre & Montague	4	3,750	15,000
Technology Improvements	1	7,500	7,500
Smart Money Management Desk-Main/East/Rockton Centre	3	10,000	30,000
Building Improvements-Various Locations	1	156,184	156,184
Exterior Windows-Sullivan Center	1	31,500	31,500
Carpeting-Sullivan Center	1	10,122	10,122
ADA Doors-Sullivan Center	1	6,000	6,000
B&W Copier with Fax-Administration	1	5,000	<u>5,000</u>
TOTAL			\$291,306