

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 & Services → 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 age's 3-5 years old from income eligible households.

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.

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2008 Accomplishments →

- Continued to support the Alternative Drug Program providing case management and housing support to participants.
- Continued to provide the coordination of support services for the Project Safe Neighborhood program by contacting, training and organizing agencies to participate in the call-in nights for parolees convicted of a weapons or ammunition charge. This program is a partnership between the US Attorney's Office, local law enforcement, ATF and IDOC. Provided linkage to appropriate agencies for 22 parolees who linked to literacy (12), employment (9), health care (10) and addiction treatment (6).
- Continued support for Weed and Seed in both Ellis Heights and Kishwaukee. Participated in both steering committees, organized work camp process and interviewed applicants in Weed and Seed area requesting work camp home rehabilitation. Provided home rehabilitation to 19 households in target Weed and Seed areas.
- Continued support of Neighborhood Network through provision of office space and equipment, as well as grant dollars. Provided support and technical assistance to Neighborhood Network Board. Assisted in reorganizing NN Board, Set up bi-monthly trainings for Neighborhood organizations through May, 2009. Created Neighborhood Network Numbers, a guide to local contacts neighborhoods are likely to need.
- Initiated SWEEP (Sharing Work for Excellence Everywhere Program) with Community Development Code Enforcement Division. This program pays a stipend to low-income youth to provide exterior maintenance/repair to homes cited for code enforcement whose owners are unable to perform the work due to age, disability or income. The SWEEP Program is available to residents of all wards. Hired 6 low-income youth and provided 16 work days of labor to clean-up/rehab 11 houses of low-income seniors and disabled residents.
- Permanent Supportive Housing - 126 units/persons served to date 186 units of permanent supportive housing provided.
- DCFS Housing Advocacy - 52 persons January through March 2008, 40 additional persons from April to September for a total of 92 persons. An additional 25 persons from October to December 1 for a total of 117.
- Emergency Shelter Program – 1400 (2100) served to date 2800 to date.
- Homeless Prevention - 377 served January through March 2008 An additional 571 persons were served for a total of 948. An additional 451 persons served between October 1 and December 1 for a total of 1,399.
- Rental Housing Support Programs- 56 units in Rockford, 18 (19) in Boone County.
- Applied for additional funding for RHSP units.

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- Provided condemnation relocation services to 60 households/181 persons. \$8,075 was spent on temporary hotel lodging and \$17,384 was spent on rental relocation.
- Provided funds to hold the summit as well as staff to support the summit. Youth Summit locations were Northwest Community Center, Booker Washington Center, Kenrock Community Center and Rock Valley College.
- 8,500 Rockford area households received LIHEAP assistance, which should complete this year's program at a cost of \$3.9 million before the state instructed this agency to cease taking applications. This compares with 9,900 households in 2007 for \$4.1M and 11,000 applications in 2006 for \$5.3M.
- The Summer Food Program opened in June with 33 sites, our largest ever. Average number of children served per day is 2,000. This year was 3200.
- Seventy-nine persons participated in intensive case management from January through March 2008. An additional 32 persons participated in intensive case management from April through June for a total of 111 persons. An additional 70 persons participated from April-September.
- There were 665 children enrolled in Head Start Program since the beginning of the 2007/2008 school year.

2009 Goals and Objectives →

- Continue to assist the Alternative Drug Program by providing case management support and resources to program participants.
- Continue to provide support services for the Project Safe Neighborhood program in partnership with local law enforcement agencies.
- Continue to support for Weed and Seed in both Ellis Heights and Kishwaukee. by participating in both steering committees, organizing work camps and interviewing applicants for direct assistance.
- Continue to collaborate with the Community Development Department through SWEEP to provide assistance to local residents to assist with meeting property standards.
- Continue support of Neighborhood Network through provision of office space and equipment, as well as grant dollars and support and technical assistance to Neighborhood Network Board.
- Continue to provide direct assistance to residents in need of support due to a temporary crisis (condemnation, unemployment, natural disaster, domestic violence etc.) to approximately 2000 households.

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- Provide utility assistance to approximately 16,000 households through the LIHEAP program.
- Continue to work with the Mayor's Task Force on Homelessness to implement the 10 Year Plan to reduce homelessness.
- Continue to administer HUD housing/homeless support programs anticipated to serve approximately 140 households through Permanent Supportive Housing, 180 individuals through DCFS Housing Advocacy, 1,400 households through the Emergency Shelter Program.
- Continue the Rental Housing Support program in Rockford, Winnebago and Boone counties supporting 56 subsidized units in Rockford.
- Provide lead abatement services to approximately 75 homes resulting in improved health and safety of residents.
- Provide prepared lunch meals to approximately 3,000 children during the summer through 30 community sites.
- Continue to provide drug and alcohol prevention education to children from 4th grade through high school employing "evidence based" strategies.
- Continue to provide high quality pre-school, health, and social services supports to approximately 600 children ages 3 – 5 years of age and their families, through Head Start.
- Provide emergency furnace replacement to eligible residents through LIHEAP resulting in lowered health and safety risk for local residents.
- Continue to seek opportunities to support effective truancy intervention and prevention efforts.
- Continue to provide case management/case coordination assistance resulting in significant progress toward self sufficiency goals for approximately 450 individuals and families – including those served by Community Services and Head Start.
- Continue to provide asset building services resulting in matched savings toward home ownership, higher education and business startup for low incomes families.
- Continue to provide small business loans to new and/or existing businesses that result in expanded employment for low income residents.
- Weatherize approximately 200 homes resulting in lower energy costs and improved health and safety for residents.

Human Services

Budget Summary

| HUMAN SERVICES BUDGET SUMMARY | | | | | |
|--------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------|
| APPROPRIATION | 2007 <u>ACTUAL</u> | 2008 <u>BUDGET</u> | 2008 <u>ACTUAL</u> | 2009 <u>BUDGET</u> | INCREASE (DECREASE) |
| PERSONNEL | \$5,601,226 | \$6,155,046 | \$5,958,338 | \$5,790,536 | (\$364,510) |
| CONTRACTUAL | 2,480,581 | 1,893,801 | 1,946,951 | 1,774,324 | (119,477) |
| SUPPLIES | 916,838 | 781,965 | 1,050,146 | 754,342 | (27,623) |
| OTHER | 5,667,163 | 3,977,184 | 6,382,028 | 4,239,301 | 262,117 |
| INTEREST | 0 | 0 | 93,443 | 0 | (93,443) |
| CAPITAL | <u>69,494</u> | <u>0</u> | <u>147,661</u> | <u>0</u> | <u>0</u> |
| TOTAL | <u>\$14,735,302</u> | <u>\$12,807,996</u> | <u>\$15,578,567</u> | <u>\$12,558,503</u> | <u>(\$249,493)</u> |

| STAFFING REVIEW | <u>2006</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> | INCREASE (DECREASE) |
|------------------------|-------------|-------------|-------------|-------------|------------------------|
| TOTALS | 95.8 | 92.5 | 92.50 | 90.75 | (1.75) |

| FUNDING SOURCE | 2008 <u>AMOUNT</u> | 2008 <u>PERCENTAGE</u> | 2009 <u>AMOUNT</u> | 2009 <u>PERCENTAGE</u> |
|-----------------------|-----------------------|---------------------------|-----------------------|---------------------------|
| FEDERAL | \$5,457,166 | 44.5 | \$5,233,930 | 41.3 |
| STATE | 6,495,135 | 53.0 | 7,252,832 | 57.2 |
| GENERAL REVENUES | <u>311,000</u> | <u>2.5</u> | <u>196,000</u> | <u>1.5</u> |
| | <u>\$12,263,301</u> | <u>100.0</u> | <u>\$12,682,762</u> | <u>100.0</u> |

Budget Analysis

The 2009 budget is \$12,558,503, which is a decrease of \$249,493 (1.9%) from the previous year. Personnel costs decreased \$364,510. These decreases are a result of reductions in employee agency wage expenses (\$147,000), IMRF (\$19,000), unemployment (\$3,000), health insurance (\$102,000), retiree health insurance (\$8,000), and a salary adjustment (\$147,000) due to the implementation of furlough days for non-union employees.

Contractual costs decrease \$119,477. Vehicle repairs decreased \$28,000. Other contractual services also decreased \$174,000 due to the budget schedule of the department. At the time that the budget was created, the department did not have access to funds. Due to the timing of fiscal years for the various grant programs which fund Human Services activities, total funding for 2008 is still estimated. Though a deficit is shown in this budget summary, expenditures will be adjusted to reflect revenues received during 2009.

Supply costs decreased \$27,623 due to a decrease in classroom supplies (\$17,000), computer non-capital (\$8,000), and miscellaneous supplies (\$2,500).

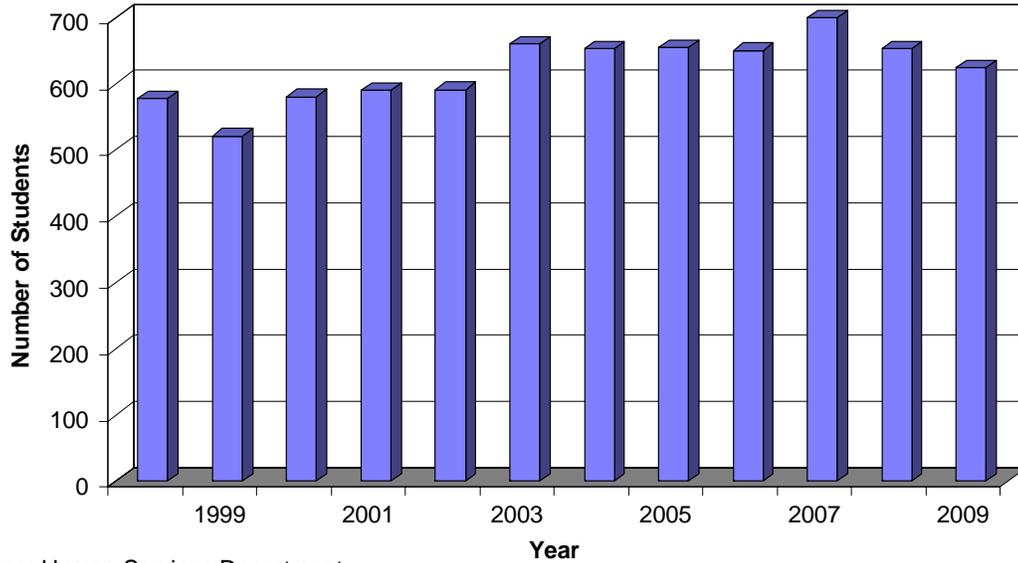
The budget for other account groups increased \$262,117. A major increase occurred in rental assistance (\$271,000).

In 2008, the Human Services Department spent \$15,578,567, or 121.6% of its budgeted allocation. Spending tends to vary depending on matching program levels with funding sources.

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Information and Statistics

City of Rockford, Illinois Head Start Program History 1998-2009

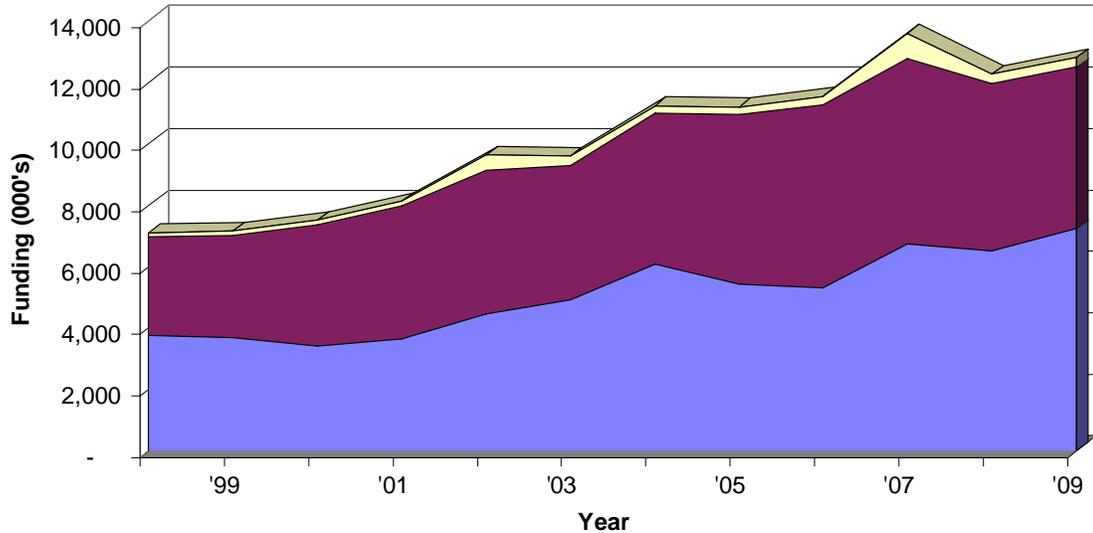


Source: Human Services Department

The Headstart 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 2008, the Human Services Department provided the program to over 653 children. The program projects an enrollment of 624 in 2009.

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City of Rockford, Illinois Human Services Department Funding Level History 1998-2009



Funding for this department changes on a yearly basis. The major funding source in 2008 was the State government at 53.0%, the Federal government at 44.5%, and the City contributing 2.5% of total funding. In 2009, the share of funding from the State government will decrease 3.2%; the Federal government will decrease 4.2% and the Local government will decrease 1.0%.

Capital Equipment

For 2009, there are no capital items budgeted.

Five Year Financial Forecast

The 2010-2014, 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 greater than 95 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 2010-2014 Financial Forecast (in 000's)

| | 2010 | 2011 | 2012 | 2013 | 2014 |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | \$12,823,362 | \$12,823,362 | \$12,823,362 | \$12,823,362 | \$12,823,362 |
| Expenditures | <u>12,823,362</u> | <u>12,823,362</u> | <u>12,823,362</u> | <u>12,823,362</u> | <u>12,823,362</u> |
| Excess (Deficit) | 0 | 0 | 0 | 0 | 0 |
| Beginning Balance | 0 | 0 | 0 | 0 | 0 |
| Ending Balance | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |

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Performance Measures

| | 2006 Actual | 2007 Actual | 2008 Actual | 2009 Estimate |
|---|----------------|----------------|----------------|------------------|
| Clients receiving weatherization assistance | 170 | 155 | 155 | 155 |
| Individual Development Accounts | 35 | 40 | 25 | 50 |
| Households Receiving Energy Assistance | 9,886 | 9,906 | 9,906 | 9,900 |
| Head Start program enrollment | 649 | 669 | 653 | 624 |
| Homeless Prevention clients served | 1,496 | 1,870 | 1,900 | 1,900 |
| Lead Abatement - GLO | 50 | 34 | 0 | 0 |
| Summer Food Program | 2,985 | 2,500 | 3,000 | 3,250 |

Human Services

Personnel Review

| HUMAN SERVICES | | | | | |
|--------------------------------------|----------------------|---------------------------|---------------------------|-----------------------------|--|
| BENEFITS AND SALARIES | | 2008 | 2009 | INCREASE/ | |
| SALARY | | <u>BUDGET</u> | <u>BUDGET</u> | <u>(DECREASE)</u> | |
| PERMANENT | | \$3,820,539 | \$3,835,548 | \$15,009 | |
| TEMPORARY | | 155,387 | 8,200 | (147,187) | |
| MERIT | | 40,854 | 53,583 | 12,729 | |
| SALARY ADJUSTMENT | | 85,919 | (26,877) | (112,796) | |
| SALARY SAVINGS | | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL SALARIES | | <u>\$4,102,699</u> | <u>\$3,870,454</u> | <u>(\$232,245)</u> | |
| BENEFITS | | | | | |
| IMRF | | \$680,521 | \$661,151 | (\$19,370) | |
| UNEMPLOYMENT TAX | | 123,970 | 121,153 | (2,817) | |
| WORKMEN'S COMP | | 25,053 | 25,156 | 103 | |
| HEALTH INSURANCE | | 1,196,468 | 1,094,756 | (101,712) | |
| RETIREE HEALTH INSURANCE | | 16,000 | 7,667 | (8,333) | |
| LIFE INSURANCE | | 7,215 | 7,079 | (136) | |
| PARKING | | <u>3,120</u> | <u>3,120</u> | <u>0</u> | |
| TOTAL BENEFITS | | <u>\$2,052,347</u> | <u>\$1,920,082</u> | <u>(\$132,265)</u> | |
| TOTAL COMPENSATION | | <u>\$6,155,046</u> | <u>\$5,790,536</u> | <u>(\$364,510)</u> | |
| | | | | | |
| POSITION TITLE | POSTION RANGE | 2008 EMPLOYEES | 2009 EMPLOYEES | INCREASE/ (DECREASE) | |
| EXECUTIVE DIRECTOR OF HUMAN SERVICE: | E-14 | 1.00 | 1.00 | 0.00 | |
| HEADSTART DIRECTOR | E-11 | 1.00 | 0.96 | (0.04) | |
| ADMIN & SUPPORT SERVICES MGR | E-9 | 1.00 | 0.96 | (0.04) | |
| FAMILY & COMMUNITY PARTNERSHIP MGR | E-9 | 1.00 | 0.96 | (0.04) | |
| CHILD DEVELOPMENT MANAGER | E-9 | 1.00 | 0.96 | (0.04) | |
| CSBG DIRECTOR | E-9 | 1.00 | 1.00 | 0.00 | |
| ENERGY PROGRAMS MANAGER | E-9 | 1.00 | 1.00 | 0.00 | |
| SITE MANAGER | E-8 | 3.00 | 2.88 | (0.12) | |
| FISCAL OFFICER | E-7 | 1.00 | 1.00 | 0.00 | |
| HEALTH SERVICES MANAGER | E-7 | 1.00 | 0.96 | (0.04) | |
| SPECIAL NEEDS/MENTAL HEALTH CO EX | E-7 | 1.00 | 0.94 | (0.06) | |
| ADMINISTRATIVE COORDINATOR | E-7 | 1.00 | 1.00 | 0.00 | |
| WEATHERIZATION SPECIALIST | E-6 | 2.00 | 2.00 | 0.00 | |
| FAMILY RESOURCE WORKER | AF | 7.80 | 7.90 | 0.10 | |
| HOUSING ADVOCATE | E-6 | 1.00 | 1.00 | 0.00 | |
| CSBG PROGRAM COORDINATOR | E-6 | 1.00 | 1.00 | 0.00 | |
| RECRUITMENT/ENROLLMENT SPECIALIST | E-6 | 1.00 | 0.94 | (0.06) | |
| OUTREACH WORKER | E-6 | 4.00 | 5.00 | 1.00 | |
| ENERGY SPECIALIST | E-6 | 3.00 | 3.00 | 0.00 | |
| TRANSPORTATION SPECIALIST | E-6 | 0.98 | 0.94 | (0.04) | |
| CS DRUG FREE COORDINATOR | E-6 | 1.00 | 1.00 | 0.00 | |
| CS HOMELESS COORDINATOR | E-6 | 1.00 | 1.00 | 0.00 | |
| HEAD TEACHER | AF | 13.09 | 12.35 | (0.74) | |
| HOME VISITOR TEACHER | AF | 1.54 | 1.56 | 0.02 | |
| SENIOR ACCOUNT CLERK | E-5 | 3.00 | 3.00 | 0.00 | |
| TRAINING COORDINATOR | E-5 | 1.00 | 0.94 | (0.06) | |
| ADMINISTRATIVE ASSISTANT | E-5 | 1.00 | 1.00 | 0.00 | |
| SENIOR OFFICE ASSISTANT | E-4 | 2.00 | 2.96 | 0.96 | |
| HEALTH TECHNICIAN | AF | 0.98 | 0.98 | 0.00 | |
| ASSISTANT TEACHER | AF | 13.58 | 12.00 | (1.58) | |
| PREVENTION PROGRAM SPECIALIST | E-3 | 0.75 | 1.00 | 0.25 | |
| PROGRAM DATA SPECIALIST | E-3 | 0.98 | 0.98 | 0.00 | |
| MAINTENANCE/REPAIR TECHNICIAN | SAFETY | 0.98 | 0.98 | 0.00 | |
| OFFICE ASSISTANT | AF | 5.75 | 4.00 | (1.75) | |
| OFFICE ASSISTANT | E-3 | 0.00 | 1.00 | 1.00 | |
| BUS DRIVER | AF | 8.70 | 8.40 | (0.30) | |
| COOK AIDE | AF | 2.37 | 2.18 | (0.19) | |
| TOTAL PERSONNEL | | <u>92.50</u> | <u>90.75</u> | <u>(1.75)</u> | |

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

Fund Highlights

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 2008, 796 city patients were served (2007 – 1,914, 2006 – 1,317, 2005 – 1,267, 2004 – 1,551). City patients have been 90% of the caseload for 2008 (2007 – 82%, 2006 – 80%, 2005 – 80%, 2004 – 75%).

Budget Summary

| TUBERCULOSIS SANITARIUM BUDGET SUMMARY | | | | | | |
|---|-----------------------|-----------------------|-----------------------|---------------------------|------------------------|---------------------------|
| APPROPRIATION | 2007 <u>ACTUAL</u> | 2008 <u>BUDGET</u> | 2008 <u>ACTUAL</u> | 2009 <u>BUDGET</u> | INCREASE (DECREASE) | |
| CONTRACTUAL | \$148,374 | \$160,200 | \$155,575 | 185,600 | 25,400 | |
| OTHER | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL | <u>\$148,374</u> | <u>\$160,200</u> | <u>\$155,575</u> | <u>\$185,600</u> | <u>\$25,400</u> | |
| FUNDING SOURCE | | | 2008 <u>TOTAL</u> | 2008 <u>PERCENTAGE</u> | 2009 <u>TOTAL</u> | 2009 <u>PERCENTAGE</u> |
| PROPERTY TAXES | | | | | | |
| TUBERCULOSIS SANITARIUM | | | \$158,600 | 99.0 | \$183,746 | 99.6 |
| SERVICE CHARGES | | | 0 | 0.0 | 0 | 0.0 |
| INTEREST INCOME | | | <u>1,600</u> | <u>1.0</u> | <u>800</u> | <u>0.4</u> |
| TOTAL | | | <u>\$160,200</u> | <u>100.0</u> | <u>\$184,546</u> | <u>100.0</u> |

Budget Analysis

The 2009 budget of \$185,600 is \$25,400 (13.7%) more than the 2008 budget amount of \$160,200. Prior to 1999, the City provided tuberculosis services to residents. In 1999, the City began contracting with the County to provide such services. Spending has been \$139,257 for 2004, \$136,649 for 2005, \$116,590 for 2006, \$148,374 for 2007, and \$155,575 for 2008.

Tuberculosis Sanitarium Fund

Five Year Financial Forecast

The 2010-2014 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 eight-tenths of a cent during this time period.

| | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> |
|-------------------|-------------|-------------|-------------|-------------|-------------|
| Revenues | \$195 | \$204 | \$214 | \$224 | \$235 |
| Expenditures | <u>195</u> | <u>205</u> | <u>215</u> | <u>226</u> | <u>237</u> |
| Excess (Deficit) | <u>0</u> | <u>(1)</u> | <u>(1)</u> | <u>(2)</u> | <u>(2)</u> |
| Beginning Balance | <u>15</u> | <u>15</u> | <u>14</u> | <u>13</u> | <u>11</u> |
| Ending Balance | <u>\$15</u> | <u>\$14</u> | <u>\$13</u> | <u>\$11</u> | <u>\$9</u> |
| Rate (Cents) | 0.8 | 0.6 | 0.7 | 0.8 | 0.9 |

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.

Rockford Public Library

2008 Accomplishments →

- Nearing completion on the library's new East Branch facility. The branch is expected to be open on February 14, 2009. The East Branch project was done without a tax increase and without a referendum.
- Kicked off the East Branch's \$1 million capital campaign, *Rooted in Rockford*. The library has reached 60% of its goal.
- The library's Summer Reading Club had 10,800 participants, an increase of 8% over the previous year.
- Had a successful *One Book, One Rockford* program. The program at the Coronado Theater drew over 1,500 attendees.
- The library is in the process of creating the Young Adult Zone at its Main Library location.
- Remodeled the Circulation Area of the Main Library location.
- Secured a vendor for the East Branch coffee shop.
- Circulation, attendance, and computer usage remained steady during 2008.

2009 Goals and Objectives →

- Complete the East Branch project with a grand opening on February 14, 2009.
- Complete *Rooted in Rockford* East Branch Capital Campaign.
- Complete first floor remodeling in Main Library.
- Prepare a new strategic plan for the library.
- Begin remodeling of Main Library areas on the second and third floors.
- Continue to work within the library's existing budget and tax rate.
- Investigate the possibility of utilizing rooftop spaces at the Main Library.
- Continue to provide more digital materials and offerings to library users.

Rockford Public Library

Budget Summary

| ROCKFORD PUBLIC LIBRARY BUDGET SUMMARY | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|
| APROPRIATION | 2007 <u>ACTUAL</u> | 2008 <u>BUDGET</u> | 2008 <u>ACTUAL</u> | 2009 <u>BUDGET</u> | INCREASE (DECREASE) |
| PERSONNEL | \$4,631,975 | \$5,098,742 | \$4,869,389 | \$5,387,777 | \$289,035 |
| CONTRACTUAL | 1,280,492 | 1,609,823 | 1,433,793 | 1,657,204 | 47,381 |
| SUPPLIES | 1,111,923 | 1,283,109 | 1,227,290 | 1,282,901 | (208) |
| OTHER | 97,966 | 89,150 | 85,534 | 100,360 | 11,210 |
| INTEREST | 298,149 | 265,065 | 228,868 | 254,769 | (10,296) |
| CAPITAL | 406,117 | 4,572,299 | 3,890,877 | 206,469 | (4,365,830) |
| ENCUMBRANCE | 0 | 0 | 0 | 0 | 0 |
| TOTAL | <u>\$7,826,622</u> | <u>\$12,918,188</u> | <u>\$11,735,751</u> | <u>\$8,889,479</u> | <u>(\$4,028,708)</u> |

| STAFFING REVIEW | 2006 | 2007 | 2008 | 2009 | INCREASE (DECREASE) |
|----------------------|-------|--------|--------|--------|------------------------|
| EMPLOYEES | 115 | 131 | 137 | 151 | 14.00 |
| FULL-TIME EQUIVALENT | 98.00 | 103.20 | 109.20 | 114.83 | 5.63 |

| FUNDING SOURCE | 2008 <u>AMOUNT</u> | 2008 <u>PERCENTAGE</u> | 2009 <u>AMOUNT</u> | 2009 <u>PERCENTAGE</u> |
|-------------------------------|-----------------------|---------------------------|-----------------------|---------------------------|
| PROPERTY TAXES | | | | |
| LIBRARY OPERATIONS | \$5,842,996 | 69.8 | \$6,246,370 | 70.8 |
| LIBRARY MAINTENANCE | 390,406 | 4.7 | 412,618 | 4.7 |
| ADJUSTMENTS, INT 3, TAX CAP | 0 | 0.0 | 0 | 0.0 |
| FRINGE BENEFIT REIMBURSEMENTS | 595,618 | 7.1 | 653,037 | 7.4 |
| REPLACEMENT TAXES | 984,000 | 11.8 | 859,800 | 9.7 |
| FINES | 145,000 | 1.7 | 189,750 | 2.1 |
| NON-RESIDENT FEES | 20,000 | 0.2 | 18,500 | 0.2 |
| SERVICE CHARGES | 29,225 | 0.3 | 29,600 | 0.3 |
| RENTS AND REIMBURSEMENTS | 1,000 | 0.0 | 1,000 | 0.0 |
| INTEREST INCOME/ENDOWMENTS | 80,000 | 1.0 | 150,000 | 1.7 |
| STATE OF ILLINOIS | 182,000 | 2.2 | 182,000 | 2.1 |
| MISCELLANEOUS | 95,000 | 1.1 | 83,000 | 0.9 |
| TOTAL | <u>\$8,365,245</u> | <u>100.0</u> | <u>\$8,825,675</u> | <u>100.0</u> |

Budget Analysis

The 2009 budget of \$8,889,479 is a \$4,028,700 (31.2%) decrease from the 2008 budget including the supplemental adjustment in 2008 of \$4,512,943. Personnel costs increased \$289,000 overall. An increase of \$280,600 in salaries results from general wage increases along with the addition of fourteen new employees to staff the new East Side Branch where space is increasing from 8,000 sq. ft to 23,000 sq. ft. IMRF contributions (\$40,500) and worker's compensation (\$3,300) increased while health insurance (\$52,300) decreased due to changes in coverage.

Contractual services increased \$47,300 overall. A number of increases occurred, including service contracts at \$132,800, building maintenance at \$63,000, building utilities at \$60,000, and postage at \$13,100. These increases were offset by decreases as follows: building rental (\$38,900), printing (\$16,000), advertising (\$13,700), and miscellaneous contractual (\$11,200).

Rockford Public Library

Supplies decreased \$200, with a number of adjustments. The overall increase in spending for new library materials is \$41,250. This increase comes as the Library attempts to meet an industry standard of 12% of the operating budget spent on library materials.

Other expenses increased \$11,200. Interest expenses decrease \$54,500, while debt repayment increases \$44,200.

In 2008, actual expenditures were \$11,735,751, or 90.8% 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 2010-2014 Financial Forecast (In 000's)

| | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> |
|-------------------|----------------|----------------|----------------|----------------|--------------|
| Revenues | \$8,246 | \$8,504 | \$8,544 | \$9,226 | \$9,523 |
| Expenses | 8,433 | 8,822 | 9,229 | 9,656 | 10,104 |
| Excess (Deficit) | <u>(187)</u> | <u>(318)</u> | <u>(685)</u> | <u>(430)</u> | <u>(581)</u> |
| Beginning Balance | 2,800 | 2,613 | 2,295 | 1,610 | 1,180 |
| Ending Balance | <u>\$2,613</u> | <u>\$2,295</u> | <u>\$1,610</u> | <u>\$1,180</u> | <u>\$599</u> |

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

Capital Equipment

Capital items total \$206,470 for 2009, a decrease of \$4,365,800 over 2008 which includes a supplemental adjustment of \$4,398,000 for the purchase and remodel of the new East Side Branch. Expenditures for 2009 include \$189,500 in building improvements at the Main Library and various branches, \$5,000 for computer software, and \$10,000 for computer hardware.

Rockford Public Library

| CAPITAL EQUIPMENT ROCKFORD PUBLIC LIBRARY 2009 BUDGET | | | | |
|--|--------------------|----------------|------------------|--|
| <u>Description</u> | <u>Cost Center</u> | <u>Account</u> | <u>Amount</u> | |
| 3RD FLOOR BATHROOM | 1850-MAINTENANCE | 79911 | \$10,000 | |
| IT RENOVATION | | 79911 | 50,000 | |
| COMPUTER TRAINING ROOM | | 79911 | 2,800 | |
| RENOVATE NAT | | 79911 | 121,669 | |
| DIGITAL DISPLAY SIGN | 1766-DEVELOPMENT | 79911 | 5,000 | |
| SCHEDULING SOFTWARE | 1764-ITS | 79927 | 5,000 | |
| SERVERS | | 79928 | 12,000 | |
| TOTAL CURRENT CAPITAL EQUIPMENT | | | \$206,469 | |

Personnel Review

| ROCKFORD PUBLIC LIBRARY | | | | | | | |
|---------------------------------|----------------------|--------------------|-----------------------|-------------------|-----------------------|-------------------|-----------------------------|
| BENEFITS AND SALARIES | | 2008 | 2009 | INCREASE/ | | | |
| SALARY | | BUDGET | BUDGET | (DECREASE) | | | |
| PERMANENT | | \$3,782,184 | \$4,074,700 | \$292,516 | | | |
| TEMPORARY | | 25,000 | 25,000 | 0 | | | |
| SEVERANCE PAY | | 20,000 | 20,000 | 0 | | | |
| TOTAL SALARIES | | \$3,827,184 | \$4,119,700 | \$292,516 | | | |
| BENEFITS | | | | | | | |
| ILLINOIS MUNICIPAL RETIREMENT | | \$659,807 | \$700,349 | \$40,542 | | | |
| UNEMPLOYMENT TAX | | 5,000 | 10,000 | 5,000 | | | |
| WORKMEN'S COMPENSATION | | 11,311 | 14,588 | 3,277 | | | |
| HEALTH INSURANCE | | 578,290 | 525,990 | (52,300) | | | |
| LIFE INSURANCE | | 2,750 | 2,750 | 0 | | | |
| PARKING BENEFITS | | 14,400 | 14,400 | 0 | | | |
| TOTAL BENEFITS | | \$1,271,558 | \$1,268,077 | (\$3,481) | | | |
| TOTAL COMPENSATION | | \$5,098,742 | \$5,387,777 | \$289,035 | | | |
| POSITION TITLE | POSTION RANGE | 2008 FTE | 2008 EMPLOYEES | 2009 FTE | 2009 EMPLOYEES | FTE CHANGE | INCREASE/ (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 | 1.00 | 1 | 0.00 | 0.00 |
| ASSISTANT MANAGER-CIRCULATION | 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 |
| ASSISTANT MANAGER-ADULT SERVICE | 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 | 4 | 4.00 | 4 | 0.00 | 0.00 |
| MANAGER-COLLECTIONS | E-29 | 1.00 | 1 | 1.00 | 1 | 0.00 | 0.00 |
| COMMUNITY RELATIONS OFFICER | E-29 | 1.00 | 1 | 1.00 | 1 | 0.00 | 0.00 |
| MANAGER-INFORMATION TECHNOLOG | E-29 | 1.00 | 1 | 1.00 | 1 | 0.00 | 0.00 |
| ADMINISTRATIVE SECRETARY | E-26 | 2.00 | 2 | 2.00 | 2 | 0.00 | 0.00 |
| PERSONNEL OFFICER | E-26 | 1.00 | 1 | 1.00 | 1 | 0.00 | 0.00 |
| INFORMATION TECHNOLOGY TECHNIC | E-26 | 1.50 | 1 | 1.50 | 1 | 0.00 | 0.00 |
| INFORMATION TECHNOLOGY ASST | E-26 | 1.00 | 1 | 1.00 | 1 | 0.00 | 0.00 |
| FINANCE/PAYROLL ASSISTANT | E-25 | 1.00 | 1 | 1.00 | 1 | 0.00 | 0.00 |
| ADMINISTRATIVE CLERK | E-21 | 1.00 | 1 | 1.00 | 2 | 0.00 | 1.00 |
| COMMUNITY RELATIONS ASSISTANT | E-21 | 1.00 | 1 | 1.00 | 1 | 0.00 | 0.00 |
| COMMUNITY RELATIONS CLERK | E-20 | 0.50 | 1 | 0.75 | 1 | 0.25 | 0.00 |
| PROGRAM COORDINATOR | | 3.00 | 4 | 3.00 | 4 | 0.00 | 0.00 |
| LIBRARIAN | | 12.00 | 12 | 12.00 | 12 | 0.00 | 0.00 |
| LIBRARIAN ASSISTANT | | 22.87 | 28 | 22.12 | 27 | (0.75) | (1.00) |
| SENIOR LIBRARY CLERK | | 1.00 | 1 | 1.00 | 1 | 0.00 | 0.00 |
| LIBRARY CLERK | | 26.46 | 36 | 31.46 | 47 | 5.00 | 11.00 |
| MAINTENANCE ASSISTANT | | 2.00 | 2 | 3.00 | 3 | 1.00 | 1.00 |
| PAGE COORDINATOR | | 0.50 | 1 | 0.50 | 1 | 0.00 | 0.00 |
| SENIOR PAGE | | 1.62 | 3 | 1.50 | 3 | (0.12) | 0.00 |
| PAGES | | 11.50 | 22 | 12.00 | 24 | 0.50 | 2.00 |
| TOTAL PERSONNEL | | 108.95 | 137 | 114.83 | 151 | 5.88 | 14.00 |

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-need 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 Machesney Park and Loves Park, for which it is reimbursed.

Budget Summary

| ROCKFORD MASS TRANSIT DISTRICT SUBSIDY BUDGET SUMMARY | | | | | |
|---|----------------|----------------|--------------------|----------------|------------------------|
| APPROPRIATION | 2007 ACTUAL | 2008 BUDGET | 2008 ACTUAL | 2009 BUDGET | INCREASE (DECREASE) |
| CONTRACTUAL | \$1,428,000 | \$1,476,000 | \$1,476,000 | \$1,524,000 | \$48,000 |
| TOTAL | \$1,428,000 | \$1,476,000 | \$1,476,000 | \$1,524,000 | \$48,000 |
| FUNDING SOURCE | 2008 AMOUNT | | 2008 PERCENTAGE | 2009 AMOUNT | 2009 PERCENTAGE |
| GENERAL REVENUES | \$1,476,000 | | 100.0 | \$1,524,000 | 100.0 |
| TOTAL | \$1,476,000 | | 100.0 | \$1,524,000 | 100.0 |

Budget Analysis

The 2009 RMTD budget, July 1, 2008, to June 30, 2009, proposes spending \$12,123,800, an increase of \$1,552,800 (14.7%) from the 2008 budget and an increase of \$340,200 (2.9%) over the 2008 actual. Increases in personnel, contractual, supplies, and other expenses account for the increase.

The revenue estimate for 2009 is \$1,558,100 more than the 2008 budget and \$400,200 greater than the 2008 actual due to state and local funding increases. The federal contribution decreases \$690,800 (43.2%) and the state subsidy increases \$858,800 (12.5%) from the 2008 actual. Operating revenue from the District, estimated at \$1,287,800, decreases \$1,800 from the 2008 actual, a 0.1% decrease. Overall, District revenues account for 11% of the necessary funding with the remaining \$10,895,931 (89%) being provided by the Federal Government, the State of Illinois, and area municipalities.

Rockford Mass Transit District Subsidy

Five Year Financial Forecast

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 \$0.80 to \$1.00 in 1996.

| ROCKFORD MASS TRANSIT CITY SUBSIDY 2010-2014 FINANCIAL FORECAST (IN 000'S) (CITY FISCAL YEAR) | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> |
| CITY SUBSIDY | \$1,572 | \$1,620 | \$1,670 | \$1,720 | \$1,770 |

| ROCKFORD MASS TRANSIT CITY SUBSIDY 2010-2014 FINANCIAL FORECAST (IN 000'S) (RMTD FISCAL YEAR) | | | | | |
|---|----------------|---------------|---------------|---------------|----------------|
| | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> |
| REVENUES | | | | | |
| FEDERAL | \$1,391 | \$1,414 | \$1,439 | \$1,464 | \$1,464 |
| STATE | 6,898 | 7,137 | 7,385 | 7,643 | 7,909 |
| LOCAL | 452 | 468 | 484 | 501 | 519 |
| CITY | 1,849 | 1,945 | 2,043 | 2,147 | 2,148 |
| OTHER | 162 | 164 | 166 | 168 | 168 |
| | <u>10,752</u> | <u>11,128</u> | <u>11,517</u> | <u>11,923</u> | <u>12,208</u> |
| DISTRICT | <u>1,167</u> | <u>1,202</u> | <u>1,238</u> | <u>1,275</u> | <u>1,313</u> |
| | <u>11,919</u> | <u>12,330</u> | <u>12,755</u> | <u>13,198</u> | <u>13,521</u> |
| EXPENDITURES | <u>12,542</u> | <u>12,977</u> | <u>13,428</u> | <u>13,896</u> | <u>14,380</u> |
| EXCESS(DEFICIT) | (623) | (647) | (673) | (698) | (859) |
| BEGINNING BALANCE | <u>1,921</u> | <u>1,620</u> | <u>1,271</u> | <u>873</u> | <u>421</u> |
| ENDING BALANCE | <u>\$1,298</u> | <u>\$973</u> | <u>\$598</u> | <u>\$175</u> | <u>(\$438)</u> |

Rockford Mass Transit District Subsidy

Performance Measurements

Rockford Mass Transit District Ridership 1988-2007

| RMTD FY | Daytime | | | Evening | | | Paratransit | | |
|---------|-----------|-----------|----------|-----------|----------|---------|-------------|----------|---------|
| | Ridership | Change | % Change | Ridership | Change | %Change | Ridership | Change | %Change |
| 1988 | 1,678,121 | | | | | | | | |
| 1989 | 1,741,202 | 63,081 | 3.8% | | | | | | |
| 1990 | 1,728,319 | (12,883) | -0.7% | | | | | | |
| 1991 | 1,778,670 | 50,351 | 2.9% | | | | | | |
| 1992 | 1,719,979 | (58,691) | -3.3% | | | | | | |
| 1993 | 1,545,739 | (174,240) | -10.1% | | | | | | |
| 1994 | 1,529,703 | (16,036) | -1.0% | | | | | | |
| 1995 | 1,679,952 | 150,249 | 9.8% | 62,706 | | | | | |
| 1996 | 1,590,645 | (89,307) | -5.3% | 78,016 | 15,310 | 24.4% | | | |
| 1997 | 1,465,155 | (125,490) | -7.9% | 62,331 | (15,685) | -20.1% | 29,925 | | |
| 1998 | 1,375,344 | (89,811) | -6.1% | 68,980 | 6,649 | 10.7% | 43,843 | 13,918 | 46.5% |
| 1999 | 1,451,511 | 76,167 | 5.5% | 81,068 | 12,088 | 17.5% | 45,932 | 2,089 | 4.8% |
| 2000 | 1,392,464 | (59,047) | -4.1% | 94,123 | 13,055 | 16.1% | 39,938 | (5,994) | -13.0% |
| 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% |