

# 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.

## 2010 Accomplishments →

- Prepared new strategic plan.
- Reduced hours, laid off employees, and restructured library operations to meet the demands of budget cuts.

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- Established the Rockford Public Library Explorer, a single-point promotional piece for the library.

## 2011 Goals and Objectives →

- Successfully implement a new union contract.
- Continue to run a balanced budget.
- Expand digital holdings, including ebook, online audiobook, and online music files

## Budget Summary

ROCKFORD PUBLIC LIBRARY BUDGET SUMMARY					
APPROPRIATION	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$5,209,514	\$4,322,068	\$4,186,898	\$4,291,644	(\$30,424)
CONTRACTUAL	1,237,073	1,373,802	1,112,277	1,609,529	235,727
SUPPLIES	1,171,820	1,275,012	1,202,265	1,313,502	38,490
OTHER	303,441	188,120	50,480	57,350	(130,770)
INTEREST	0	125,560	244,644	248,575	123,015
CAPITAL	516,676	265,173	58,388	350,400	85,227
ENCUMBRANCE	0	0	0	0	0
TOTAL	<u>\$8,438,524</u>	<u>\$7,549,735</u>	<u>\$6,854,952</u>	<u>\$7,871,000</u>	<u>\$321,265</u>

  

STAFFING REVIEW	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	INCREASE (DECREASE)
EMPLOYEES	137	151	107	108	1.00
FULL-TIME EQUIVALENT	109.20	114.83	82.00	84.50	2.50

  

FUNDING SOURCE	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>
PROPERTY TAXES				
LIBRARY OPERATIONS	\$6,246,370	78.6	\$6,835,200	81.0
LIBRARY MAINTENANCE	412,618	5.2	427,200	5.1
ADJUSTMENTS, INT 3, TAX CAP	0	0.0	0	0.0
FRINGE BENEFIT REIMBURSEMENTS	20,000	0.3	20,000	0.2
REPLACEMENT TAXES	775,900	9.8	620,000	7.3
FINES	189,700	2.4	193,490	2.3
NON-RESIDENT FEES	18,500	0.2	18,870	0.2
SERVICE CHARGES	28,800	0.4	28,860	0.3
RENTS AND REIMBURSEMENTS	1,500	0.0	1,500	0.0
INTEREST INCOME/ENDOWMENTS	75,000	0.9	117,232	1.4
STATE OF ILLINOIS	152,000	1.9	152,000	1.8
MISCELLANEOUS	<u>26,500</u>	<u>0.3</u>	<u>26,500</u>	<u>0.3</u>
TOTAL	<u>\$7,946,888</u>	<u>100.0</u>	<u>\$8,440,852</u>	<u>100.0</u>

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## Budget Analysis

The 2011 budget of \$7,871,000 is a \$321,265 (4.3%) increase from the 2010 budget. Personnel costs decreased \$30,424 overall mainly due to a decrease in unemployment tax (\$110,000) and IMRF expense (\$5,400). These decreases were offset by increases to health insurance (\$70,600), salaries (\$4,700), temporary staffing expenses (\$5,000) and severance pay (\$4,500).

Contractual services increased \$235,727 overall. A number of increases occurred, including telephone at \$82,100, postage at \$2,700, service contracts at \$147,300, advertising at \$3,700, utilities at \$26,000, building maintenance at \$11,000, building rental at \$3,200, professional fees at \$12,300 and education at \$5,700. These increases were offset by decreases in printing (\$41,400), travel (\$2,800), legal fees (\$10,000) and miscellaneous contractual (\$4,700).

Supplies increased \$38,490, with a number of adjustments. The overall spending for new library materials slightly decreased from 2010 (\$20,800), as well as equipment expenses (\$7,400). Increases occurred in small tools (\$16,800), clothing (\$5,500), office supplies (\$14,100) and computer expenses (\$30,200).

Other expenses decreased \$130,770, in group programs. Capital expenditures increase \$85,227.

In 2010, actual expenditures were \$6,854,952, 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 2012-2016 Financial Forecast (In 000's)

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues	\$7,778	\$8,365	\$8,581	\$9,024	\$9,255
Expenses	<u>8,072</u>	<u>8,439</u>	<u>8,823</u>	<u>9,225</u>	<u>9,647</u>
Excess (Deficit)	<u>(294)</u>	<u>(74)</u>	<u>(242)</u>	<u>(201)</u>	<u>(392)</u>
Beginning Balance	2,860	2,566	2,492	2,250	2,049
Ending Balance	<u>\$2,566</u>	<u>\$2,492</u>	<u>\$2,250</u>	<u>\$2,049</u>	<u>\$1,657</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 \$350,400 for 2011, an increase of \$85,227 over 2010. Expenditures for 2011 include \$86,660 in building improvements at the Main Library and various branches, \$40,780 for a telephone messaging system, \$16,390 for new microfilm readers, \$170,070 for radio frequency identification and technology improvements at all locations, \$21,500 for computer software, and \$15,000 for computer hardware.

<b>CAPITAL EQUIPMENT ROCKFORD PUBLIC LIBRARY 2011 BUDGET</b>			
<u>Description</u>	<u>Cost Center</u>	<u>Account</u>	<u>Amount</u>
ADA BATHROOM-3RD FLOOR MAIN	1850-MAINTENANCE	79911	\$10,000
TUBELITE THERMAL WINDOWS		79911	76,660
MICROSOFT UPGRADES	1764-ITS	79927	6,500
WEBSITE EBLAST SOFTWARE		79927	10,000
SERVERS		79928	15,000
MOBILE A PPLICATION		79927	5,000
TELEPHONE MESSAGING SYSTEM		79928	40,780
MICROFILM READERS		79928	16,390
RADIO FREQUENCY IDENTIFICATION		79928	70,000
TECHNOLOGY IMPROVEMENTS		79928	100,070
TOTAL CURRENT CAPITAL EQUIPMENT			<u>\$350,400</u>

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## Personnel Review

ROCKFORD PUBLIC LIBRARY							
<b>BENEFITS AND SALARIES</b>					<b>2010</b>	<b>2011</b>	<b>INCREASE/</b>
<b>SALARY</b>					<b>BUDGET</b>	<b>BUDGET</b>	<b>(DECREASE)</b>
PERMANENT					\$3,051,046	\$3,055,819	\$4,773
TEMPORARY					20,000	25,000	5,000
SEVERANCE PAY					65,500	70,000	4,500
<b>TOTAL SALARIES</b>					<b>\$3,136,546</b>	<b>\$3,150,819</b>	<b>\$14,273</b>
<b>BENEFITS</b>							
ILLINOIS MUNICIPAL RETIREMENT					\$650,006	\$644,656	(\$5,350)
UNEMPLOYMENT TAX					135,000	25,000	(110,000)
WORKMEN'S COMPENSATION					11,583	12,021	438
HEALTH INSURANCE					376,489	447,148	70,659
LIFE INSURANCE					2,444	2,000	(444)
PARKING BENEFITS					10,000	10,000	0
<b>TOTAL BENEFITS</b>					<b>\$1,185,522</b>	<b>\$1,140,825</b>	<b>(\$44,697)</b>
<b>TOTAL COMPENSATION</b>					<b>\$4,322,068</b>	<b>\$4,291,644</b>	<b>(\$30,424)</b>
<b>POSITION TITLE</b>	<b>POSTION</b>	<b>2010</b>	<b>2010</b>	<b>2011</b>	<b>2011</b>	<b>FTE</b>	<b>INCREASE/</b>
	<b>RANGE</b>	<b>FTE</b>	<b>EMPLOYEES</b>	<b>FTE</b>	<b>EMPLOYEES</b>	<b>CHANGE</b>	<b>(DECREASE)</b>
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	0.00	0	0.00	0	0.00	0.00
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	4	0.00	0.00
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	2.00	2	1.00	1	(1.00)	(1.00)
PERSONNEL OFFICER	E-26	1.00	1	1.00	1	0.00	0.00
INFORMATION TECHNOLOGY TECHNICIAN	E-26	0.50	1	1.00	1	0.50	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	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		3.00	4	4.00	5	1.00	1.00
LIBRARIAN		6.00	6	7.00	7	1.00	1.00
LIBRARIAN ASSISTANT		16.00	19	16.00	19	0.00	0.00
SENIOR LIBRARY CLERK		1.00	1	1.00	1	0.00	0.00
LIBRARY CLERK		21.50	33	21.00	30	(0.50)	(3.00)
MAINTENANCE ASSISTANT		2.00	2	2.00	2	0.00	0.00
PAGE COORDINATOR		0.50	1	0.00	0	(0.50)	(1.00)
SENIOR PAGE		1.50	3	1.00	2	(0.50)	(1.00)
PAGES		6.50	13	9.00	18	2.50	5.00
<b>TOTAL PERSONNEL</b>		<b>82.00</b>	<b>107</b>	<b>84.50</b>	<b>108</b>	<b>2.50</b>	<b>1.00</b>