

# 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.

## 2005 Accomplishments →

- Preserved rare local history materials with the "Digital Past" grant. "Digital Past" was featured in the Winter 2005 Newsletter.

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- RPL participated in the On the Waterfront Festival with a fun, innovative booth where guests could take a picture with Max and e-mail that photo in an electronic postcard to friends. RPL took over 1,000 pictures during the festival and reached and estimated 7,000-10,000 residents.
- Re-designed all RPL library cards to feature new logo and image. Pre-printed barcodes allow the cards to be issued at any RPL location.
- Summer Reading Club “Read to Riches” was the nation’s first summer reading club dedicated to promoting financial literacy. SRC 2005 required reading logs for children, adults and young adults, Spanish language logs, promotional bookmarks and t-shirts with the logo. The theme also allowed a partnership with Discovery Center’s *Moneyville* exhibit. Over 8,000 participants joined the club.
- Montague Branch Library hosted the African-American Read-In and drew 400 participants.
- With the help of an LSTA grant, RPL initiated a Latino Outreach program featuring expanded Spanish-language materials, bilingual signage, marketing materials, print and radio advertisements, programs and community outreach. From April to August, RPL hosted dance lessons, computer classes, resume and interview workshops, all targeting the growing Latino population in Rockford.
- Promoted National Library Card Sign-Up month with new library cards, special events, a press conference and RMTD advertising.
- Received \$161,350 in grant funding to launch a Latino Outreach program, renew the library’s literary classics and create a community website.
- Applied for a total of \$231,000 in grant funds to continue Latino Outreach efforts, funded an Information Literacy, developed a bilingual One Book, One Rockford program and renewed the library’s science, medical and technology collection.
- Consolidated library holdings to create a single Rockford Public Library Foundation Endowment of over \$450,000.
- Raised a total of \$11,015 in corporate sponsorships to support Summer Reading Club and the Financial Opportunity Center’s Book Club.

### **2006 Goals and Objectives →**

- Complete a compensation study and design a new employee orientation program.
- Manage the Library’s collection to achieve a 50% circulation rate, through the acquisition of materials with a popular focus.
- Distribute information and educate the public on the Library’s upcoming referendum request.

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- Effectively market signature Library events, including the Summer Reading Club, One Book, One Rockford, African-American Read In, National Library Card Sign Up Month, and the Festival of Words, as well as ongoing Latino outreach efforts.
- Develop an intranet, which will allow for quick and efficient distribution of information to Library employees.

## Budget Summary

<b>ROCKFORD PUBLIC LIBRARY BUDGET SUMMARY</b>					
<b>APPROPRIATION</b>	2004 <u>ACTUAL</u>	2005 <u>BUDGET</u>	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$4,134,524	\$4,311,881	\$4,134,524	\$4,556,048	\$244,167
CONTRACTUAL	992,184	1,259,721	992,184	1,422,493	162,772
SUPPLIES	958,950	913,798	958,950	1,044,624	130,826
OTHER	61,441	64,111	61,441	125,715	61,604
INTEREST	47,293	287,500	47,293	273,750	(13,750)
CAPITAL	245,437	307,261	245,437	320,000	12,739
ENCUMBRANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b><u>\$6,439,829</u></b>	<b><u>\$7,144,272</u></b>	<b><u>\$6,439,829</u></b>	<b><u>\$7,742,630</u></b>	<b><u>\$598,358</u></b>

  

<b>STAFFING REVIEW</b>	2003	2004	2005	2006	INCREASE <u>(DECREASE)</u>
EMPLOYEES	131	116	115	132	17.00
FULL-TIME EQUIVALENT	109.00	97.00	98.00	102.36	4.36

  

<b>FUNDING SOURCE</b>	2005 <u>AMOUNT</u>	2005 <u>PERCENTAGE</u>	2006 <u>AMOUNT</u>	2006 <u>PERCENTAGE</u>
PROPERTY TAXES				
LIBRARY OPERATIONS	\$5,313,330	75.9	\$5,378,227	71.8
LIBRARY MAINTENANCE	354,222	5.1	361,440	4.8
ADJUSTMENTS, INT 3, TAX CAP	(164,736)	0.0	0	0.0
FRINGE BENEFIT REIMBURSEMENTS	524,394	7.5	524,394	7.0
REPLACEMENT TAXES	558,000	8.0	781,050	10.4
FINES	114,500	1.6	116,000	1.5
NON-RESIDENT FEES	25,500	0.4	25,000	0.3
SERVICE CHARGES	17,500	0.2	17,000	0.2
RENTS AND REIMBURSEMENTS	4,500	0.1	4,000	0.1
INTEREST INCOME/ENDOWMENTS	40,000	0.6	60,000	0.8
STATE OF ILLINOIS	187,000	2.7	187,000	2.5
MISCELLANEOUS	<u>27,500</u>	<u>0.4</u>	<u>38,500</u>	<u>0.5</u>
<b>TOTAL</b>	<b><u>\$7,001,710</u></b>	<b><u>100.0</u></b>	<b><u>\$7,492,611</u></b>	<b><u>100.0</u></b>

## Budget Analysis

The 2006 budget of \$7,742,630 is an \$598,400 (8.4%) increase from the 2005 budget. Personnel costs increased \$244,200 overall. An increase of \$152,200 in salaries results from general wage increases as well as the addition of 4.36 employees. These additions include an ILS Specialist to meet additional IS demands, and an additional Maintenance Assistant, offset by the elimination of the Assistant Manager, Collections position. Other additions to meet increasing programmatic demands include a part time Community Relations Clerk, Librarian Assistant, and Library Clerk, and 1.0 FTE in Pages and a full time

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Program Coordinator. Increases in health insurance (\$62,200) and IMRF contributions (\$52,800) are offset by a decrease in unemployment (\$10,000) and severance pay (\$15,000).

Contractual services increased \$162,800 due to a number of changes. The largest increase was in service contracts (\$125,300) for material cataloging, janitorial services, and the compensation study. Printing increases \$22,600 and postage increases \$11,400 with the switch from 3 to 4 newsletters per year. Miscellaneous professional fees increase \$12,900 to allow for trustee conferences and a retreat. Decreases occur in advertising (\$14,000) due to a decline in hiring for 2006, and miscellaneous contractual (\$11,200) based on actual expenses in 2005.

Supplies increased a total of \$130,800. Increases and decreases in particular types of library materials occurred, with an overall increase of \$188,800 for new books and media. This increase comes as the Library attempts to meet an industry standard of 12% of the operating budget spent on library materials. Other changes in supply accounts include a \$10,300 increase in office supplies, based on actual expenditures and \$7,600 additional for equipment noncapital for workstations.

Other expenses increased \$61,600, with additional expenses for group programs. Interest expenses decrease \$13,800.

In 2005, actual expenditures were \$6,439,829, or 90.1% 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 2007-2011 Financial Forecast (In 000's)**

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Revenues	\$7,368	\$7,583	\$7,835	\$8,096	\$8,352
Expenses	<u>7,371</u>	<u>7,708</u>	<u>8,062</u>	<u>8,433</u>	<u>8,822</u>
Excess (Deficit)	(3)	(125)	(227)	(337)	(470)
Beginning Balance	1,974	1,971	1,846	1,619	1,282
Ending Balance	<u>\$1,971</u>	<u>\$1,846</u>	<u>\$1,619</u>	<u>\$1,282</u>	<u>\$812</u>
Property Tax Rates (Cents)					
Operations	30.0	30.0	30.0	30.0	30.0
Maintenance	2.0	2.0	2.0	2.0	2.0
Fringe Benefits	<u>2.9</u>	<u>2.9</u>	<u>3.0</u>	<u>3.0</u>	<u>3.1</u>
Total Library Rate	34.9	34.9	35.0	35.0	35.1

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 \$320,000 for 2006, an increase of \$12,700 over 2005. Expenditures for 2006 include \$133,830 in building improvements at the Main Library and various branches, \$22,995 for furniture and equipment for Administration, \$12,670 to reconfigure Adult Services, and \$22,880 for an audio visual center. Computer expenditures include \$53,125 for servers, a firewall, and racks, \$60,000 for computers, and \$14,500 for a test system package.

<b>CAPITAL EQUIPMENT ROCKFORD PUBLIC LIBRARY 2006 BUDGET</b>			
<u>Description</u>	<u>Cost Center</u>	<u>Account</u>	<u>Amount</u>
MAIN LIBRARY ROOF	1850-MAINTENANCE	79911	\$50,000
HANDICAP ELEVATOR			26,000
BUILDING IMPROVEMENTS			57,830
FURNITURE	1760-DIRECTOR	79920	10,000
COPIER	1762-FINANCE	79920	5,000
RISOGRAPH	1763-COMM. RELATIONS	79920	7,995
FURNITURE	1777-ADULT SERVICES	79920	12,670
AUDIO VISUAL CENTER	1842-CATALOGING	79920	22,880
NETWORK SERVERS	1764-ITS	79928	28,000
FIREWALL			20,000
RACKS			5,125
COMPUTERS			60,000
TEST SYSTEM PACKAGE			14,500
TOTAL CURRENT CAPITAL EQUIPMENT			<u>\$320,000</u>

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## Personnel Review

ROCKFORD PUBLIC LIBRARY							
<b>BENEFITS AND SALARIES</b>		<b>2005</b>	<b>2006</b>	<b>INCREASE/</b>			
<b>SALARY</b>		<b>BUDGET</b>	<b>BUDGET</b>	<b>(DECREASE)</b>			
PERMANENT		\$3,087,033	\$3,239,259	\$152,226			
TEMPORARY		55,000	55,000	0			
SEVERANCE PAY		50,000	35,000	(15,000)			
<b>TOTAL SALARIES</b>		<b>\$3,192,033</b>	<b>\$3,329,259</b>	<b>\$137,226</b>			
<b>BENEFITS</b>							
ILLINOIS MUNICIPAL RETIREMENT		\$531,154	\$583,952	\$52,798			
UNEMPLOYMENT TAX		20,000	10,000	(10,000)			
WORKMEN'S COMPENSATION		7,240	8,182	942			
HEALTH INSURANCE		546,372	608,588	62,216			
LIFE INSURANCE		1,128	960	(168)			
PARKING BENEFITS		13,954	15,107	1,153			
<b>TOTAL BENEFITS</b>		<b>\$1,119,848</b>	<b>\$1,226,789</b>	<b>\$106,941</b>			
<b>TOTAL COMPENSATION</b>		<b>\$4,311,881</b>	<b>\$4,556,048</b>	<b>\$244,167</b>			
<b>POSITION TITLE</b>	<b>POSTION RANGE</b>	<b>2005 FTE</b>	<b>2005 EMPLOYEES</b>	<b>2006 FTE</b>	<b>2006 EMPLOYEES</b>	<b>FTE CHANGE</b>	<b>INCREASE/ (DECREASE)</b>
LIBRARY DIRECTOR	E-41	1.00	1	1.00	1	0.00	0
ASSISTANT DIRECTOR	E-38	1.00	1	1.00	1	0.00	0
MANAGER-ADULT SERVICES	E-35	1.00	1	1.00	1	0.00	0
CHIEF FINANCIAL OFFICER	E-35	1.00	1	1.00	1	0.00	0
DEVELOPMENT OFFICER	E-35	1.00	1	1.00	1	0.00	0
MANAGER-YOUTH SERVICES	E-34	1.00	1	1.00	1	0.00	0
ASSISTANT MANAGER-COLLECTIONS	E-34	1.00	1	0.00	0	(1.00)	(1)
ASSISTANT MANAGER-CIRCULATION	E-32	1.00	1	1.00	1	0.00	0
SENIOR LIBRARIAN	E-32	1.00	1	1.00	1	0.00	0
ILS SPECIALIST	E-32	0.00	0	1.00	1	1.00	1
MANAGER-CIRCULATION	E-32	1.00	1	1.00	1	0.00	0
MANAGER-PHYSICAL FACILITIES	E-32	1.00	1	1.00	1	0.00	0
MANAGER-BRANCH	E-32	5.00	5	5.00	5	0.00	0
MANAGER-COLLECTIONS	E-29	1.00	1	1.00	1	0.00	0
COMMUNITY RELATIONS OFFICER	E-29	1.00	1	1.00	1	0.00	0
MANAGER-INFORMATION TECHNOLOG	E-29	1.00	1	1.00	1	0.00	0
ADMINISTRATIVE SECRETARY	E-26	2.00	2	2.00	2	0.00	0
PERSONNEL OFFICER	E-26	1.00	1	1.00	1	0.00	0
INFORMATION TECHNOLOGY TECHNIC	E-26	1.00	1	1.00	1	0.00	0
INFORMATION TECHNOLOGY ASST	E-26	1.00	1	1.00	1	0.00	0
FINANCE/PAYROLL ASSISTANT	E-25	1.00	1	1.00	1	0.00	0
ADMINISTRATIVE CLERK	E-21	1.00	1	1.00	1	0.00	0
COMMUNITY RELATIONS ASSISTANT	E-21	1.00	1	1.00	1	0.00	0
COMMUNITY RELATIONS CLERK	E-20	0.00	0	0.50	1	0.50	1
PROGRAM COORDINATOR		2.00	4	3.00	5	1.00	1
LIBRARIAN		9.00	9	9.00	9	0.00	0
LIBRARIAN ASSISTANT		22.00	23	22.62	28	0.62	5
SENIOR LIBRARY CLERK		1.00	1	1.00	1	0.00	0
LIBRARY CLERK		24.50	27	24.74	34	0.24	7
MAINTENANCE ASSISTANT		1.00	1	2.00	2	1.00	1
PAGE COORDINATOR		0.50	1	0.50	1	0.00	0
SENIOR PAGE		1.50	3	1.50	3	0.00	0
PAGES		9.50	19	10.50	21	1.00	2
<b>TOTAL PERSONNEL</b>		<b>98.00</b>	<b>115</b>	<b>102.36</b>	<b>132</b>	<b>4.36</b>	<b>17</b>