

# **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

<b>CAPITAL EQUIPMENT ROCKFORD PUBLIC LIBRARY 2009 BUDGET</b>				
<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			<u>\$206,469</u>	

## Personnel Review

<b>ROCKFORD PUBLIC LIBRARY</b>							
<b>BENEFITS AND SALARIES</b>		<b>2008</b>	<b>2009</b>	<b>INCREASE/</b>			
<b>SALARY</b>		<b>BUDGET</b>	<b>BUDGET</b>	<b>(DECREASE)</b>			
PERMANENT		\$3,782,184	\$4,074,700	\$292,516			
TEMPORARY		25,000	25,000	0			
SEVERANCE PAY		<u>20,000</u>	<u>20,000</u>	<u>0</u>			
<b>TOTAL SALARIES</b>		<b>\$3,827,184</b>	<b>\$4,119,700</b>	<b>\$292,516</b>			
<b>BENEFITS</b>							
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		<u>14,400</u>	<u>14,400</u>	<u>0</u>			
<b>TOTAL BENEFITS</b>		<b>\$1,271,558</b>	<b>\$1,268,077</b>	<b>(\$3,481)</b>			
<b>TOTAL COMPENSATION</b>		<b>\$5,098,742</b>	<b>\$5,387,777</b>	<b>\$289,035</b>			
<b>POSITION TITLE</b>	<b>POSTION RANGE</b>	<b>2008 FTE</b>	<b>2008 EMPLOYEES</b>	<b>2009 FTE</b>	<b>2009 EMPLOYEES</b>	<b>FTE CHANGE</b>	<b>INCREASE/ (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	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		<u>11.50</u>	<u>22</u>	<u>12.00</u>	<u>24</u>	<u>0.50</u>	<u>2.00</u>
<b>TOTAL PERSONNEL</b>		<b>108.95</b>	<b>137</b>	<b>114.83</b>	<b>151</b>	<b>5.88</b>	<b>14.00</b>