

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.

2006 Accomplishments →

- Circulation of materials increased 15% over the previous year, making 2006 circulation statistics the highest ever.
- Program attendance was up 22%; again the highest ever.

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- Public computer sign-ups were up 47%, the highest ever.
- Summer Reading Club participation reached close to 9,500 participants which is a 14% increase over the previous year and the highest participation rate on record. Additionally, the finisher's rate was up 50% over the previous year.
- Completed a website restructuring which included calendar functionality for online program registration and a simplified program process for staff.
- Continued aggressive branding initiatives including new signage, forms, marketing materials, and paint at the Main Library.
- Installed additional public Internet computers through a "Digital Divide" grant which included mobile computer stations for Rock River and Rockton Centre branches.
- Completed installation of a high speed, system-wide WiFi connection for library users.
- Completed a compensation study that focuses on making the Rockford Public Library competitive with other regional libraries.
- Reached out to the Latino community through Spanish language programs, brochures and signage with the help of an LSTA grant.
- A bright, new Media Zone was constructed on the first floor of the Main Library, which brings the library's audiovisual collections together. The project also encompassed new carpeting in the Wyman Street entrance and browsing area, as well as refreshing the Circulation Services' customer service area.

2007 Goals and Objectives →

- Begin a capital campaign in support of and pursue construction of a new east library branch.
- Have the most successful One Book, One Rockford program to date.
- Continue to manage the library's collection to achieve a 50% circulation rate, through the acquisition of materials with a popular focus.
- Continue to systematically address deferred maintenance needs in the Main Library facility.
- Investigate the possibility of a new coffee shop in the Main Library.
- Upgrade the Youth Services Theater.
- Upgrade the Collection Management Department.

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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

ROCKFORD PUBLIC LIBRARY BUDGET SUMMARY					
APROPRIATION	2005 <u>ACTUAL</u>	2006 <u>BUDGET</u>	2006 <u>ACTUAL</u>	2007 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$4,011,264	\$4,556,048	\$4,307,522	\$4,764,299	\$208,251
CONTRACTUAL	1,186,353	1,444,522	1,287,064	1,426,426	(18,096)
SUPPLIES	967,652	1,055,124	1,030,669	1,084,368	29,244
OTHER	73,310	141,877	130,278	101,250	(40,627)
INTEREST	36,634	273,750	35,689	262,500	(11,250)
CAPITAL	391,604	320,000	300,038	257,350	(62,650)
ENCUMBRANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$6,666,817</u>	<u>\$7,791,321</u>	<u>\$7,091,260</u>	<u>\$7,896,193</u>	<u>\$104,872</u>

STAFFING REVIEW	2004	2005	2006	2007	INCREASE (DECREASE)
EMPLOYEES	116	115	132	131	(1.00)
FULL-TIME EQUIVALENT	97.00	98.00	102.36	103.20	0.84

FUNDING SOURCE	2006 <u>AMOUNT</u>	2006 <u>PERCENTAGE</u>	2007 <u>AMOUNT</u>	2007 <u>PERCENTAGE</u>
PROPERTY TAXES				
LIBRARY OPERATIONS	\$5,378,227	71.8	\$5,660,850	71.2
LIBRARY MAINTENANCE	361,440	4.8	378,300	4.8
ADJUSTMENTS, INT 3, TAX CAP	0	0.0	0	0.0
FRINGE BENEFIT REIMBURSEMENTS	524,394	7.0	567,459	7.1
REPLACEMENT TAXES	781,050	10.4	861,000	10.8
FINES	116,000	1.5	118,320	1.5
NON-RESIDENT FEES	25,000	0.3	25,500	0.3
SERVICE CHARGES	17,000	0.2	17,100	0.2
RENTS AND REIMBURSEMENTS	4,000	0.1	1,000	0.0
INTEREST INCOME/ENDOWMENTS	60,000	0.8	55,000	0.7
STATE OF ILLINOIS	187,000	2.5	187,000	2.4
MISCELLANEOUS	<u>38,500</u>	<u>0.5</u>	<u>81,000</u>	<u>1.0</u>
TOTAL	<u>\$7,492,611</u>	<u>100.0</u>	<u>\$7,952,529</u>	<u>100.0</u>

Budget Analysis

The 2007 budget of \$7,896,193 is an \$104,900 (1.5%) increase from the 2006 budget including the supplemental adjustment in 2006 of \$48,691. Personnel costs increased \$208,300 overall. An increase of \$247,300 in salaries results from general wage increases along with the addition of a Program Officer. IMRF contributions (\$39,500) increased while health insurance (\$49,000) and unemployment (\$5,500) decreased due to premium and coverage changes.

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Contractual services decreased \$18,100 overall due to a supplemental adjustment of \$22,000 in 2006, otherwise there would be an increase of only \$4,000. Printing increased \$26,500 and building utilities increased \$25,000 due to the ComEd rate increase. Decreases occur in service contracts (\$63,900), and miscellaneous contractual (\$11,700) based on actual expenses in 2006.

Supplies increased \$29,200, including a supplemental increase of \$10,500 for 2006 along with various increases and decreases in particular types of library materials, with an overall increase of \$32,400 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 \$13,200 increase in small tools, based on actual expenditures and \$6,000 additional for general office supplies.

Other expenses decreased \$40,600, which included a \$16,200 supplemental increase in 2006 in addition to reductions from group programs (\$24,500) and computer hardware (\$61,600) in 2007. Interest expenses decrease \$11,300.

In 2006, actual expenditures were \$7,091,260, or 91% 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 2008-2012 Financial Forecast (In 000's)

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Revenues	\$7,620	\$7,872	\$8,133	\$8,408	\$9,019
Expenses	<u>7,708</u>	<u>8,062</u>	<u>8,433</u>	<u>8,822</u>	<u>9,229</u>
Excess (Deficit)	(88)	(190)	(300)	(414)	(210)
Beginning Balance	2,340	2,252	2,062	1,762	1,348
Ending Balance	<u>\$2,252</u>	<u>\$2,062</u>	<u>\$1,762</u>	<u>\$1,348</u>	<u>\$1,138</u>
Property Tax Rates (Cents)					
Operations	30.0	30.0	30.0	30.0	32.0
Maintenance	2.0	2.0	2.0	2.0	2.0
Fringe Benefits	<u>2.9</u>	<u>3.0</u>	<u>3.0</u>	<u>3.1</u>	<u>0.0</u>
Total Library Rate	34.9	35.0	35.0	35.1	34.0

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 \$257,400 for 2007, a decrease of \$62,700 over 2006. Expenditures for 2007 include \$48,900 in building improvements at the Main Library and various branches, \$29,900 to reconfigure Collections, \$47,500 to remodel the Youth Services Theatre and replace carpet, \$50,000 for architect fees at the NE branch, and \$15,000 for small roofs at the Main Library. Computer expenditures include \$16,000 for backup replacements and \$50,000 for computers.

CAPITAL EQUIPMENT ROCKFORD PUBLIC LIBRARY 2007 BUDGET			
<u>Description</u>	<u>Cost Center</u>	<u>Account</u>	<u>Amount</u>
Architect Fees -NE Branch	1760-DIRECTOR	79911	\$50,000
Small Roofs at Main	1850-MAINTENANCE	79911	15,000
Collection Management Reconfiguration			29,950
Youth Services Theatre Remodel			30,000
Youth Services Carpet Replacement			17,500
Building Improvement			48,900
			141,350
IT Backup Replacements	1764-ITS	79928	16,000
Computers			50,000
			66,000
TOTAL CURRENT CAPITAL EQUIPMENT			<u>\$257,350</u>

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Personnel Review

ROCKFORD PUBLIC LIBRARY							
BENEFITS AND SALARIES		2006	2007	INCREASE/			
SALARY		BUDGET	BUDGET	(DECREASE)			
PERMANENT		\$3,239,259	\$3,501,570	\$262,311			
TEMPORARY		55,000	25,000	(30,000)			
SEVERANCE PAY		35,000	20,000	(15,000)			
TOTAL SALARIES		\$3,329,259	\$3,546,570	\$217,311			
BENEFITS							
ILLINOIS MUNICIPAL RETIREMENT		\$583,952	\$623,487	\$39,535			
UNEMPLOYMENT TAX		10,000	4,537	(5,463)			
WORKMEN'S COMPENSATION		8,182	10,676	2,494			
HEALTH INSURANCE		608,588	559,629	(48,959)			
LIFE INSURANCE		960	5,000	4,040			
PARKING BENEFITS		15,107	14,400	(707)			
TOTAL BENEFITS		\$1,226,789	\$1,217,729	(\$9,060)			
TOTAL COMPENSATION		\$4,556,048	\$4,764,299	\$208,251			
	POSTION	2006	2006	2007	2007	FTE	INCREASE/
POSITION TITLE	RANGE	FTE	EMPLOYEES	FTE	EMPLOYEES	CHANGE	(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-COLLECTIONS	E-34	0.00	0	0.00	0	0.00	0.00
ASSISTANT MANAGER-CIRCULATION	E-32	1.00	1	1.00	1	0.00	0.00
PROGRAM OFFICER	E-32	0.00	0	1.00	1	1.00	1.00
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	5.00	5	4.00	4	(1.00)	(1.00)
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 TECHNOLOC	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	1.00	1	1.50	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	1.00	1	1.00	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	0.50	1	0.50	1	0.00	0.00
PROGRAM COORDINATOR		3.00	5	2.75	5	(0.25)	0.00
LIBRARIAN		9.00	9	9.00	9	0.00	0.00
LIBRARIAN ASSISTANT		22.62	28	22.87	27	0.25	(1.00)
SENIOR LIBRARY CLERK		1.00	1	1.00	1	0.00	0.00
LIBRARY CLERK		24.74	34	23.96	32	(0.78)	(2.00)
MAINTENANCE ASSISTANT		2.00	2	2.00	2	0.00	0.00
PAGE COORDINATOR		0.50	1	0.50	1	0.00	0.00
SENIOR PAGE		1.50	3	1.50	3	0.00	0.00
PAGES		10.50	21	11.62	23	1.12	2.00
TOTAL PERSONNEL		102.36	132	103.20	131	0.84	(1.00)