

Park Ridge Public Library
parkridgelibrary.org

ANNUAL REPORT

2020-2021

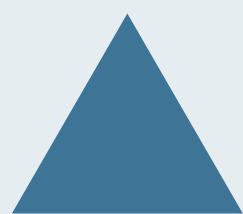
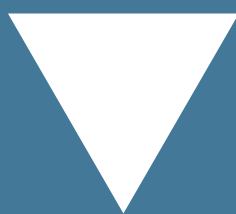


OUR VISION

The Park Ridge Public Library facilitates the goals and aspirations of the individual and our community. Our Library creates the **intersection of engagement, information, tradition and innovation.**

Tradition

Engagement



Innovation

Information

OUR MISSION

We are the Park Ridge Public Library.

We are a trusted and valued community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.

PARK RIDGE PUBLIC LIBRARY ANNUAL REPORT

FISCAL YEAR 2021
May 1, 2020 - April 30, 2021

Presented by

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Stevan Dobrilovic, Treasurer
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YEAR IN REVIEW

Thank you for staying connected with us.

As the fiscal year began, our community found itself in an unprecedented situation. Still in the midst of a global pandemic, we found our footing as mask wearing and other protocols became commonplace. Remote learning and working were the new normal.

At the Park Ridge Library, our patron services staff was making plans to safely get materials to patrons following guidance of a nationwide study.* As more programs were adapted to a virtual format, our Adult and Reader Services teams connected with patrons via Zoom for book discussions and lifelong learning. Our Youth Services team offered early literacy through virtual storytimes, interactive Fun on the Run kits and corresponding virtual programs. During the school year, they offered homework support for remote learners and educators. Throughout the year, you, our patrons, stayed connected with us through supportive emails and voicemails, messages sent via Live Chat, or by participating in one of our virtual programs.

The timeline below illustrates the many ways Library staff and administration pivoted based on the advice of public health officials to continue to bring the Library to the community and connect with patrons.

**Research project was conducted by OCLC, the Institute of Museum and Library Services, and Battelle. For information, visit www.ala.org/alcts/preservationweek/resources/pandemic.*



"Thank you so much for the great job you do in putting together the adult programs. Most people probably feel doing things online to be limiting. I, on the other hand, feel that these opportunities have opened up my world." – Library Patron

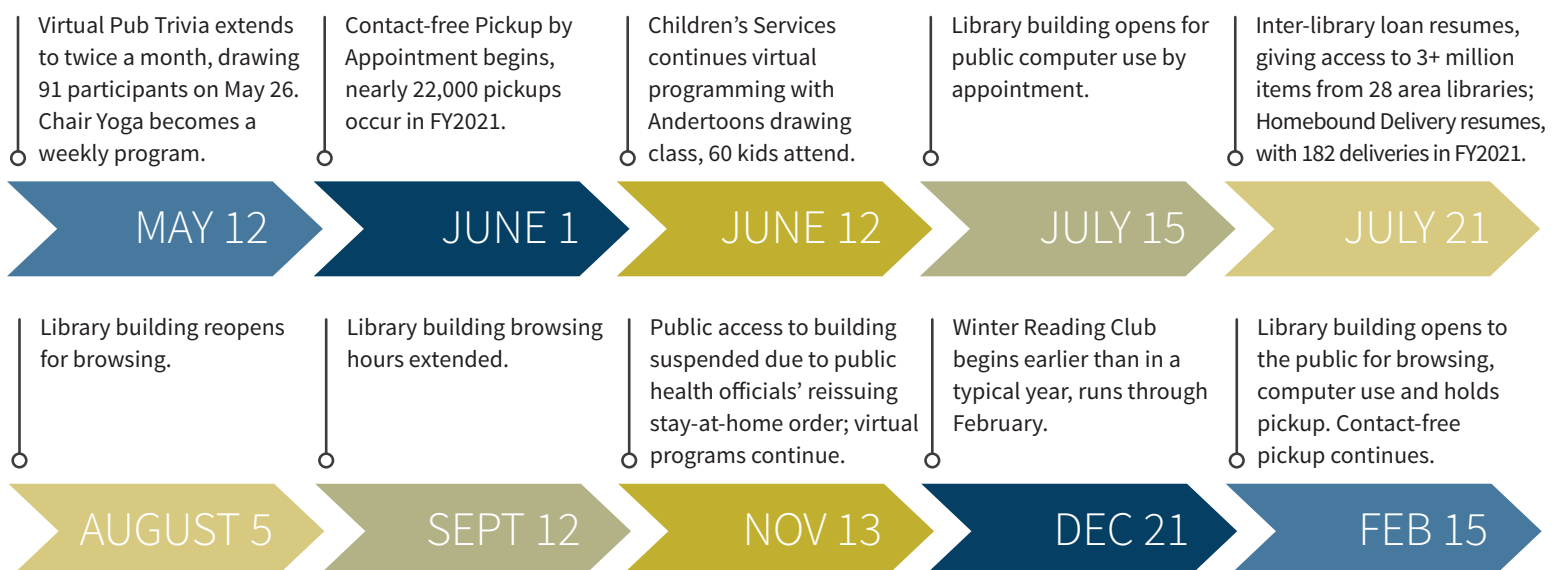
"We asked our 2 1/2 year old what his favorite toy was this year—he said, 'Books!' He loves reading, and we're so happy that this is his favorite part of this year. Thank you for all the work you do!" – Library Patron

"Contact-free pickup has been great! I've gotten better at searching books on the website, and we've picked up so many books outside!" – Library Patron

"I just want to do a 'Shout Out' and recognize the great work you did for me during this COVID shutdown. You have gone beyond the call of duty! I will remember what you have done often during these difficult times." – Library Patron

"It felt terrific knowing that parents were looking to the library for programming and activities during the pandemic. I am grateful that we had the budget for staffing and supplies to offer these programs, and for our patrons who kept returning for them." – Liz, Preschool Services Coordinator

"[The pandemic year experience] really drove home to me that the Library is more than just a building. The Library is here for you and because of you, and we'll meet you where you are." – Sarah, Adult Programming Coordinator



HIGHLIGHTS

2021 POPULAR TITLES

Fiction: *The Four Winds*
by Kristin Hannah

Nonfiction: *Caste*
by Isabel Wilkerson

Movie: *News of the World*

- **21,913** contact-free pickup appointments
- **Digital checkouts** increased 38% over last year
- The Library website saw a 26% usage increase with 260,934 **virtual visits** to parkridgelibrary.org
- The Library commenced work on our **2021-2025 Strategic Plan**, which can be found at www.parkridgelibrary.org/strategic-plan

A COMMUNITY OF SUPPORTERS

The **2021 Library Award** was presented to the Sitkiewicz family for their ongoing Marion's Mark initiative. Marion's Mark plans to provide Little Free Libraries throughout the community at six residential locations in Park Ridge. Installation of Little Free Libraries was delayed due to the pandemic and the project will move forward in 2021.

The Friends of the Library hosted an ongoing book sale in the Library's Quiet Reading room and have since re-established their Book Nook on the second floor. *We are grateful for their continued support.*

More than **60 adult volunteers** and **50 teen volunteers** shared their time and talent with us in FY2021.

MILLIONS OF RESOURCES

- **176,398** books, videos, recordings and more
- **1,000,906** downloadable books, recordings and videos
- Access to millions of articles and tutorials available in our database collection
- Millions of additional items are available through partnerships with 28 other area libraries

WE ARE A COMMUNITY OF READERS

- **18,711** registered borrowers
- **14** items borrowed per Park Ridge resident, on average
- **8,899** days adults spent reading for reading clubs
- **38,181** days kids and teens spent reading for reading clubs
- **7,369** books read for our "Growing Book by Book" program
- **1 of every 2** items borrowed are from youth collections

WE WENT VIRTUAL

- **260,934** virtual visits to parkridgelibrary.org
- **174,648** Wi-Fi sessions
- **11,176** virtual program attendees
- Youth services hosted 48 virtual programs to **2,373** Park Ridge school students
- **3,063** users follow us on Facebook
- **2,720** users follow us on Instagram

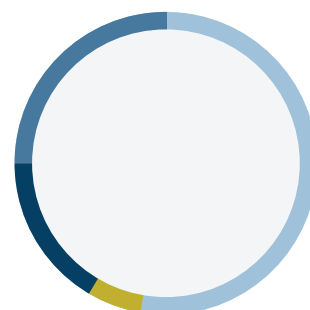
WE KEPT IN TOUCH

- Library staff responded to over **10,000** phone calls, emails and chats during periods when the building was closed to the public.
- **95** reference questions were answered via email, chat, phone and in-person per day
- **1,027** materials were provided to 178 homebound patrons
- **2,643** books provided to over 70 community book clubs

- Books: **311,662**—58%
- Downloads: **133,390**—35%
- DVD/Blu-ray: **67,229**—12%
- Audio: **15,096**—3%

2021 CHECKOUTS
540,368 items borrowed

Magazines: **5,002**—1%
Other: **7,989**—1%



FINANCIAL OUTLOOK

*A*t the October 20, 2020 Park Ridge Public Library Board of Trustees meeting, the Library Board approved the alignment of the Library's fiscal year to the calendar year. This resolution agrees with the City of Park Ridge's amendment to the Municipal Code, which establishes a new fiscal year commencing on January 1, 2022. The Library is currently operating in a stub year from May 1 – December 31, 2021 to prepare for the fiscal adjustment. Amidst these changes, the Library continues to deficit spend toward a 6-month reserve target.

Budget Assumptions

To maintain FY22-level operations with adjustments due to minimum wage legislation, the Library Board is developing a comprehensive assessment of financial requirements for the Library Board's 2021 levy resolution. The Library Board is also taking into account the impacts of the pandemic and its potential effects on the tax levy.

FY2022 Assumptions for City Services

The SY2021 budget includes the assumption that the City of Park Ridge will continue to provide the following services to Park Ridge Public Library. The Library Board assumes in its statement of financial requirements for FY2022 that these will remain unchanged for FY2022.

- Administers and pays employer contributions for IMRF and FICA taxes for each Library employee
- Administers and pays for Library insurance coverage for excess workers compensation, employee accident, public liability (all City board and commissions), and excess liability and property insurance for the Library building and City parking lot adjacent to the Library
- Provides general banking for co-mingled funds in operating account only; provides check printing services and financial accounting software
- Provides general human resources support including maintenance of official personnel records of Library employees
- Processes payroll of Library employees including software licensing fees for payroll software
- Administers employee benefits program including health, dental, vision, life insurance, 457 plans and employee assistant program
- Includes Library in City gas and electric utilities franchise agreements as well as any other benefits the City received to the extent permitted by such franchises and applicable law
- Waives costs for water and sewer services
- Administers and pays for garbage removal
- Maintains City Commons (grounds surrounding Library building) including but not limited to: the drainage system, landscaping, fence and planters
- Provides snow removal services in City parking lot adjacent to the Library and public sidewalks including Library staff parking area
- Provides maintenance, gas and insurance for the Library van (replacement would be purchased by Library)

Notes:

1. Changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved.
2. Fiscal year 2021 financial information remains subject to audit.
3. There are no outstanding liabilities from FY2021.



PARK RIDGE PUBLIC LIBRARY

CONSOLIDATED YTD REVENUE AND EXPENDITURES

FISCAL YEAR 20/21 – MAY 1, 2020 – APRIL 30, 2021

Total Fund Balance - May 1, 2020 **\$4,701,575***

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	YTD ACTUAL	% RECEIVED
Local Government Taxes	\$4,165,813		\$3,972,586	95%
Per Capita State Grant	\$46,850		\$46,850	100%
Other Receipts	\$110,850		\$43,928	40%
Total Revenue	\$4,323,513		\$4,063,364	94%

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT
9100	Salaries	\$2,406,539	\$2,336,139	\$2,048,505	88%
9210	Employee Benefits	\$338,116	\$338,116	\$332,807	98%
9317	Data Processing	\$255,000	\$255,000	\$237,885	93%
9321	Building Maintenance	\$172,500	\$172,500	\$97,274	56%
9324	Membership, Recruiting, Training	\$33,500	\$33,500	\$6,751	20%
9351	Equipment Rental	\$24,500	\$24,500	\$8,770	36%
9359	Consulting Services	\$25,000	\$70,400	\$70,353	100%
9360	Public Relations	\$46,500	\$46,500	\$13,506	29%
9385	General Contractural	\$123,500	\$123,500	\$73,990	60%
9416	Audit	\$8,200	\$8,200	\$8,200	100%
9425	Special Counsel	\$25,000	\$25,000	\$8,548	34%
9510	Supplies	\$179,500	\$179,500	\$37,034	21%
9511	Staff Appreciation	\$1,650	\$1,650	\$1,499	91%
9520	Computer Materials	\$30,000	\$30,000	\$28,062	94%
9540	Library Resources	\$625,500	\$650,500	\$573,244	88%
	Total Operating Budget	\$4,295,005	\$4,295,005	\$3,546,430	83%
	Capital Projects Budget				
9901	Machinery and Equipment	\$15,000	\$30,000	\$28,832	96%
9908	Computer Equipment	\$70,000	\$70,000	\$3,687	5%
9963	Building Repairs	\$1,170,000	\$1,182,877	\$619,484	52%
	Total Capital Projects Budget	\$1,255,000	\$1,282,877	\$652,003	51%
	Total Operating Budget	\$5,550,005	\$5,577,882	\$4,198,433	75%

TOTAL BUDGET DEFICIT \$ (135,069) **

*Reported from Comprehensive Annual Financial Report City of Park Ridge:
Statement of Net Position and Combining Balance Sheet - Governmental Funds April 30, 2020

**Deficit spending planned to reduce unrestricted fund balance.

Note: Year-to-Date Revenue and Expenditure Report remains subject to audit.

THANK YOU TO OUR DONORS

Every year the Park Ridge Public Library is able to enhance the quality of its materials and services, thanks to generous donations. These gifts come from both individuals and organizations and support the positive things that libraries represent.

The Library would like to acknowledge the following donors who made contributions during the fiscal year, May 1, 2020 through April 30, 2021.

DONATIONS

Babes with Big Books

Diane Abel

Arthur & Loy Cerf

Daughters of the American Revolution
—21st Star Chapter

Linda Egebrecht

Friends of the Park Ridge
Public Library

Happy Bookers Book Club

Steve and Joan Huening Family

Grace Lovinelli

Peter and Karen Jorstad

Margaret Klimp

Lions Club

Marion's Mark

Park Ridge Wilderness Scouts
and Princesses

PEO Sisterhood

Marguerite Graham Peterson

Pickwickers

Peggy Ross

Tattered Readers

John Tiebout

WINTER READING CLUB PARTNERS

2 Sisters Boutique

Beer on the Wall

Edie Boutique

Harp and Fiddle

Sweet and Tart

SUMMER READING CLUB PARTNERS

Andertoons, LLC

Ash & Willow Salon

Beer on the Wall

Brookfield Zoo

Camp Willow

Dairy Queen

Lego Store

Tea Lula

BUY A BRICK

Jack Fredrickson

Jennifer Huber

Gia and Giacomo La Monica

Park Ridge Public Library Youth
Services



Each year, the Friends contribute financial support and volunteer hundreds of hours. We offer our heartfelt thanks for their ongoing support and invite you to become a volunteer.

Check our website for more information.

www.parkridgelibrary.org

