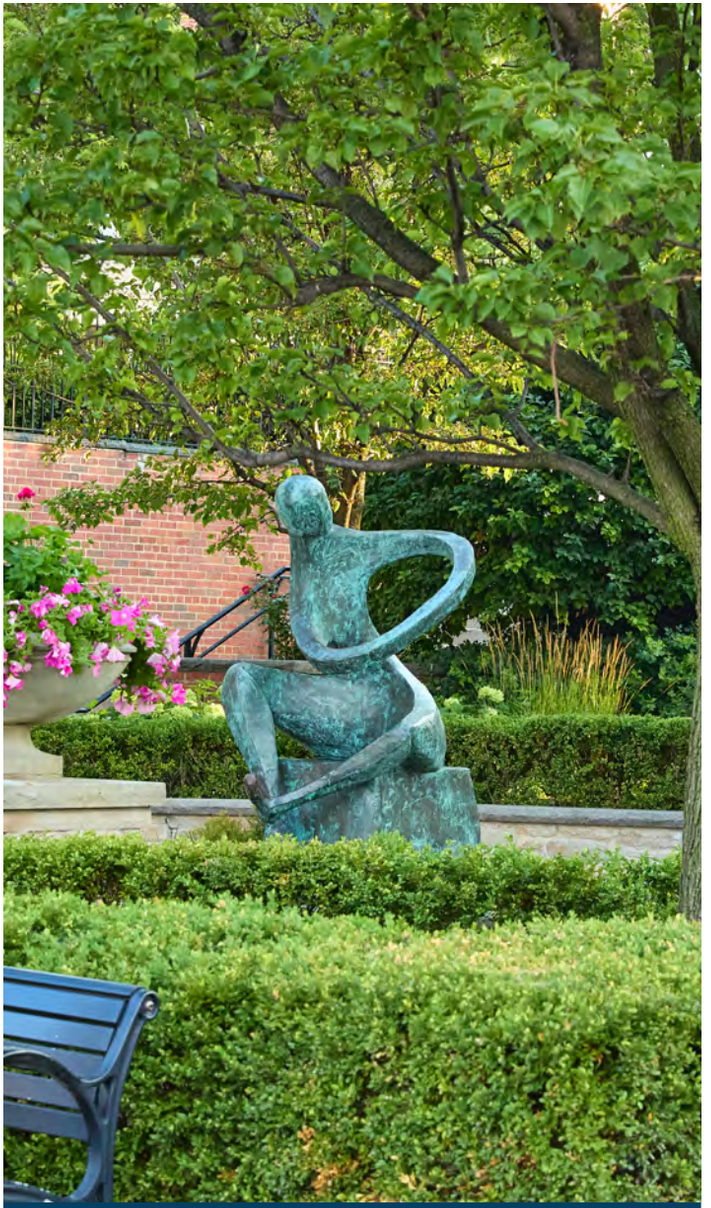
Park Ridge Public Library
parkridgelibrary.org

ANNUAL REPORT

SY 2021



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.

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

PARK RIDGE PUBLIC LIBRARY
ANNUAL REPORT

STUB YEAR 2021
May 1, 2021 - DECEMBER 31, 2021

Presented by

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Library Director

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Adult Services Manager

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Alyson Doubek
Finance Manager

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Patron Services Manager

Lauren Bochat
Technical Services Manager

Staci Greenwald
Youth Services Manager

Approved by Library Board of Trustees

Lauren Rapisand, President
Alexandrea Hanba, Vice President
David Somheil, Treasurer
Deepika Thiagarajan, Secretary
Karen Burkum
Joshua Kiem
Danielle Powers
Gregg Rusk
Joseph Steinfels

HIGHLIGHTS

Connections of 2021

WE WELCOMED 1,857 NEW CARDHOLDERS IN CALENDAR YEAR 2021!

SY2021* PROGRAMS

We held 180 programs for adults—from virtual lectures to in-person crafts classes—with 4,033 participants.

SY2021* PROGRAMS

8,332 young people attended 344 storytimes, book discussions and other patron programs, from birth to high school.

*Stub Year 2021, May 1 – December 31, 2021

MILLIONS OF RESOURCES

- **175,000** books, videos, recordings and more
- **1,180,700** 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
- **154** reference questions were answered via email, chat, phone and in person per day

SUMMER READING STATS

- **ADULTS**
  262 readers • **1,647** days of reading
- **TEENS**
  232 readers • **5,834** days of reading
- **CHILDREN**
  1,490 readers • **43,227** days of reading

STAYING CONNECTED

- **19,021** registered borrowers
- **12** items borrowed per Park Ridge resident, on average
- **730** items were provided to **165** homebound patrons
- **2,614** books were provided to over 70 community book clubs
- **4,471** books read for our “Growing Book by Book ” program
- **56%** of items borrowed are from youth collections

VIRTUAL VISITS

- **137,979** visits to parkridgelibrary.org
- **272,455** Wi-Fi sessions
- **6,633** virtual attendees at over 300 programs
- **19,484** users reached on Facebook
- **5,328** users reached on Instagram

TOP CIRCULATING TITLES OF SY2021

Adult Fiction: *The Four Winds* by Kristin Hannah
Adult Nonfiction: *Caste* by Isabel Wilkerson
Adult Multimedia: *Nobody* (DVD)
Youth Fiction: *The Terrible Two* by Mac Barnett
Youth Nonfiction: *Rocket to the Moon* by Don Brown
Youth Multimedia: *Tom and Jerry* (DVD)
Teen Fiction: *Naruto* by Masashi Kishimoto
Teen Nonfiction: *Dragon Hoops* by Gene Luen Yang
Teen Multimedia: *Minecraft* (video game)

SY 2021 CHECKOUTS

477,988 items borrowed

- Books: **314,908**—66%
- Downloads: **78,987**—16%
- DVD/Blu-ray: **56,520**—12%
- Audio: **14,247**—3%
- Magazines: **3,658**—1%
- Other: **9,668**—2%

LIBRARY FINANCIALS

SY2021 in Review

Due to the delay in property tax payments as well as increased grant funding from the State of Illinois, the Library's revenue came in higher. On the expenditure side, the Library completed its fire suppression system project, a project carried forward from FY2021. The Library worked with an architectural firm to develop a 10-year capital needs assessment to prioritize future capital projects.

FY2022 Planning

The Library Board developed a comprehensive assessment of financial requirements for the Library's 2021 levy resolution to maintain operations for FY2022. The Board will continue to take into account impacts of the pandemic on future tax levies, while continuing to deficit spend to achieve fund balance objectives.

FY2022 Assumptions for City Services

The Library is a component unit of the City of Park Ridge. The FY2022 budget is based on the assumption that the City will continue to provide the following services to the Library. These assumptions remain unchanged from SY2021.

- 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 accidents, 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. *Stub Year 2021 financial information remains subject to audit.*
3. *There are no outstanding liabilities from SY2021.*

PARK RIDGE PUBLIC LIBRARY
CONSOLIDATED YTD REVENUE AND EXPENDITURES
STUB YEAR 2021 • MAY 1, 2021 – DECEMBER 31, 2021

REVENUE ACCOUNTS	BUDGET	REVISED BUDGET	YTD ACTUAL	RECEIVED
Local Government Taxes	$1,767,135		$2,022,089	114%
Per Capita State Grant	$46,850		$55,283	118%
Other Receipts	$55,848		$35,045	63%
Total Revenue	**$1,869,833**		**$2,112,417**	**113%**

ACCOUNT #	OPERATING ACCOUNTS	BUDGET	REVISED BUDGET	YTD EXPENDITURES	% SPENT
9100	Salaries	$1,620,686	$1,620,686	$1,469,693	91%
9210	Employee Benefits	$152,705	$152,705	$151,705	99%
9317	Data Processing	$197,033	$180,033	$144,157	80%
9321	Building Maintenance	$114,999	$134,999	$117,219	87%
9324	Membership, Recruiting, Training	$15,333	$15,333	$8,240	54%
9351	Equipment Rental	$26,999	$26,999	$3,286	12%
9359	Consulting Services	$15,000	$32,000	$23,853	75%
9360	Public Relations	$42,500	$42,500	$32,825	77%
9385	General Contractual	$105,166	$105,166	$73,461	70%
9416	Audit	$8,200	$8,400	$8,400	100%
9425	Special Counsel	$16,667	$16,667	$2,094	13%
9510	Supplies	$74,384	$99,184	$47,799	48%
9511	Staff Appreciation	$1,100	$1,100	$1,100	100%
9520	Computer Materials	$12,000	$12,000	$3,190	27%
9540	Library Resources	$481,833	$481,833	$431,463	90%
	Total Operating Budget	**$2,884,605**	**$2,929,605**	**$2,518,485**	**86%**
	Capital Projects Budget				
9901	Machinery and Equipment	$0	$0	$0	0%
9908	Computer Equipment	$10,000	$29,000	$19,001	66%
9963	Building Repairs	$0	$620,000	$285,015	46%
	Total Capital Projects Budget	**$10,000**	**$649,000**	**$304,016**	**47%**
	Total Operating Budget	**$2,894,605**	**$3,578,605**	**$2,822,500**	**79%**
	LIBRARY SURPLUS (DEFICIT)	**$ (1,024,772)**	**$ (1,708,772)**	**$ (710,083)**	

RESTRICTIONS	ORIGINAL	INCREASE/DECREASE	TOTAL
Capital Facility Restrictions	$250,000	($21,904.23)	$228,095.83
Technology Restrictions	$150,000	$0	$150,000

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 stub year, May 1, 2021 through December 31, 2021.

DONATIONS

Doreen Doran
The Happ Family
David Hassman Family
Steve & Joan Huening
Linda Kaminski
William McCully
Ohman-Ashbaugh Family
The Penner-Houde Family
Antoinette Schalk
Diane Slover
The Thavis Family
Norma Wicke
20th Century Club
Century Readers Club
Presbyterian Women of Park Ridge
The “Babes with Big Books” Book Club
The "Who Picked This Book?" Book Club

Friends of the PARK RIDGE PUBLIC LIBRARY

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