

# Parlin-Ingersoll Public Library Annual Report

FY21: May 1, 2020—April 30, 2021



## Introduction

Fiscal Year 2021 (FY21) has been a year full of changes in many respects, but especially those resulting from the effects of the COVID-19 pandemic. The library began FY21 closed to the public for the entire month of May per gubernatorial executive order. The Director was present each day to receive shipments and coordinate staff working on an as-needed basis from March 17-May 31, 2020. During this time staff also planned safety logistics for the staff and public.

The Library opened to the public on June 1<sup>st</sup> with requirements on social distancing, capacity, shortened visit times, and mask wearing. Library materials checked out during our closure were extended in their loan periods until July 1<sup>st</sup>. We offered a “call-in, carry-out” service for those patrons wishing limited exposure to others. The staff felt much joy in being able to provide materials to the public to help ease their social isolation during the pandemic. Throughout the year returned materials were quarantined from 1-7 days depending on statewide recommendations for libraries.

In the meantime, from June through November the asphalt library parking lot was replaced with concrete. While initially planned to be completed in up to 5 annual phases, a change order bid resulted in the entire lot being completed at an estimated savings of about \$200,000. Unfortunately, the timeline was considerably longer than expected as several sections of concrete did not meet strength specifications and had to be replaced.

The library received a \$50,000 donation, which covered the expenses of re-upholstering some library chairs as well as a portion of the concrete ramp on the east side of the building. While this is an emergency only exit, it is used during elections as the library is a polling place.

As reported in Library Journal in February 2021, in most U.S. libraries circulation was down about 20-25%. A majority did see increases in their downloadable ebooks and eAudios, both of which do not require direct contact with others. Our circulation was only down about -4.33% from FY20, and we did see increases in downloadable items. Our library saw visits, hardwired computer use, and wi-fi computer use down about 40-50%. The staff offered a call-in, carry-out program as well as special early morning hours for vulnerable populations. Most in-person programs for adult and children were cancelled. While some original virtual programming was planned for the children’s summer reading program, attendance was very low. Children were already tired of on-screen remote learning and not eager to watch another online feature. Instead, take-home activity kits for youth became the norm. An outside story walk along the library sidewalk was very popular and will be continued in FY22.

Expenses varied in ways different from previous years. With the lower number of computer users, paper and ink toner uses were down. With meetings and conferences going virtual, the cost of professional development and mileage were lower. With less visits from the public, staff hours were reduced by attrition. Income from fines, photocopies, faxes, etc. was much lower than anticipated due to more waiving of fines, less printing, and less faxing. There were many unpredictable lasting effects, which will no doubt continue into FY22 as the world still

struggles with the pandemic, but perhaps FY22 will become a more realistic base year for comparison in future years.

## Activities

### Circulation

**Our circulation dropped -4.33% in FY21. This is not as large a decrease as was anticipated given the library was closed one month due to COVID-19 and had less visits during the remaining months.**

**Reading interests during the pandemic revealed more interest in lighter topics as people looked for a break from current events. Mystery circulation was up. An analysis of both newer and older titles showed patrons reading cozy mysteries or patrons re-visiting familiar characters from previously read authors. Graphic novels were the escape choice for many young people. Large print titles also had an increase in some areas.**

**With patrons under COVID-19 stay-at-home orders or being cautious about exposure, downloading of library materials increased as well. eBooks usage was up 36% and eAudio usage was up 12.5%. Circulation of eBooks represents 7.7% of our total circulation up from 5.4% last year. Circulation of eAudio books represents 6.8% of our total circulation up from 5.8% last year. It is worth noting while downloading has increased, the circulation of physical materials still accounts for about 86% of our checkouts.**

**Given the library closure due to COVID-19 and a shortened fiscal year in FY20, it is difficult to compare the final numbers. Nevertheless, total circulation figures for the past three years are:**

<b>FY21:</b>	<b>85,592</b>
<b>FY20:</b>	<b>89,469</b>
<b>FY19:</b>	<b>117,096</b>

The availability of purchasing print books, e-books, streaming audio, and streaming movies have made it more desirable for many users to bypass the library to get materials directly. Many patrons, who had not done so earlier, added subscriptions for streaming services, such as Netflix, Hulu, Amazon Prime, etc., when COVID-19 restrictions began. Providers such as Amazon continue to tailor their prices to offer very low costs to individuals, but not offer services or lower pricing to libraries.

**Given our drops in income over the years, our materials budget has been at about 9%, which is the low end of the Illinois State Library's recommendation range. We are hoping to target**

**12% in the future as we have increases in income. When we have received Per Capita Grant monies, the majority of those funds are deposited into the materials budget, and the areas of the collection receiving those funds do show increases in circulation.**

*Please see Appendix B for more information.*

### Circulation by Residence

While total physical circulation of items is slightly lower, the circulation to patrons, which also includes computer usage and in-house use, is higher.

**Circulation to individuals with Parlin-Ingersoll Public Library cards (i.e. within the City limits) increased 8% after a decrease of 9.8% in (FY20) and an increase of 2.1% in (FY19).**

**Circulation to Canton School District non-residents increased 4.9% after a decrease of 9.7% (FY20) and an increase of 1.3% in (FY19).**

**Circulation to patrons from other Fulton County public libraries increased 13.4%.**

**Likewise, circulation to patrons from non-Fulton County libraries increased 11.3%.**

*Please see Appendix E for complete circulation breakdowns by patron.*

We loan a significant number of items to individuals holding cards from other libraries, who are called “reciprocal borrowers” by the state. About 16.6 % of our loans go to patrons of other libraries. This percentage had been about 16%-21% for the past few years.

### Library Registration & Visits

The Illinois State Library requires libraries to yearly purge their systems of patrons who have not used the library in three years. Our system now purges automatically every April 30th. **The number of current registered Canton cardholders is 4,198.** This purge represents a drop of 8.5% patrons.

In previous years the Charles D. Ingersoll Trust covered the cost of the non-resident cards issued by the library. In FY21 this cost totaled \$10,402.56. Since the library is now receiving tax income, starting in FY22 non-residents will need to pay for their library cards. The current rate for FY22 is \$45 per household unless exempt by state law. Exemptions include pre-K through grade 12 who are eligible for free or reduced lunch and veterans disabled at 70% or higher who are exempt from property taxes. The library currently has **533 non-residents** who will need to update their non-resident cards to either a paid or free status. Twenty-eight households have already paid their non-resident fees.

Canton cardholders represent about 31.6% of our non-prison population.

The library also serves **819 reciprocal borrowers** from within and outside Fulton County boundaries. These borrowers reside in other established library district boundaries. Most library cards are issued for 3 years. **Thus, the total number of library cards active at the end of this rolling three-year period is 5,550.** Census estimates for the City of Canton expect a decrease of about 800-900 people. A loss of residents could also be a reason for the downward trends.

**Our customers visited the library 34,782 times in FY21, which included 1 month of closure.** COVID-19 issues had a definite impact on this decrease. Summer reading programs and story time programs were restricted to take and go activity kits, and understandably many parents were reluctant to bring children to visit the library during the pandemic. Previous visits were 53,381 in FY20, which included 6 weeks of closure, and 74,168 (FY19).

## Programs

**COVID-19 issues greatly reduced the number of in-person programs in FY21. We did not have any live programs for children or young adults in FY21. We did offer “passive” programs, which included take-home activity kits, scavenger hunts, and online videos.**

<b>Children’s in-person programs:</b>	<b>0</b>
<b>Children’s in-person attendance:</b>	<b>0</b>
<b>Children’s passive programs:</b>	<b>85</b>
<b>Children’s passive attendance:</b>	<b>1,541</b>

The school district was struggling with its own COVID-19 issues so many of the school networking and promotions have been put on hold. The Youth Services Librarian has been very creative in designing fun, theme-based activity kits. The 1000 Books Before Kindergarten program has been promoted during this school year.

**In-person programs for young adults, which we consider grades 5 and up, were also restricted due to COVID-19.**

<b>Teen in-person programs:</b>	<b>0</b>
<b>Teen in-person attendance:</b>	<b>0</b>
<b>Teen passive programs:</b>	<b>6</b>
<b>Teen passive attendance:</b>	<b>75</b>

**Adult programming in the past involved talks by local authors as well as special guests. We were unable to host any such programs due to COVID-19. Our local book club had a small number of attendees so these programs were able to meet in-person and socially distanced as dictated by the Illinois Department of Public Health. We offered one virtual author interview as a passive program.**

<b>Adult in-person programs:</b>	<b>6</b>
<b>Adult in-person attendance:</b>	<b>30</b>
<b>Adult passive programs:</b>	<b>1</b>
<b>Adult passive attendance:</b>	<b>15</b>

Our Program Room normally houses story times and adult programs. During the pandemic the program room has become the materials quarantine room. Items have been quarantined between 1-7 days depending on recommendations from research studies. All children’s toys as well as the AWE Literacy Station were removed from the children’s area to avoid contamination and reduce extra sanitization requirements. The library’s puzzle table was removed as well as the daily newspapers. The library takes the safety of our staff and customers seriously, and operates with an abundance of caution to protect our public.

Regular programming reminds the community of the presence of the library as an active center. Many patrons also enjoy the social benefits of visiting the library and visiting with staff and friends. **The library contributes to the social infrastructure of the community. We look forward to the time when we can bring more in-person events back safely.**

### Internet Use

The provision of free Internet service to the community is one of the more important services offered by the library. While the library owns 10 hardwired Internet terminals for public use, this number was restricted to 6 to socially distance individuals. **Internet-accessible computers were used 4064 times in FY21 down from 6689 times in FY20 and 9494 (FY19). In fact, in-house use has decreased close to 80% % from FY10 (20,222 uses). This trend has been seen at a number of local area libraries.**

The continued decrease in Internet usage confirms our previous assumption that more people now find it practical and necessary to have their own Internet connection (whether via phone, tablet or so forth) for quick and convenient use. We do see these users at the library, however, when they need to print forms, file taxes, do banking, apply for jobs, or other uses where a larger screen and printer are desired. Under pandemic restrictions these visits have been limited to about 1 hour per individual.

**The use of the library’s wireless network decreased to 2799 in FY21, down from 5131 in FY20, and 7503 (FY19).** We regularly see uses on Saturday and Sunday afternoons when the library building is closed. Our wi-fi has been available 24/7 for several years.

The library anticipated an increase in usage since the school enforced remote learning for a period of time. However, the school provided enough wi-fi hot spots to individuals to meet their own needs. The library did not see an increase in use by students.

We continue to apply for eRate funding to reduce our internet access costs. Savings in FY21 amounted to over \$2,600.

## Web Presence and Databases

The use of online databases and social media increased during the pandemic as more people found ways to deal with social isolation. Library usage is outlined below:

**HeritageQuestOnline** is a database used by genealogists. The total number of citations accessed in FY21 was **722**. The annual subscription cost \$1,150.

With **NewsBank** library patrons can access the Daily Ledger and the Peoria Journal Star online. The database not only provides same day issues, but goes back to 1991 for the Journal Star, and 2001 for the Daily Ledger. The Journal Star also offers an image view, which looks like the printed newspaper. Total searches were **6,026** with the 8,116 documents viewed for the Journal Star and 1,257 for the Daily Ledger as well as over 245 searches of other newspapers. This service is also very crucial as our local newspaper, the Daily Ledger, is no longer available on microfilm. We have area newspapers back to 1852 on microfilm. This access cannot move forward in time unless we have our newspapers available from an online source. This online usage was especially valued during the pandemic when we could no longer circulate the physical newspapers. The annual subscription costs \$2,853.

Online access to **ABC Mouse** totaled **10**. Total access to all electronic resources was **6,748**. While included within the circulation statistics, the total circulation of eBooks, eAudios, and streaming media totaled **12,407**.

The Illinois State Library contracts reduced rates for libraries to access **OCLC WorldCat**, a database that provides interlibrary loan access to millions of holdings from libraries around the world. In the Discovery module, which allows direct patron searching, we averaged 30 uses per month, down from 71 searches/month in FY20 and 220 (FY19). The pandemic greatly reduced interlibrary loan traffic as many libraries across the country were closed for different periods of time. The cost of this service is included in our cataloging and interlibrary loan costs, which average close to \$9160 per year.

**Find More Illinois** is a system wide consortium started by the Reaching Across Illinois Library System (RAILS). It is a voluntary consortium to develop a statewide catalog of Illinois libraries. It also provides interlibrary loans. The cost of membership averages about \$800 per year. **Between both OCLC and Find More Illinois, the library borrowed 499 items for our patrons and loaned 629 items.**

The library **Website** had **17,813 views**. The library **Facebook** page has **1294 (FY21) likes**. During our summer reading program the library created an **Instagram** page with **35 posts, 83**

**followers, and 10 following.** The library also created a **YouTube Channel with 14 videos (84 views) and 3 playlists (13 views).** Instagram and YouTube were new ventures for us as an attempt to reach users during the pandemic.

Access to the library catalog and patron accounts from home allow patrons to renew items, check on due dates, and place items on hold at their convenience 24/7. In addition, we also have e-mail and text notices for holds, overdue materials, and checkout receipts. E-mails and phone messages were answered during the library closure.

### Other Services:

The library has three staff notaries, who notarized a total of **172** documents for the public.

The library did not proctor any tests in FY21. Many universities and other learning institutions have found internal ways to proctor testing for their students during the pandemic. Staff did provide 2 one-on-one tutorials on downloading electronic materials.

While outreach services were greatly restricted by assisted living and nursing home facilities for their residents' safety, the library staff did deliver items to many homebound individuals. Total outreach delivery circulation for FY21 was **654**.

### Library Materials Held

The library has the following resources owned:

Books:	83,794
Current Print Serial Subscriptions	66
E-books Held through consortium and library:	25,689
Audio recordings (Music and Spoken)	11,045
E-audio Held through consortium and library:	4,170
DVDs and Videos	8,655
Downloadable DVDs through consortium and library:	2

### Administrative Updates

The Charles D. Ingersoll Trust is managed by MidAmerica National Bank. The beneficiaries meet quarterly with the trust team. The library is also receiving an annual distribution from the James J. Elson Trust.

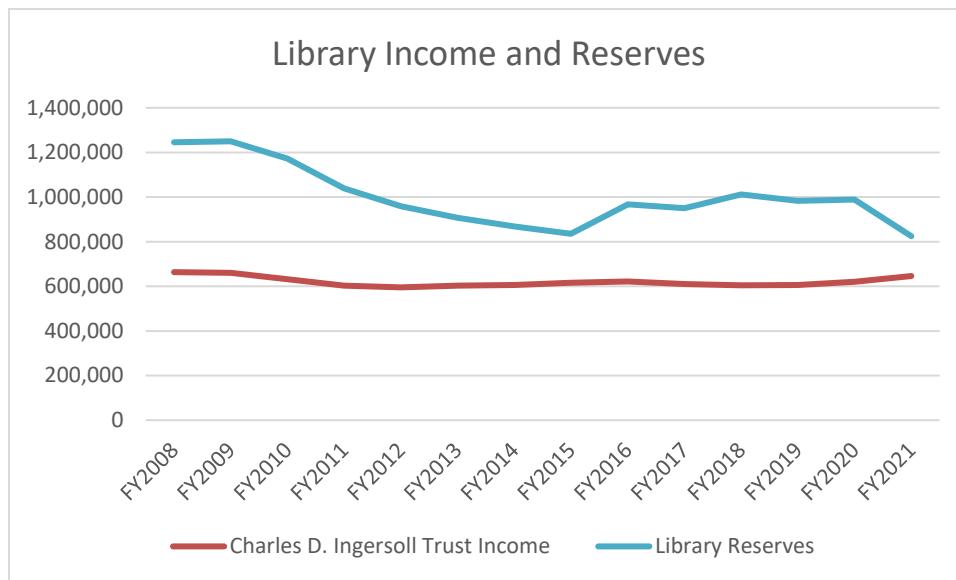
The library added a 100MB fiber internet connection through MidCentury Communications last July. Fiber is the primary connection with Comcast cable as a secondary source for redundancy. The networking and server upgrade should be sufficient until 2024.



When the Library was established in 1894 through his generous donation, William Parlin insisted the City also provide tax monies to support it. In 1958 when the Library Board received an additional donation from the Ingersoll family, the Board told the City of Canton it no longer needed tax revenues. After 62 years the current Board felt the Ingersoll Trust alone could no longer sustain the library going forward (see the chart below). In March 2020 the Board requested the City levy a tax on behalf of the library. In December 2020 the levy was approved by City Council in the following amounts:

Corporate (.15%)	185,409
Audit	5,100
Tort	27,100
IMRF	47,000
Medicare/SS	<u>23,500</u>
<b>Total</b>	<b>288,109</b>

Tax monies will be received in the summer of 2021 (FY2022).



# Financial Information

## FY21 Income

The following financial information contains unaudited figures.

**Charles D. Ingersoll Trust quarterly disbursements totaled \$646,694.** This represents an increase of 4.25% from \$620,320 (FY20), an increase of 2.3% % from the \$606,503 (FY19), but an **overall decrease of 2.1%** from our FY09 distribution of \$660,340. From 2008-2020 the Consumer Price index **increased 23.9%**. The rolling-three-year valuation average used to calculate trust distributions can help spread out the impact of these losses. The higher close on December 31, 2019 and December 31, 2020 helped provide the increase received in calendar year 2021.

Our interest income was \$15,855 compared to \$22,074 in FY20, and \$20,161 in FY19.

We collected \$61,273 in “Miscellaneous Income” in FY21. This large increase was due to a \$50,000 donation. Without that donation miscellaneous income would have dropped to \$11,273 primarily due to COVID-19 issues. Previous years showed “Miscellaneous income” at \$18,760 (FY20) and \$22,000 in FY19. Overdue fees accounted for \$1,307 in FY21 as staff waived considerable fines due to COVID-19. Previous overdue income was \$3,893 (FY20) and \$6,027 (FY19). Replacement charges for lost or damaged materials recovered were \$1,356 in FY21 as compared to \$1,662 (FY20) and \$1,582 (FY19). The rest of the revenue was generated primarily from cost-recovery assessments, such as photocopies, computer prints, proctoring fees, book sales, donations, etc. The top income generators in these areas in FY21 were photocopies at \$1,847, computer prints at \$2,343, and faxes at \$1,789. All less than FY20 due to COVID-19.

**The library was awarded an Illinois Per Capita Grant for FY20 payable in FY21, administered by the Illinois State Library, in the amount of \$18,380. The Library has applied for the FY21 grant, but those awards have not yet been released. For that reason, the library budget for FY22 does not include any Per Capita Grant funds.**

While the City of Canton did levy a tax on behalf of the library in December 2020, those tax monies will not be received until the summer of 2021 (FY22).

Non-residents living within Canton School District but outside the city limits will be charged an annual non-resident fee to use the library per state law. While there are fee exemptions for students eligible for free and reduced lunch as well as disabled veterans, the average household fee for Canton in FY22 is \$45. This fee is much lower than other area libraries such as those in Lewistown (\$61), Cuba (\$85), Farmington (\$115), and Bartonville (\$100). While the fees for non-resident use began May 1, 2021, some patrons already paid their non-resident fees in April for a total of \$540 in FY21.

## FY21 Expenditures and Variances

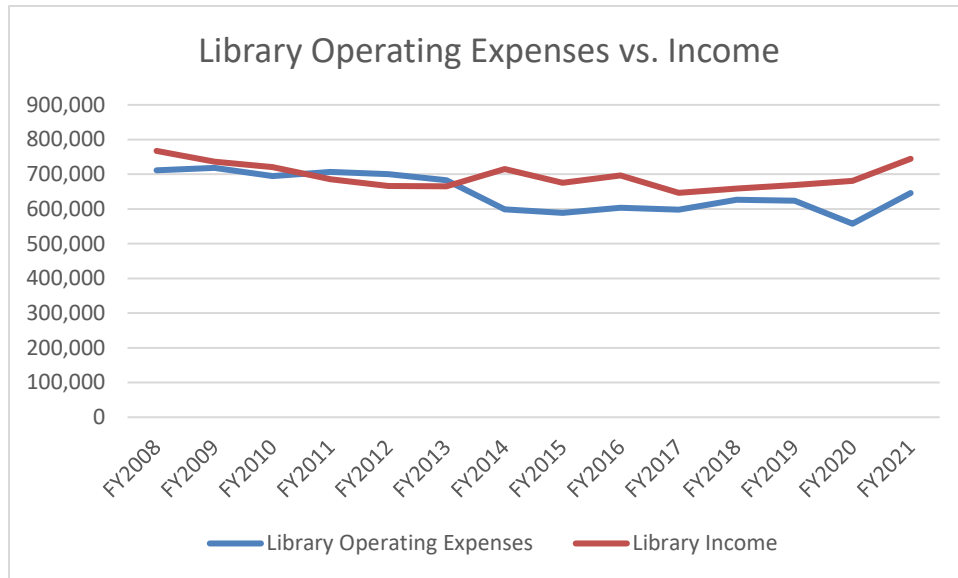
In total 23 of 26 budget lines ended the fiscal year under budget, with positive variances ranging from \$150 to \$13,117. Some budgeted expense items, such as materials, included higher amounts as if tax monies would be received in FY21 since the library hopes to increase materials spending to 12% of the total budget per State Library goals. However, since no tax monies were received, in actual spending practice those line items were at FY20 levels. Other unusual variations were related to COVID-19 closures. **Altogether, our operation budget ended up \$89,604 under budget.** The reasons for major variances are explained below:

- “Salaries” ended more than \$11,167 under budget and the total of “Payroll Expenses” ended more than \$12,789 under budget. We replaced two IMRF enrolled employees with new employees working less hours and thereby not eligible for IMRF.
- “Print Materials” ended \$13,117 under budget. Since the library would not be receiving tax revenue monies in FY21, materials were spent using FY20 budgeted amounts.
- “Utilities” ended more than \$9,803 under budget. This decrease can be attributed to the library being closed one month so lights, computer use, and water usage was lower.
- “Automation” was \$5,780 under budget. We spent less on regular network fees than expected since all major networking fees occurred within our Capital Expense for the network upgrade to fiber.
- “Office Supplies” was under budget \$7,102. Being closed one month as well as with overall visits and computer use down, we used less paper, computer toner, and library card supplies.
- “Building and Grounds” was under budget \$3,877. We had less use of electricians, less mowing, and no additional pest control treatments in FY21.
- “Insurance” was under \$8,172. I mistakenly budgeted for the Pillar D&O insurance (3-year coverage) for FY21, but it will be billed in FY22.
- “PC Computer Equipment Purchases” was under budget \$2,440. With less public usage only two staff machines were replaced in FY21.
- “HVAC Maintenance & Repair” was under budget \$2,026. There were very few repair charges beyond regular annual maintenance.
- “Postage” was under budget \$3,106 due to less library usage and much lower interlibrary loan shipping
- “Telecommunications” was under budget \$4,288 due to receiving eRate funding, which USAC (Universal Service Administration Company) requires not to budget for receipt of reimbursements.
- All other lines were under budget by less than \$2,000.

Only 3 of the 26 lines were over budget this year:

- “Legal Fees” was \$1,400 over budget due to consultations related to taxation issues.
- The other lines were over budget by less than \$570.
- *For more detail on each budget line please see the attached financial reports.*

One can see from the chart below operating expenses alone have been kept below income expenses. Fiscal year 2020 was an 11-month year in order to align the library's fiscal year with the City of Canton. Of course, FY21 is an anomaly due to overall less expenses resulting from COVID-19. However, as you will see further down below this is not the case with total operating expenses which include capital expenses mentioned in the next section.



## Capital Expenditures

The library budgeted \$159,800 for capital expenditures in FY21. The Library budgeted \$154,800 for the first phase of a five-year plan to concrete the public parking lot. Otto Baum was awarded the job with a low bid of \$85,128.86. They then proposed a change order to complete the entire lot for an additional bid of \$83,124.52. While investments were sold to complete this job, estimates showed a savings of over \$200,000 to complete the entire job the first year. Additional fees for this project included architectural fees and testing fees as the concrete did not meet specifications.

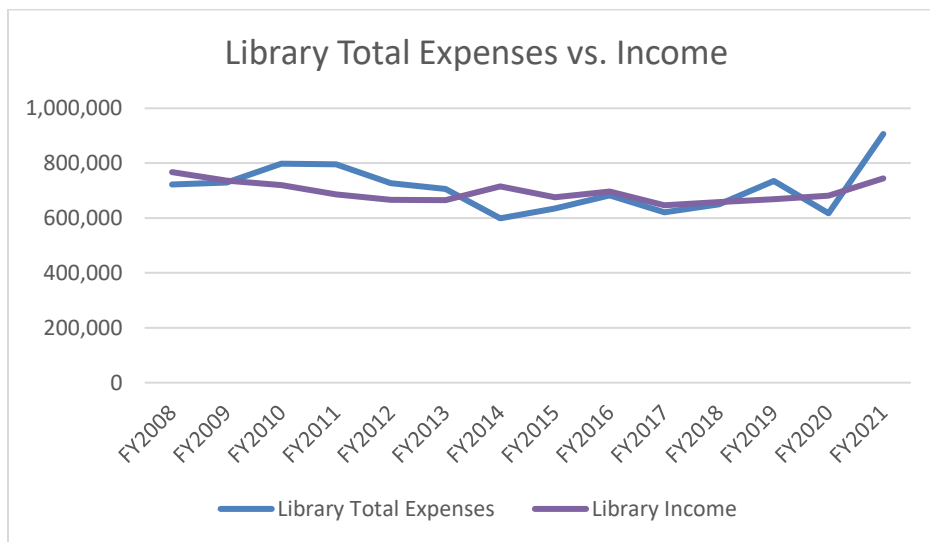
The library also started work on the east side ramp and replacement sidewalk. The bid was awarded to Laverdiere Construction for \$63,300. Thus far, \$50,354.57 has been paid to Laverdiere. The remainder will be paid in FY22. Architectural fees (\$5970) thus far as well as advertising (\$120) for this project have been paid in FY21. The library received a donation of \$50,000 in FY21. Some furniture was re-upholstered for about \$4,000 with the remaining \$46,000 going toward the ramp project.

The library budgeted an additional \$5,000 for a network consultant to add MidCentury Communications fiber internet access to our network with the existing Comcast cable as redundancy. This project went over budget as well.

In FY21, total library expenditures were over revenue by \$162,638 compared to being under budget \$61,107 in FY20 (the 11-month fiscal year), and to being over \$66,597 (66,663 per final audit) in FY19. (These figures include a gain/loss on investments).

Operational expenditures alone were under our revenue by \$89,604 as compared to \$123,826 (FY20—the 11-month fiscal year), and \$44,843 (FY19).

When budget planning I do estimate revenues conservatively. We have created special classes of funds to carry over the Summer Reading Program and Children’s Program donations. In addition, the library has kept very tight control over operating expenditures the past five to six years despite larger capital expenses. As we continue to complete the recommended building maintenance upgrades, it has become more difficult to keep total operating expenses within the annual income. In addition, the increases in minimum wage over the next few years will have a tremendous effect on our budget. **Prudent practices, staff reductions, and cost savings can only go so far. It is for all these reasons the Library Board sought tax income.**



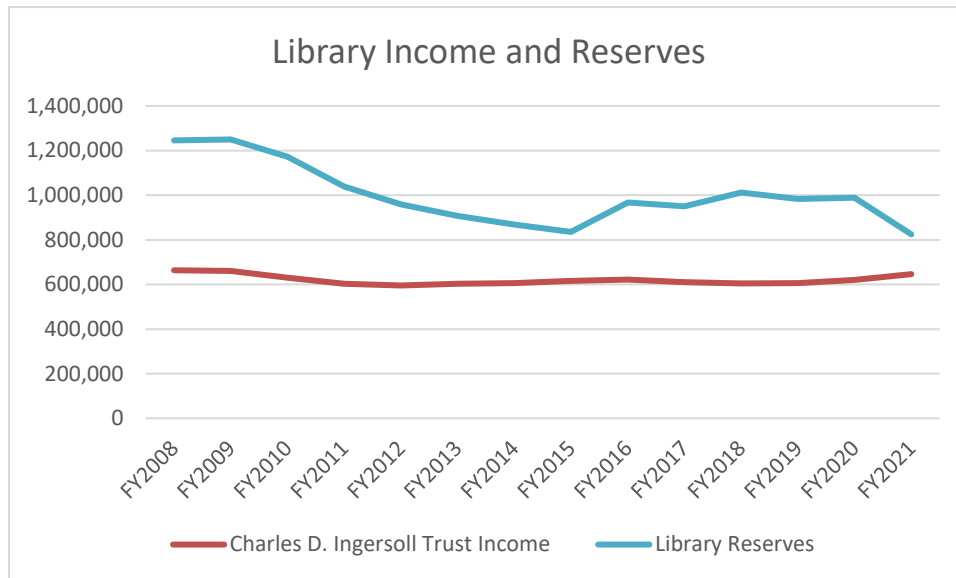
**Accumulations**

**As of April 30, 2021, the library had \$824,578.91 (total market value plus accrued income) in accumulated Ingersoll funds held in the trust account at Mid-America National Bank, compared to \$989,318.20 (FY20), and \$983,580.70 (FY19). This is a drop from a high of 1,249,849 in FY09.**

We ended with a balance in our MidAmerica National Bank checking account of \$143,604.59.

The Board hopes to build the library reserve funds in next few years by taking smaller distributions from the Charles D. Ingersoll Trust upon receipt of tax revenue. As you can see in the chart below, our income from the Charles D. Ingersoll Trust has overall maintained the same over the past 10-13 years while the Library Reserves have declined rapidly as the library

makes necessary capital improvements. The tax income will help with regular expenses so the library reserve fund can grow in anticipation of future major capital expenses including a large roofing project estimated at about \$300,000 by 2025.



## Outstanding Annual Liabilities

**As of April 30, 2021  
(Cash Basis)**

Accounts Payable	\$0.00
Accrued Payroll	\$0.00
Accrued Vacation	\$0.00
Library Bonds	\$0.00

The Parlin-Ingersoll Public Library does not have any liabilities as of April 30, 2020.

## FY 22 Budget Forecast

### *Income*

**Our income for FY21 was up at \$744,234, compared to \$681,416 (618,417 per audit) for FY20, and \$668,635 (680,747 per the audit) for FY19. Total income has fallen from a historic high of \$767,391 in FY08 to \$744,234 in FY21, a decline of \$23,157 or about 3 percent while the Consumer Price Index rose 23.9% during that same time period.**

The Charles D. Ingersoll Trust did increase in value from December 31, 2019 to December 31, 2020. The 3-year rolling average used to calculate our income rolled off a lower year than the one brought in.

For FY22 when looking at the 3-year rolling average the Charles D. Ingersoll Trust will use to calculate our income, we will be rolling off Dec. 31, 2018 (\$23,345,535) for the value on December 31, 2021. The close on Dec. 31, 2019 (\$27,002,709) and Dec. 31, 2020 (\$28,706,113) will be averaged in to determine our distributions in calendar year 2022. If the stock market remains strong, the trust should generate a larger disbursement in 2022. Since we will be budgeting for a lower amount of income from the trust for regular expenses (\$510,000), the extra trust income will help build the reserve fund.

In addition, we have applied for a Per Capita Grant for 2020 (FY21) but have not yet heard if we have been awarded the grant nor at what level it will be funded. Previous Per Capita Grants were \$18,380 (PCG grant for 2019 received in FY20), \$18,380 in FY19, and \$11,335 in FY18. Since we cannot predict if these monies will be received in FY21, we did not include them in expected revenue. An expected drop in Canton population in the 2020 Census will also have an effect on Per Capita revenue.

I anticipate a slow recovery for miscellaneous income in FY22. If the library had not received a \$50,000 donation, our miscellaneous income would have been over \$7,000 under budgeted income. MidAmerica National Bank has managed the library reserve fund as well as the Charles D. Ingersoll Trust very well. With the additional tax revenues, the library income should hold steady despite the increases in minimum wage.

**With estimated income from tax monies, our income projection for FY22 is \$822,009.**

### *Expenses*

**The Board approved the FY22 Budget at \$49,829 under in operating expenses and \$25,171 over if also including anticipated capital expenses.** These overages are explained below.

The library operates a very lean organization. Over the past few years, the Board has reduced staff, hours, and the materials. With the addition of tax monies, the library hopes to maintain necessary increases in minimum wage, to adjust for salary compression, to increase the percentage of the budget spent on materials as recommended by the State Library standards for public libraries, and to build library reserves for the large capital expenses in the coming years.

Capital expenses planned for FY22 include the remaining costs of the East Side Ramp work. Other possible projects include replacement lighting along the north side of the building and some sidewalk offsets as noted in our building maintenance long range plan from Phillips and Associates. This plan is very fluid to allow for budget fluctuations.

The pandemic has shown the importance of public libraries to help combat the social isolation people felt. Many people complimented the staff on how safe they felt visiting our institution. The staff rose to the task of adapting services within the boundaries of safety protocols. With our call-in, carry-out services, patrons could request their items be ready for pickup to allow quicker visits within the building. The library offered one morning a week with early hours for vulnerable populations. Children's services utilized themed pre-packaged activity kits for story times and special events.

The library staff and board continue to support the library's mission to promote, develop, and enhance lifelong learning and personal enrichment by meeting the needs of our community through exceptional, individualized service.

Libraries are essential to a community's social infrastructure. Libraries are gathering places for all people. They provide a means of lifelong learning and enlightenment for all ages. As noted in Eric Klinenberg's book, Palaces for the People:

The library is where they [people] feel cared for and connected. It sustains them, especially in lonely times." (p. 52)

No one would have imagined a scenario of lonely times as the one we have experienced during this pandemic. As we move forward into fiscal year 2022 and the continued pandemic issues, the library staff and board are ready to adapt as needed to serve our public.