

# Parlin-Ingersoll Public Library Annual Report

FY22: May 1, 2021—April 30, 2022



## Introduction

Fiscal year 2022 (FY22) saw a stabilization of library services in many respects. Services offered during the ongoing COVID-19 pandemic remained fairly even throughout the year. Fiscal year 2022 can be seen as a new reset year for statistics forthcoming. While the library continued to offer “call-in, carry-out” services, staff began to see more patrons returning in-person. While programming primarily remained virtual or through take-home activity kits, there was a feeling of beginning a “new normal.”

The Library received its first property tax revenue after over 60 years. This additional revenue will help the library as it deals with increases in the minimum wage and as it saves for future major capital expenses including a computer upgrade in 2024 and a large section of replacement roofing in 2024-2025.

## Activities

### Circulation

**Total circulation increased 1.7% in FY22. While the library has seen a tremendous drop in usage since the pandemic, circulation figures have found stability once again. Total figures for the past three years are:**

**FY22: 87,019**

**FY21: 85,592**

**FY20: 89,469**

Circulation of eBooks and eAudios has declined somewhat this year. Patrons who were early adopters of the technology remain, but fewer converts are being made. Movie and audio checkouts have declined as many patrons personally subscribe to subscriptions services including Netflix, Amazon Prime, Audible, and Hulu. Physical items still account for about 87% of our total circulation.

When the library has 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. In FY22 this can be seen in the large print and juvenile non-fiction collections.

*Please see Appendix B for more information.*

## Circulation by Residence

**Circulation to individuals with Parlin-Ingersoll Public Library cards (i.e. within the City limits) increased 5.2 % from FY21.**

**Circulation to Canton non-residents cardholders has decreased 94.1%.** While the Charles D. Ingersoll Trust covered these costs in previous years, City residents are now supporting the library through taxes. Thus, non-residents were charged a \$45 fee to obtain a library card in FY22. While many chose not to pay the non-resident fees, several have already renewed their non-resident fees (\$50) for FY23.

**Circulation to patrons from other Fulton County public libraries decreased 3.5%, and circulation to patrons from non-Fulton County libraries remained at 11.3%. These “reciprocal borrowers” account for 18.6% of our loans.**

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

## 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. In addition, several records of patrons with fines over 10 years old have been purged from the system. **The number of current registered Canton cardholders, both resident and non-resident, is 3,134.**

Canton cardholders represent about 26.5% of our non-prison population.

The library also serves **587 reciprocal borrowers** from within and outside Fulton County boundaries. These borrowers reside in other established library district boundaries. **Thus, the total number of individual library cards in use is 3,721.**

**Our customers visited the library 43,080 times in FY22. This is an increase of 23.9%. As pandemic restrictions have eased, staff are seeing more people checking out materials as well as using the library facilities for computer use, tutoring, study areas, job counseling, and supervised visits with case workers.**

## Programs

**Programming in libraries has changed greatly since the pandemic. Given social distancing and masking requirements, many in-person programs have been put on hold.** The library's Program Room can only accommodate about 15 attendees in 6-foot distances, and not all programs were able to be held outdoors. Libraries have also converted in-person story times to take-home activity kits, which have been greatly appreciated by parents with small children.

Many speakers have been reluctant to meet in-person and have converted their programs to a virtual format. While we have offered several virtual programs, the attendance has been very low.

**We are hopeful to have more in-person opportunities in FY23 and have plans to rent the Donaldson Center for those programs with larger attendance expectations. Below is a breakdown of programming for FY22. While the majority of programs and attendance came from passive programming, the totals below include in-person, virtual, and passive programs.**

<b>Total programs for children Ages 0-11:</b>	<b>87</b>
<b>Total attendance for children ages 0-11:</b>	<b>2441</b>
<b>Total programs for young adults, adults, entire families:</b>	<b>29</b>
<b>Total attendance for young adults, adults, entire families:</b>	<b>733</b>

### Internet Use

The provision of free Internet service to the community is one of the more important services offered by the library. The library has 9 internet-accessible computers for public use. **Internet-accessible computers were used 4,878 times in FY22, a 20% increase from 4064 times in FY21.** This correlates to more people coming back into the library as the severity of the pandemic has lessened.

We continue to see more people finding it practical and necessary to have their own Internet connection (whether via phone, tablet or so forth) for quick and convenient use. These users do come to 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.

**The use of the library's wireless network increased to 2,954 in FY22 from 2,799 in FY21.** 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.

We continue to apply for eRate funding to reduce our internet access costs. Savings in FY22 amounted to over \$3,000.

### 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 FY22 was **6,283**. The annual subscription cost \$1,150.

With **NewsBank** library patrons can access many online newspapers, including the Daily Ledger and the Peoria Journal Star. 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. As the cost of printed newspaper subscriptions continues to rise, many patrons have dropped their personal printed newspaper and read print in-house at the library or online. **Total searches were 3,092 with the 8,804 documents viewed for the Journal Star (8,359) and Daily Ledger (434).** The annual subscription costs \$2,946.

Online access to **ABC Mouse** totaled **26**. Total access to all electronic resources was **15,113**. While included within the circulation statistics, the total circulation of eBooks, eAudios, and streaming media totaled **11,699**.

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 22 uses per month, down from 30 searches/month in FY22, and 71 searches/month in FY20. 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 \$9,621 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 705 items for our patrons and loaned 739 items.**

Other social media statistics include:

<b>Website:</b>	<b>19,743 views</b>
<b>Facebook:</b>	<b>1,351 likes</b>
<b>Instagram:</b>	<b>50 posts, 108 followers, 10 following</b>
<b>YouTube Channel:</b>	<b>10 videos (59 views)</b>

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 **162** documents for the public.

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 FY22 was **793**.

### Library Materials Held

The library has the following resources owned:

Books:	83,742
Current Print Serial Subscriptions	66
E-books Held through consortium and library:	28,311
Audio recordings (Music and Spoken)	11,090
E-audio Held through consortium and library:	5,537
DVDs and Videos	9,013
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 completed work on the east side door ramp. This project was partially funded by donations. Exterior sidewalk lighting was also replaced in FY22.

A replacement domain controller server was installed in the spring.

Monies received in FY22 from property taxes (Tax Year 2020) were:

Corporate (.15%)	176,500.28	
Audit	5,177.25	
Tort	27,180.99	
IMRF	47,066.73	
Medicare/SS	<u>23,533.50</u>	
<b>Total</b>	<b>279,458.75</b>	<b>(\$279,483.09 with interest)</b>

Monies requested in December 2021 to be received in FY23 from property taxes (Tax Year 2021) were:

Corporate (.15%)	185,475
Audit	5,100
Tort	27,100
IMRF	45,000
Medicare/SS	<u>24,200</u>
<b>Total</b>	<b>286,875</b>

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 was \$45. This fee is much lower than other area libraries such as those in Lewistown (\$61), Cuba (\$85), Farmington (\$122), and Bartonville (\$100). While the library tax rate remains about the same, the non-resident fee for FY23 has increase to \$50 on May 1, 2022 due to the population drop of the City of Canton.

## Financial Information

### FY22 Income

**The following financial information contains unaudited figures.**

**Charles D. Ingersoll Trust quarterly disbursements totaled \$690,583.** This represents an increase of 6.79% from \$646,694 (FY21), and an increase of 11.33% from \$620,320 (FY20). **The trust closed at a record high of \$30,976,819 on December 31, 2021. This can be seen as an anomaly as the value as of May 6, 2022 was \$27,255,266.64.**

Our interest income was **\$9,597** compared to \$15,855 in FY21, and \$22,074 in FY20.

We collected **\$17,928** in "Miscellaneous Income" in FY22. Previous years showed "Miscellaneous income" at \$61,273 (FY21 which included a \$50,000 donation), and \$18,760 (FY20). Overdue fees accounted for \$2,062 in FY22. Previous overdue income was \$1,307 (FY21), and \$3,893 (FY20). Replacement charges for lost or damaged materials recovered were \$1,033 in FY22 as compared to \$1,356 (FY21) and \$1,662 (FY20). 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 FY22 were photocopies at \$2,619, computer prints at \$3,895, faxes at \$2,428, and non-resident fees at \$3,195.

The library was awarded an Illinois Per Capita Grant for FY21 payable in FY22, administered by the Illinois State Library, in the amount of **\$21,688**. The Library has applied for the FY22 grant, but those awards have not yet been released. For that reason, the library budget for FY23 does not include any Per Capita Grant funds. However, this amount will decrease due to the 10% drop in population from the 2020 census.

Total income from property taxes levied in December 2020 and payable in the summer of 2021 (FY22) was \$279,458.75 (**\$279,483.09 with interest**). The City of Canton levied a total of **\$286,875** in December of 2021 and payable in the summer of 2022 (FY23).

Total income from the James J. Elson trust was **\$1,586**.

**Total income in FY22 was \$1,020,867.**

### **FY22 Expenditures and Variances**

In total 23 of 26 budget lines ended the fiscal year under budget, with positive variances ranging from \$37 to \$23,665. **Altogether, our operation budget ended up \$82,068 under budget.** The reasons for major variances are explained below:

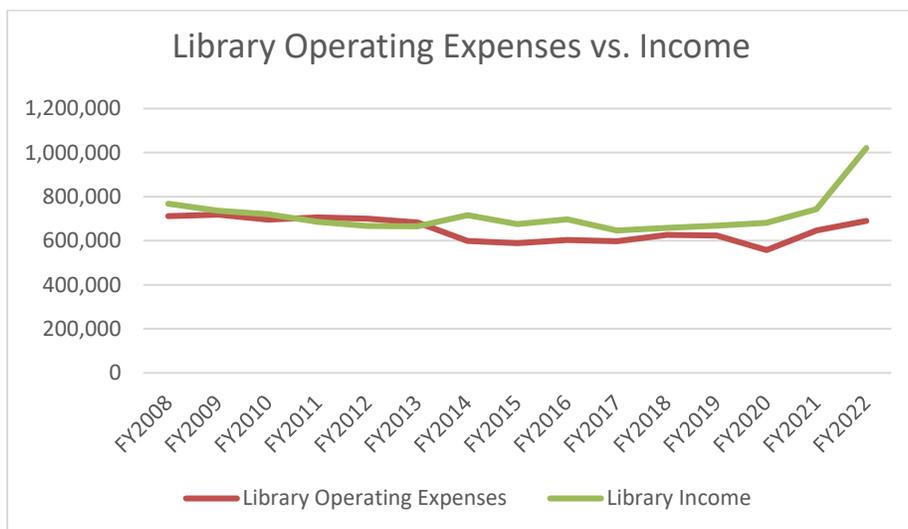
- “Salaries” ended more than \$23,665 under budget and the total of “Payroll Expenses” ended more than \$11,814 under budget. We had a 36+ year employee retire and her replacement was paid at a lower rate. Several part-time staff reduced hours and not all the hours were replaced at this time. The Director dropped spousal medical insurance so the library no longer paid 15% of the spousal coverage.
- “Utilities” ended more than \$6,561 under budget. This decrease can be attributed to anticipating a higher rate increase than was actually received.
- “Automation” was \$10,080 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 and the domain controller upgrade.
- “Office Supplies” was under budget \$3,772. This can be attributed to price checking, lower paper usage, and less use of security tags.
- “Building and Grounds” was under budget \$11,884. We had less use of electricians, less mowing, less snow removal, no additional pest control treatments, and a negotiated lower rate for trash removal.
- “HVAC” was under \$2,345. We did not have any repair work in FY22.
- “Legal Fees” were under \$2,100 as we did not have need for much consulting.
- “Postage” was under budget \$2,205 due to less library usage and much lower interlibrary loan shipping
- “Telecommunications” was under budget \$3,329 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:

- “Insurance” was \$371 over budget due to a higher price increase
- “Print” was over \$703 and “Non-print” was over \$2,310 due to spending Per Capita Grant funds in those areas.
- *For more detail on each budget line please see the attached financial reports.*

**Total expenditures for FY22 were \$690,112 or \$730,844 with capital expenses.**

One can see from the chart below operating expenses alone have been kept below income for several years. Fiscal year 2020 was an 11-month year in order to align the library’s fiscal year with the City of Canton. 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

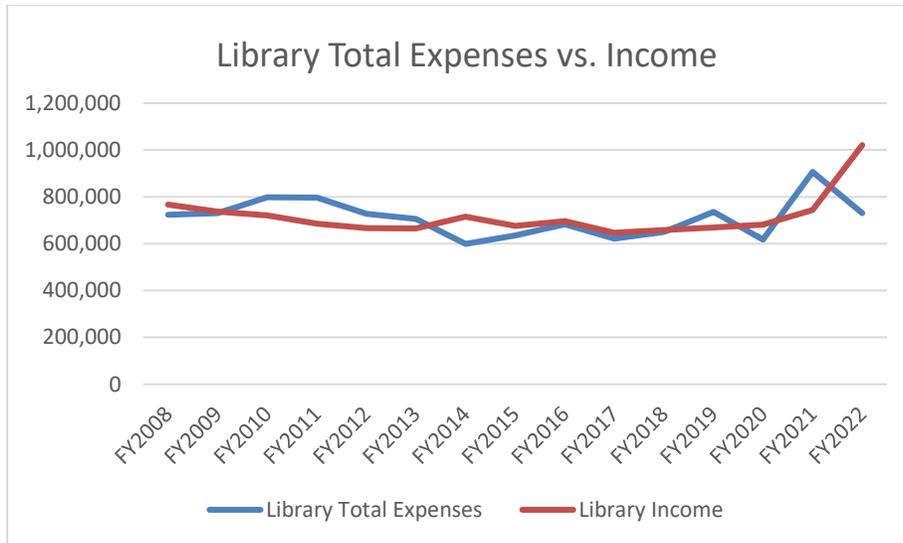
The library budgeted \$75,000 for capital expenditures in FY22. We anticipated capital expenses for completion of the east side ramp, exterior lighting, repairing sidewalk offsets, possible carpet replacement, and possible roof patching.

The east side ramp project was completed in FY22 at a cost of \$11,508.93. The total cost of this project was over \$60,000 with the majority paid for in FY21. The exterior lighting was replaced at a cost of \$12,014.30. After consulting with Phillips and Associates and looking at survey maps, it was determined the sidewalk offsets were on public property, not the library property so this work was not pursued. The carpet and roof remained in good shape so no work was completed.

Instead, the board voted to upgrade an aging domain controller server and extend the warranty on a 3-year-old server. Total cost was \$17,209.00

In FY22, total library expenditures were under revenue by \$289,208 compared to being over \$162,638 in FY21 due to the major capital expense of the concrete parking lot. (These figures include a gain/loss on investments).

Operational expenditures alone were under our budget by \$82,068 as compared to \$89,604 (FY21) and \$123,826 (FY20—the 11-month fiscal year).



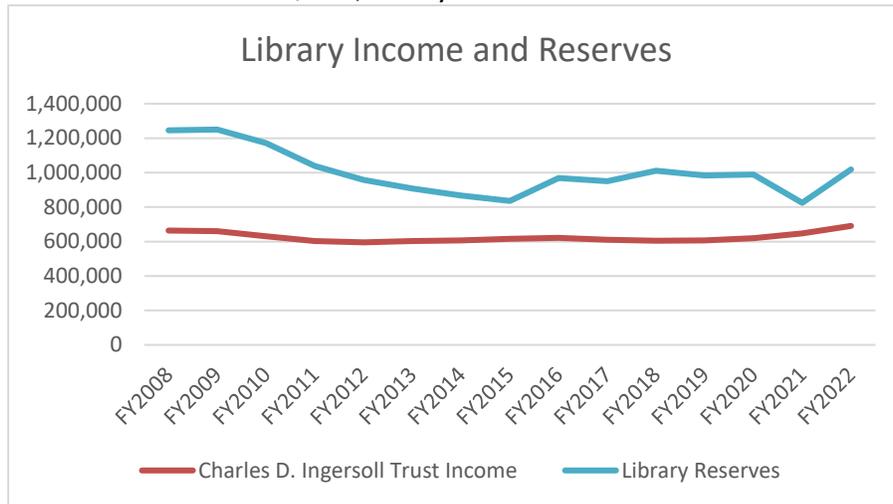
### Accumulations

**As of April 30, 2022, the library had \$1,017,435.55 (total market value plus accrued income) in accumulated Ingersoll funds held in the trust account at Mid-America National Bank, compared to \$824,578.91 (FY21), and \$989,318.20 (FY20). This is still a drop from a high of 1,249,849 in FY09.**

We ended with a balance in our MidAmerica National Bank checking account of \$225,180.97. In the next few months, in consultation with the library trust officer, some of these funds will be withdrawn from the checking account and invested as new tax monies should be coming again in July.

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 made necessary capital improvements. We cannot rely on the Charles D. Ingersoll Trust to continue growing as we pull out 5% for distributions to the beneficiaries. The tax income will

help with regular expenses so the library reserve fund can grow in anticipation of three more years of minimum wage increases as well as future major capital expenses including a large roofing project estimated at about \$300,000 by 2025.



## Outstanding Annual Liabilities

**As of April 30, 2022  
(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, 2022.

## FY 23 Budget Forecast

### *Income*

**Our income for FY22 was up at \$1,020,867, compared to \$744,234 (744,228 per the audit) for FY21, and compared to \$681,416 (681,417 per audit) for FY20. With the addition of tax revenue (\$279,483.09) our total income is much higher than it would have been without tax revenue (about \$741,384). The previous historic high was \$767,391 in FY08.**

**The Charles D. Ingersoll Trust did increase in value from December 31, 2021 with a close of \$30,976,819. The value of the trust on May 6, 2022 had dropped to \$27,255,266.64.**

For FY23 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, 2019 (\$27,002,709) for the value on

December 31, 2022. The close on Dec. 31, 2020 (\$28,706,113) and Dec. 31, 2021 (\$30,976,819) will be averaged in to determine our distributions in calendar year 2023. If the the Trust closes around \$27,000,000 on Dec. 31, 2022, the distribution may continue to be slightly higher than FY22, but levelling off in the coming years. Since we will be budgeting for a lower amount of income from the trust for regular expenses (\$564,000), the extra trust income will help build the reserve fund.

In addition, we have applied for a Per Capita Grant for 2021 (FY22) 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 \$21,466 and \$18,380 respectively. Any future grants will be lower as the City of Canton population has dropped to 13,242 (10%) with the 2020 census.

Other miscellaneous income is expected to remain about the same as in FY22.

**With estimated income from tax monies, our income projection for FY23 is \$864,500.**

#### *Expenses*

**The Board approved the FY23 Budget at \$110,593 under in operating expenses and \$70,593 under if also including anticipated capital expenses.**

Capital expenses planned for FY23 include possible replacement of an electrical panel in the basement, possible asphalt crack repair and sealing, and upcoming replacement of the fire alarm monitoring system from landline to cellular service targeted for late FY23 of early FY24.

The library will be able to adjust for minimum wage increases and salary compression in FY23.

The library finances are moving in a positive direction for the near future. Current Director, Kimberly Bunner, is retiring the end of December 2022 after over 9 years as Director and 33 years employment at Parlin-Ingersoll Public Library. Despite the uncertainties of a continued pandemic environment, the incoming Director will be inheriting a relatively stable financial situation and a very dedicated, caring Board of Trustees to carry the library forward.