

# Parlin-Ingersoll Public Library Annual Report

FY23: May 1, 2022—April 30, 2023



## Introduction

Fiscal year 2023 (FY23) saw an increase in programming and in-person attendance as the library has transitioned back to normal operations following COVID-19 restrictions. While the library continued to offer “call-in, carry-out” services, staff have continued to see more patrons in-person. Our Youth Services Librarian has resumed reading at the three elementary schools in Canton Union School District, as well.

## Activities

### Circulation

**Total circulation increased 2.5% in FY23. The library saw a significant dip in circulation numbers during and directly following the pandemic. Circulation figures have stabilized and are nearer to pre-pandemic figures. Total figures for the past three years are:**

**FY23: 89,237**

**FY22: 87,019**

**FY21: 85,592**

Circulation of eBooks and eAudios has increased somewhat this year. Patrons who were early adopters of the technology remain, but fewer converts are being made. Movie and audio checkouts have remained fairly steady when compared to FY22. 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.

### Circulation by Residence

**Circulation to individuals with Parlin-Ingersoll Public Library cards (i.e. within the City limits) has remained steady, with a less than 1% decrease from FY22.**

**Individuals with non-resident cards has remained the same from FY22.** 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 \$50 fee to obtain a library card in FY23. While many chose not to pay the non-resident fees, several have already renewed their

non-resident fees (\$50) for FY24. **The number of juvenile cards provided to those in unserved areas around Canton has increased by 110%. This is due in large part to the Library’s adoption of the Cards for Kids Act which provides free library cards for children in unserved areas from birth to age 18. This number has also likely increased due to a much greater attendance of the Summer Reading Program of FY22.**

**Circulation to patrons from other Fulton County public libraries decreased 8.2%, and circulation to patrons from non-Fulton County libraries increased by 24.9%. These “reciprocal borrowers” account for 17.5% of our loans.**

### 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 2,855.**

Canton cardholders represent about 25.9% of our non-prison population.

The library also serves **441 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 42,479 times in FY23. This is a decrease of 1.4%. This number has held fairly steady as the public continues to use the library facilities for computer use, tutoring, study areas, job counseling, and supervised visits with case workers.**

### Programs

**The library has been trying to increase in-person programming by partnering with local agencies, and increasing Children’s Programming opportunities, such as school reading visits, book clubs, and on-site family programming.**

**We are hopeful to have more in-person opportunities in FY24 and have plans to rent the Donaldson Center for those programs with larger attendance expectations. Below is a breakdown of programming for FY23. The majority of our numbers now come from in-person programming, rather than passive programs.**

<b>Total programs for children Ages 0-11:</b>	<b>207</b>
<b>Total attendance for children ages 0-11:</b>	<b>2872</b>

**Total programs for young adults, adults, entire families: 35**  
**Total attendance for young adults, adults, entire families: 695**

## 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 times in 4,813 FY23, a 1.3% decrease from 4,878 times in FY22.**

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 3,324 in FY23 from 2,954 in FY22.** We regularly see users 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 FY23 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 FY23 was **431**. The annual subscription cost \$1,185.

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 2,043 with the 8,946 documents viewed for the Journal Star (8,807) and Daily Ledger (98).** The annual subscription costs \$3,042.

Online access to **ABC Mouse** totaled **96**. While included within the circulation statistics, the total circulation of eBooks, eAudios, and streaming media totaled **12,189**.

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 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 894 items for our patrons and loaned 885 items.**

Other social media statistics include:

<b>Website:</b>	<b>16,151 views</b>
<b>Facebook:</b>	<b>708 likes</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 **220** documents for the public.

With the addition of an Adult Services Coordinator, Outreach has expanded to more assisted living and nursing home sites, and homebound patron delivery. Total outreach delivery circulation for FY23 was **917**.

### Library Materials Held

The library has the following resources owned:

Books:	85,013
Current Print Serial Subscriptions	63
E-books Held through consortium and library:	27,806
Audio recordings (Music and Spoken)	11,135
E-audio Held through consortium and library:	5,234
DVDs and Videos	9,358
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.

Monies received in FY23 from property taxes (Tax Year 2021) were:

Corporate (.15%)	187,575.99	
Audit	5,252.07	
Tort	27,636.12	
IMRF	45,893.52	
Medicare/SS	<u>24,760.17</u>	
<b>Total</b>	<b>291,117.87</b>	<b>(\$291,139.46 with interest)</b>

Monies requested in December 2022 to be received in FY24 from property taxes (Tax Year 2022) were:

Corporate (.15%)	184,905	
Audit	5,250	
Tort	27,100	
IMRF	40,000	
Medicare/SS	<u>24,855</u>	
<b>Total</b>	<b>282,110</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 FY23 was \$50. This fee is much lower than other area libraries such as those in Lewistown (\$61), Cuba (\$85), Farmington (\$122), and Bartonville (\$100). As the library tax rate remains about the same, the non-resident fee for FY24 has not changed a \$50.

## Financial Information

### FY23 Income

The following financial information contains unaudited figures.

**Charles D. Ingersoll Trust quarterly disbursements totaled \$715,790.** This represents an increase of 3.5% from \$690,583 (FY22) and an increase of 9.7 % from \$646,694 (FY21). **The trust closed at \$25,420,975 on December 31, 2022, and is historically more in line with previous years' closing values. This represents a 22% decrease from last year's closing value at \$30,976,819 (FY22), however this figure can be seen as an anomaly as the value as of May 6, 2022 was \$27,255,266.64.**

Our interest income was \$24,782 in FY23 compared to \$9,597 in FY22, and \$15,855 in FY21. Interest rates in 2022 and 2023 have been particularly high and have yielded higher interest income.

We collected **\$67,792** in "Miscellaneous Income" in FY23, which includes a \$50,000 donation. Previous years showed "Miscellaneous income" at \$17,928 (FY22), and \$61,273 (FY21 which included a \$50,000 donation). Overdue fees accounted for \$2,712 in FY23. Previous overdue income was \$2,062 (FY22), and \$1,307 (FY21). Replacement charges for lost or damaged materials recovered were \$907 in FY23, as compared to \$1,033 in FY22 and \$1,356 (FY21). 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 FY23 were photocopies at \$2,522, computer prints at \$3,303, faxes at \$2,027, and non-resident fees at \$2,925.

The library was awarded an Illinois Per Capita Grant for FY22 payable in FY23, administered by the Illinois State Library, in the amount of **\$19,532**. The Library has applied for the FY23 grant, but those awards have not yet been released. For that reason, the library budget for FY24 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 2021 and payable in the summer of 2023 (FY24) was \$291,117.87 (**\$291,139 with interest**). The City of Canton levied a total of **\$291,117.87** in December of 2022 and payable in the summer of 2024 (FY25).

Total income from the James J. Elson trust was **\$1,371**.

**Total income in FY23 was \$1,120,605.**

## **FY23 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 \$6,636 under budget and the total of "Payroll Expenses" ended more than \$13,850 under budget. Several staff left employment at similar times this fiscal year and replacements were found cumulatively, and hours were filled using

full time staff, the Deputy Director and the Director. The new Director was hired on at a reduced rate from the previous Director.

- “Automation” was \$7,331 under budget. We spent less on regular network fees than expected since all major networking fees occurred within our Capital Expense in FY22 for the network upgrade to fiber and the domain controller upgrade.
- “Office Supplies” was under budget \$5,981. This can be attributed to price checking, lower paper usage, and less use of security tags. We only needed to replace one public computer, as well.
- “Building and Grounds” was under budget \$6,926. We had a significant period of time in which Full Time staff cleaned library property in the interim between new hires for the maintenance position. We had less mowing, less snow removal, no additional pest control treatments, and a negotiated lower rate for trash removal.
- “Legal Fees” were under \$1,200 as we did not have need for much consulting.
- “Telecommunications” was under budget \$3,536 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 4 of the 26 lines were over budget this year:

- “Utilities” ended more than \$7,936 over budget. This increase can be attributed to soaring rate increases following rising inflation rates over the winter.
- “HVAC” was over by \$5,398. We had to have extensive maintenance done on the library’s main Air Handling Unit in the basement as well as on an exterior air conditioning unit in the summer of FY23. These items are up for replacement in FY24 under Capital Expenses.
- “Non-Print” was over \$2,153 due to spending Per Capita Grant funds, and a private donation received for purchases in this collection.
- “Capital Projects” was over \$2,319 due to consultations with Graham & Hyde Architects associated with preparation for the FY24 HVAC Capital Project.
- *For more detail on each budget line please see the attached financial reports.*

**Total expenditures for FY23 were \$709,538 or \$736,856 with capital expenses.**

### Capital Expenditures

The library budgeted \$25,000 for capital expenditures in FY23. We anticipated capital expenses for possible outdoor landscaping to be billed over FY23 and FY24 (\$11,000), the replacement of an electrical panel in the basement (\$6,000), possible asphalt crack repair and sealing (\$8,000) and the possible replacement and installation of a new domain controller server and software with extended warranty for Hyper-V (\$15,000).

The outdoor landscaping project did not take place, due to unforeseen circumstances on the part of the contractor. The total cost of the electrical panel in the basement was \$3,099.92 for FY23,



minus the cost of a breaker part which had not arrived at the time of installation; the cost of this to be billed in FY24. The library board voted to clean the limestone exterior to the building in FY23, the total cost of which was \$21,482.00.

In FY23, total library expenditures were under revenue by \$333,749 compared to FY22, when total library expenditures were under revenue by \$289,208 and 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 \$44,369 as compared to \$82,068 (FY22), and \$89,604 (FY21) and \$123,826 (FY20—the 11-month fiscal year).

### Accumulations

**As of April 30, 2023, the library had \$1,489,012.31 (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 (FY21), and \$1,017,435.55 (FY22).**

We ended with a balance in our MidAmerica National Bank checking account of \$127,830.08. The library will transfer monies out of the libraries' money market account into this account to pay for FY24's Capital project of the replacement of the library's primary Air Handling Unit and an outdoor air conditioning unit estimated at \$309,000.

The library will continue to see one more year of minimum wage increases, and will continue to maintain the library reserve fund in anticipation of future major capital expenses including a large roofing project previously estimated at over \$300,000 by 2025. Upon consultation with Graham & Hyde, the library was advised that this project cost will likely be significantly more than the initial estimate, as supply costs have risen since then.

### Outstanding Annual Liabilities

**As of April 30, 2023  
(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, 2023.

# FY 24 Budget Forecast

## *Income*

**Our income for FY23 was \$1,120,605, compared to FY22 at \$1,020,867, and compared to \$744,234 (744,228 per the audit) for FY21. With the addition of tax revenue (\$291,139.46), our total income is much higher than it would have been without tax revenue (about \$779,466).**

**The Charles D. Ingersoll Trust closed at \$25,420,975 on December 31, 2022, a decrease in value from December 31, 2021 which closed at \$30,976,819, an abnormal high. The value of the trust on May 6, 2022 reflected a more normative figure of \$27,255,266.64.**

For FY24 when looking at the 3-year rolling average the Charles D. Ingersoll Trust will use to calculate our income, we will be rolling off December 31, 2022 (\$25,420,975) for the value on December 31, 2023. The close on December 31, 2021 (\$30,976,819) and December 31, 2022 (\$25,420,975) will be averaged in to determine our distributions in calendar year 2024. As the trust closed December 31, 2022 at around \$25,000,000 (last seen in December 31, 2017 at \$25,803,835), anticipated distributions should level out in coming years.

In addition, we have applied for a Per Capita Grant for 2022 (FY23) 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 \$19,531 and \$21,466 respectively.

Other miscellaneous income is expected to remain about the same as in FY23.

**With estimated income from tax monies, our income projection for FY23 is \$864,200.**

## *Expenses*

**The Board approved the FY24 Budget at \$64,346 under in operating expenses. Expenditures which include Capital expenses will be over due to the higher-than-anticipated quote received after budget approval for the replacement of the Air Handling Unit, and outdoor unit. Thanks to savings measures in previous years, the library will be able to transfer the difference from the money market account to the checking account to offset this overage.**

Capital expenses planned for FY24 include the replacement of the primary Air Handling Unit and outdoor Air Conditioning unit, a possible new fire alarm panel and refurbishment of the Locust Street sign.

The library will be able to adjust for minimum wage increases and salary compression in FY24.

The library finances are moving in a positive direction for the near future.