

Parlin-Ingersoll Public Library Annual Report

FY24: May 1, 2023—April 30, 2024



Introduction

Fiscal year 2024 (FY24) saw an increase in programming and program attendance, while circulation figures for the physical collection have dropped somewhat, especially in the juvenile collections. 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, hosting school tours, and offering story times for the Park District, as well.

Activities

Circulation

Total circulation decreased 8.7% in FY24. The library saw a significant dip in circulation during FY24. While it can be difficult to assess the reasons for this difference, our Youth Services Librarian was out of office for three months due to medical leave, and our most significant differences have been in the juvenile collections. We anticipate these numbers to rebound in FY25. Total figures for the past three years are:

FY24: 81,514

FY23: 89,237

FY22: 87,019

Circulation of eBooks and eAudios has remained steady 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 FY23. Physical items still account for about 84% of our total circulation.

When the library has received Per Capital 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 FY24 this can be seen in the digital collections.

Circulation by Residence

Circulation to individuals with Parlin-Ingersoll Public Library cards (i.e. within the City limits) has increased by 6% from FY23.

Individuals with non-resident cards has increased by 13.5% from FY23. 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

FY24. While many chose not to pay the non-resident fees, several have already renewed their non-resident fees (\$50) for FY25. **The number of juvenile cards provided to those in unserved areas around Canton has increased by 29.3%. 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.**

Circulation to patrons from other Fulton County public libraries increased 32%, and circulation to patrons from non-Fulton County libraries increased by 28%. These “reciprocal borrowers” account for 24.4% of our loans.

Residential circulation figures overall represent an increase of .7%.

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 3,047.**

The library also serves **448 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 3,495.**

Our customers visited the library 36,497 times in FY24. This is a decrease of 15%; again, a certain amount of these numbers may be attributed to reduced Children’s Programming. 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 continued to increase in-person programming by partnering with local agencies and organizations, and increasing Children’s Programming opportunities, such as school reading visits, book clubs, and on-site family programming.

We plan to increase our in-person programming opportunities in FY25 and have plans to rent the Donaldson Center for those programs with larger attendance expectations. Below is a breakdown of programming for FY24. The majority of our numbers now come from in-person programming, rather than passive programs.

Total programs for children Ages 0-11:	142
Total attendance for children ages 0-11:	3200

Total programs for young adults, adults, entire families: 60
Total attendance for young adults, adults, entire families: 2588

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. Public computer use has fallen significantly this fiscal year, although some of this drop may be attributed to patrons using personal devices to access library internet rather than desktop computers. **Internet-accessible computers were used times in 3,732 in FY24, a 22.8% decrease from 4,813 times in FY23.**

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 has fallen somewhat to 3,028 in FY24 from 3,324 in FY23. 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 FY24 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 FY24 was **334**. The annual subscription cost \$1,227.

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 2,660 with the 7,190 documents viewed for the Journal Star (7,048) and Daily Ledger (58) and other publications (84).** The annual subscription costs \$4,327.

Online access to **ABC Mouse** totaled **53**. While included within the circulation statistics, the total circulation of eBooks, eAudios, and streaming media totaled **12,273**.

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 27 uses per month, up from 22 searches/month in FY23, and down from 30 searches/month in FY22. The cost of this service is included in our cataloging and interlibrary loan costs, which average close to \$10,200 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 811 items for our patrons and loaned 1,309 items.**

Other social media statistics include:

Website:	27,446 views
Facebook:	7,500 page views

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 **297** 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 FY24 was **1,434**.

Library Materials Held

The library has the following resources owned:

Books:	89,498
Current Print Serial Subscriptions	61
E-books Held through consortium and library:	27,807
Audio recordings (Music and Spoken)	11,365

E-audio Held through consortium and library:	5,235
DVDs and Videos	9,755
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 FY24 from property taxes (Tax Year 2022) were:

Corporate (.15%)	189,148.85	
Audit	5,422.18	
Tort	27,741.85	
IMRF	40,982.14	
Medicare/SS	<u>25,472.16</u>	
Total	\$288,767.18	(\$289,155.84 with interest)

Monies requested in December 2023 to be received in FY25 from property taxes (Tax Year 2023) were:

Corporate (.15%)	194,150
Audit	5,750
Tort	27,100
IMRF	33,365
Medicare/SS	<u>27,980</u>
Total	288,345

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 FY24 was \$50. This fee is significantly lower than other area libraries such as those in Lewistown (\$61), Cuba (\$85), Farmington (\$120), and Bartonville (\$165). As the library tax rate remains about the same, the non-resident fee for FY25 has not changed at \$50.

Financial Information

FY24 Income

The following financial information contains unaudited figures.

Charles D. Ingersoll Trust quarterly disbursements totaled \$699,266.60. This represents a decrease of 2.3% from \$715,790 (FY23), and an increase of 1.3% from \$690,583 (FY22) a. **The trust closed at \$26,322,281 on December 31, 2023. This represents a 3.5% increase from last year's closing value at \$25,420,975 (FY23).**

Our interest income was \$67,638 in FY24 compared to \$24,782 in FY23, and \$9,597 in FY22. Interest rates in 2022, 2023 and 2024 have been particularly high and have yielded higher interest income.

We collected **\$19,906.07** in "Miscellaneous Income" in FY24. Previous years showed "Miscellaneous income" at \$67,792 (FY23, which included a \$50,000 donation), and \$17,928 (FY22). Overdue fees accounted for \$2,824 in FY24. Previous overdue income was \$2,712 (FY23), \$2,062 (FY22). Replacement charges for lost or damaged materials recovered were \$1,191 (FY24), \$907 in FY23, and \$1,033 in FY22. 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 FY24 were photocopies at \$2,744, computer prints at \$4,331, faxes at \$2,237, and non-resident fees at \$2,800.

The library was awarded an Illinois Per Capita Grant for FY23 payable in FY24, administered by the Illinois State Library, in the amount of **\$19,532**. The Library has applied for the FY24 grant, but those awards have not yet been released. For that reason, the library budget for FY25 does not include any Per Capita Grant funds. An incremental increase is anticipated.

Total income from property taxes levied in December 2021 and payable in the summer of 2023 (FY24) was \$288,767.18 (**\$289,155.84 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 **\$1,873.56**.

Total income in FY24 was \$1,105,915.

FY24 Expenditures and Variances

In total 23 of 26 budget lines ended the fiscal year under budget, with positive variances ranging from \$503 to \$20,111. **Due to costs exceeding initial budgetary estimates related to**

the library's major Capital FY24 HVAC Project, our operational budget ended up \$175,950 over budget. The reasons for major variances are explained below:

- “Salaries” ended more than \$14,816 under budget and the total of “Payroll Expenses” ended more than \$29,989 under budget. The Youth Services Librarian required extensive medical leave, exceeding her Paid Time Off, thus having to utilize unpaid time. The library has also had two part-time staff members resign, and there was time between resignations and rehiring.
- “Print Materials” was \$17,576 under budget. This is a highly variable line item, and additional funds were utilized in other collection areas, such as ebooks and eaudios.
- “Office Supplies” was under budget \$3,437. This can be attributed to price checking, lower paper usage, and less use of security tags.
- “Building and Grounds” was under budget \$5,167. This line item also fluctuates and would contain funds attributed to needs-based, rather than cyclical, expenditures, such as additional pest control treatments, mowing and snow removal costs.
- “Utilities” was under budget by \$5,154. This line item was added to following exceedingly high utility costs from rising inflation rates last year, especially during winter.
- “Insurance” was under budget by \$7,620, as insurance providers cautioned to add to this line item during the budget planning process, in anticipation of property tax reassessments.
- “PC Equipment Purchases” came in under budget at \$4,525, as no public or staff computers required replacement.
- “HVAC Maintenance and Repair” came in under budget at \$2,223, partly due to construction work related to the FY24 HVAC Project.
- “Postage” was under budget by \$2,507, as this item is highly variable. Stamps are purchased in bulk, and the remainder is used for Interlibrary Loans, and other library-related business.
- “Telecommunications” was under budget \$4,364 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:

- “Automation” ended more than \$727 over budget. Due to two power outages, the library required additional assistance to regain operations.
- “Advertising” was over by \$48, as the library purchased an advertisement in the 2024 *Cantonian* year book before the end of the fiscal year.
- “Audit and Accounting fees” was over \$65.
- “Memberships” was over by \$793, as two staff members gained Illinois Library Association memberships.

Total expenditures for FY24 were \$800,154 or \$976,104 with capital expenses.

Capital Expenditures

The library budgeted \$175,950 for capital expenditures in FY24. The initial estimates received by Graham & Hyde Architects for the FY24 HVAC Project were \$175,950, with \$60,000 budgeted for a possible domain controller replacement.

The lowest bid received by PIPCO was \$309,000. The library utilized reserve funds to make up for the difference in costs. Expenditures related to this project have run into FY25.

In FY24, total library expenditures were under revenue by \$129,811, compared to \$333,749 in FY23, and compared to FY22, when total library expenditures were under revenue by \$289,208 (These figures include a gain/loss on investments).

Operational expenditures alone were under our budget by \$104,298 in FY24, with \$44,369 in FY23, and \$82,068 (FY22).

Accumulations

As of April 30, 2023, the library had \$1,477,088.53 (total market value plus accrued income) in accumulated Ingersoll funds held in the trust account at Mid-America National Bank, compared to \$1,489,012.31 (FY23), and \$1,017,435.55 (FY22).

We ended with a balance in our MidAmerica National Bank checking account of \$260,822.63.

The library will see the remaining six months 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, 2024
(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, 2024.

FY 25 Budget Forecast

Income

Our income for FY24 was \$1,105,915, compared to FY23 at \$1,120,605, and compared to FY22 at \$1,020,867. With the addition of tax revenue (\$289,156), our total income is much higher than it would have been without tax revenue (about \$816,759).

The Charles D. Ingersoll Trust closed at \$26,322,281 on December 31, 2023, an increase from \$25,420,975 on December 31, 2022, and a decrease in value from December 31, 2021 which closed at \$30,976,819, an abnormal high. The value of the trust on June 10, 2024 reflected a more normative figure of \$27,116,267.80.

For FY25 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, 2023 (\$26,322,281) for the value on December 31, 2024. The close on December 31, 2022 (\$25,420,975) and December 31, 2021 (\$30,976,819) will be averaged in to determine our distributions in calendar year 2025.

In addition, we have applied for a Per Capita Grant for 2024 (FY25) 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 for the last two years.

Other miscellaneous income is expected to remain about the same as in FY24.

With estimated income from tax monies, our income projection for FY24 is \$699,267.

Expenses

The Board approved the FY25 Budget at \$76,074 under in operating expenses. This figure includes an anticipated \$100,000 to be transferred by the Director from the Checking Account to the Money Market Account.

Capital expenses planned for FY25 include the replacement of the storage server for the library security system, a new digital fire alarm panel, a website revision project, and the fencing of the Elson Circle to enable juvenile programming.

The library will be continue to adjust for minimum wage increases and salary compression in FY25.

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