

Parlin-Ingersoll Public Library Annual Report

FY25: May 1, 2024—April 30, 2025



Introduction

Fiscal year 2025 (FY25) saw increases in programming and in-person attendance as the library has continued to prioritize efforts to increase its' visibility in the community, and strengthen partnerships with area agencies. Our Youth Services Librarian has resumed reading times at the three elementary schools in Canton Union School District, and has resumed hosting school tours of the library. Our Adult Services Coordinator has grown our Outreach Delivery Service, and continues to provide both passive activities for library visitors, and program formation to serve the informational needs of the adults of Canton. The Director and Programming Staff work to be present at community events, as well, to market the libraries services, collection, and programming.

Activities

Circulation

Total circulation dipped by 7.5% in FY25. It can be difficult to quantify the reasons for this change. There has been a robust shift to usage of the libraries' digital offerings, which reflects the experience of many other physical libraries. Decreases have been reflected in all parts of the libraries' physical collection, as many of the libraries' more dedicated patrons have aged, or moved to other library service areas.

Total figures for the past three years are:

FY25: 82,132

FY24: 88,805

FY23: 89,237

Circulation of eBooks and eAudios have sharply increased this year. Library staff have been making efforts to market these offerings to those who may not have time, transportation, or inclination to physically visit the library. Movie and audio checkouts have diminished as many patrons personally subscribe to subscriptions streaming services including Netflix, Amazon Prime, Audible, and Hulu. Physical items still account for about 78.9% of our total circulation.

With the receipt of Per Capita Grant monies, the library has invested the majority of those funds are deposited into the materials budget. In FY25 this can be seen in the digital ebooks and eaudios offerings through Libby, which have shown a large increase in usage, and in large print, which continues to enjoy steady circulation.

Circulation by Residence

Circulation to individuals with Parlin-Ingersoll Public Library cards (i.e. within the City limits) decreased 5.5 % from FY24.

Circulation to Canton non-residents cardholders has decreased by 34.5% for adults, but has increased by 10.9% for youth birth through 18, through the Illinois Cards for Kids Act. 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 FY25. While many chose not to pay the non-resident fees, several have already renewed their non-resident fees (\$50) for FY26. The library's non-resident fee continues to be among the lowest when compared to Fulton County, and Peoria County libraries.

Circulation to patrons from other Fulton County public libraries decreased 18.7%, and circulation to patrons from non-Fulton County libraries increased by 25.2%. These "reciprocal borrowers" account for 2.6% 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 3,203.**

Canton cardholders represent about 24.9% of our non-prison population.

The library also serves **606 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 3,809.**

Our customers visited the library 45,972 times in FY25. This is an increase of 20.6%. This reflects the shift in library usage, from circulation of physical items to usage of the facilities and on-site offerings. Staff are seeing more people using the library facilities for computer use, printing, notary services, faxing, tutoring, study areas, job counseling, and supervised visits with case workers.

Programs

Providing entertaining and educational programming to the public has continued to be a priority. The library has continued to increase offerings 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 continue to plan to increase our in-person programming opportunities in FY26, and our efforts to collaborate in community programming offered through the Chamber of Commerce, the Canton Union School District, the Park District, and other entities.

Below is a breakdown of programming for FY25. We now offer a variety of passive programming for youth and adults, as well as in-person; the totals below include in-person, virtual, and passive programs.

Total programs for children Ages 0-11:	219
Total attendance for children ages 0-11:	5681
Total programs for young adults, adults, entire families:	103
Total attendance for young adults, adults, entire families:	2882

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 4,172 times in FY25, a 10.5% increase from 3,732 times in FY24.**

Current trends reflect more and more people using their own Internet connections (through cell phones, tablets, etc.) for their own information access. However, these users do visit the library to perform various functions, such as printing of forms, tax filings, banking, applying for jobs and resume building, applying for government aid programs, and other uses where a larger screen and printer are desired.

The use of the library's wireless network increased slightly to 3,199 in FY25 from 3,028 in FY24, a 5.5% increase. We regularly see users on Saturday and Sunday afternoons when the library building is closed utilizing the library's wi-fi access. 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 FY25 amounted to over \$3,000.

Web Presence and Databases

The use of online databases continue to be of use for those who utilize the genealogical collection housed by the library. The library continues to use its' new website, as well as the

library Facebook account to market services and programming to the public. Library usage is outlined below:

HeritageQuestOnline is a database used by genealogists for research purposes, but has fallen sharply in usage, despite tutorial programming provided by Cathy Parsons, of the Fulton County Historical & Genealogical Society. The total number of citations accessed in FY25 was **159**. The annual subscription cost \$1,269.

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 3,500 with the 8,698 documents viewed for the Journal Star (8,371) and Daily Ledger (316).** The annual subscription costs \$4,050.

Online access to **ABC Mouse** totaled **97**. We also have an AWE Early Literacy Station which is preprogramming with several dozen learning games and activities for children. Access to this station in FY25 totaled **853**. Total access to all ebooks and eaudios was **17,261**. Combined usage of all electronic resources, including ebooks/eaudios, HeritageQuestOnline, Newsbank, ABC Mouse, and the AWE stations totaled **21,870**.

The Illinois State Library contracts for 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 45 uses per month, up from 30 searches/month in FY24. The cost of this service is included in our cataloging and interlibrary loan costs, which average close to \$10,539 per year. **Access to OCLC databases may become outside of the library's budget, as the Illinois State Library secures contract rates through the Institute for Museum and Library Services, a federal agency which is slated to be completely dissolved with the current administration.**

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 877 items for our patrons and loaned 1,066 items.**

Other social media statistics include:

Website:	34,346 views
Facebook:	4,104 likes

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:

Notary services have continued to increase as in-town availability at other businesses and institutions has decreased. The library has three staff notaries, who notarized a total of **318** documents for the public.

The library continues to offer Outreach Delivery Service to those living in assisted living and nursing home facilities, and to homebound individuals. Total outreach delivery circulation for FY25 was **1,151**.

Library Materials Held

The library has the following resources owned:

Books:	85,624
Current Print Serial Subscriptions	61
E-books Held through consortium and library:	27,806
Audio recordings (Music and Spoken)	11,456
E-audio Held through consortium and library:	5,234
DVDs and Videos	9,376

Administrative Updates

The Charles D. Ingersoll Trust is managed by MidAmerica National Bank. The beneficiaries meet quarterly with the trust team. The library is receiving an annual distribution from the James J. Elson Trust, as well as the Fulton County Young Readers' Endowment Fund, established by the families of John Winsor, and Dave Downey, in 2022.

The library completed the installation of a new primary air handling unit and air conditioning. While started in FY24, this project reached into FY25, due to weather conditions, additional work needed, and the timeline to receive parts for the custom air handling unit. This project was partially funded by a transfer of funds from the library's reserve account. A complete website revision was also completed, and has resulted in increased reach and usage statistics.

Monies received in FY25 from property taxes (Tax Year 2023) were:

Corporate (.15%)	196,381.51
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Audit	5,603.07	
Tort	27,878.92	
IMRF	35,941.55	
Medicare/SS	<u>28,288.88</u>	
Total	294,093.93	(\$294,487.24 with interest)

Monies requested in December 2024 to be received in FY26 from property taxes (Tax Year 2024) 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 FY25 was \$50. This fee is much lower than other area libraries such as those in Lewistown (\$61), Cuba (\$85), Farmington (\$126), and Bartonville (\$167.94).

Financial Information

FY25 Income

The following financial information contains unaudited figures.

Charles D. Ingersoll Trust quarterly disbursements totaled \$675,480.44. This represents a decrease of 3.46% from **\$699,266.60** (FY24), and a decrease of 5.8% from **\$715,789.80** (FY23). **The trust closed at \$27,651,973.90 on December 31, 2024.**

Our interest income was **\$68,476** compared to \$67,638 in FY24, and \$24,782 in FY23. Interest rates in FY24 and FY25 have been particularly high, and yielded higher interest income.

We collected **\$19,618** in "Miscellaneous Income" in FY25. Previous years showed "Miscellaneous income" at \$19,906 (FY24), \$67,792 (FY23, which included a \$50,000 donation), and \$17,928 (FY22). Overdue fees accounted for \$2,662 in FY25. Previous overdue income was \$2,824 (FY24), and \$2,712 (FY23). Replacement charges for lost or damaged materials

recovered were \$1,071 in FY25, as compared to \$1,191 (FY24), and \$907 (FY23). 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 FY25 were photocopies at \$2,409, computer prints at \$4,316, faxes at \$2,054, and non-resident fees at \$2,500.

The library was awarded an Illinois Per Capita Grant for FY24 payable in FY25, administered by the Illinois State Library, in the amount of **\$19,664.37**. The library has applied for the FY25 grant, but those awards have not yet been released. For that reason, the library budget for FY26 does not include any Per Capita Grant funds.

The library was awarded a Special Technology Grant, administered by the Illinois State Library in the amount of **\$27,500**. These funds are to be used to improve technological disparities within the library's resources, to serve the technological needs of the community. Purchases this fiscal year have included two new public copiers, and a new microfilm reader.

Total income from property taxes levied in December 2023 and payable in the summer of 2024 (FY25) was **294,093.93 (\$294,487.24 with interest)**. The City of Canton levied a total of **\$288,345** in December of 2024 and payable in the summer of 2025 (FY26).

Total income from the James J. Elson trust was **\$2,768.32**.

Total income from the Winsor/Downey Fulton County Young Readers' Endowment Fund was **\$7,182.34**.

Total income in FY25 was \$1,108,273.

FY25 Expenditures and Variances

In total 14 of 26 budget lines ended the fiscal year under budget, with positive variances ranging from \$241 to \$24,713. **Altogether, our operational budget ended up \$982 under budget, however, the overall due to expenses related to the FY24 HVAC Project running into FY25 our overall expenses ran over by \$72,184.** The reasons for major variances are explained below:

- "Salaries" ended at \$7,663 under budget and the total of "Payroll Expenses" ended more than \$13,235 under budget.
- "Print Materials" was \$24,713 under budget. This is a highly variable line item, and additional funds were utilized in other collection areas, such as ebooks and eaudios.
- "Building and Grounds" was under budget \$5,155. 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.
- All other lines were under budget by less than \$2,000.

Of the 26 lines, several were over budget this year:

- “Non-Print Materials” was over budget by \$22,742, as Per Capita Grant funds were applied to this line item. The library has been told by the Illinois State Library not to include Per Capita Grant funding in planning for fiscal year budgeting.
- “Office Supplies” was over budget \$4,507. This can be attributed to the receipt of the FY25 Technology Grant, the funds from which have been used for items which fall under this line item. Library budgets had been approved prior to the receipt of these funds.
- “Utilities” was over budget by \$5,221. While this line item was added to following exceedingly high utility costs from rising inflation rates last year, especially during winter, rate increases continue to fluctuate. The library has since signed a price-lock agreement for the continuing five years, in anticipation of Ameren rate increases form 30%-50%.
- “Automation” ended more than \$12,936 over budget. The library’s credit card reader has had multiple outages and malfunctions, necessitating network support. A new unit was purchased, but the issues persist. The library is reviewing alternatives this fiscal year.
- “PC Equipment Purchases” came in over budget at \$2,546, as the library utilized funds from the Special Technology Grant for purchasing in this line item.
- “Telecommunications” was over budget \$390 despite receiving eRate funding, which USAC (Universal Service Administration Company) requires not to budget for receipt of reimbursements. The library’s POTS phone service with AT&T increased to just under \$1,000 in June, after FY25 budgets had been approved by the board.

Total expenditures for FY25 were \$802,040 or \$930,006 with capital expenses.

Capital Expenditures

The library budgeted \$54,800 for capital expenditures in FY25. We anticipated the installation of a new digital fire alarm panel, a new recording server for the security camera system, the installation of a fence around the Elson circle, and a website revision. Unfortunately, the FY24 HVAC Replacement Project ran into FY25, due to weather conditions affecting installation, and waiting on the custom AHU to be manufactured and assembled at the library.

The digital fire alarm panel replacement came in at a cost of \$25,816.13. The Elson Circle fencing came to a total of \$13,809.82. The installation of this fence will open up the exterior of the building to outdoor programming within a safe space for young children to be able to attend.

The installation of a new recording server for the security camera system came in at \$8,374.35. The website revision project totaled \$9,720.

Finally, the remaining costs of FY25 associated with the completion of the FY24 HVAC project came in at \$70,245.68. Of this total, \$9,284.15 ran over the 10% contingency allowance within the bid, and was approved by the board at the April 2024 meeting. The library transferred a total of \$220,000 from its' reserve account in March of 2024 (FY24) to cover all costs.

In FY25, total library expenditures were under revenue by \$306,233, compared to \$129,811 in FY24, compared to \$333,749 in FY23. (These figures include a gain/loss on investments).

Operational expenditures alone were under our budget by \$982, compared with 104,298 in FY24, and with \$44,369 in FY23.

Accumulations

As of April 30, 2025, the library had \$1,768,923.16 (total market value plus accrued income) in accumulated Ingersoll funds held in the trust account at Mid-America National Bank, compared to \$1,477,088.53 (FY24), and \$1,489,012.31 (FY23).

We ended with a balance in our MidAmerica National Bank checking account of \$114,029.66. 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.

While the library is no longer adjusting for minimum wage increases, we will be budgeting going forward to include Cost of Living increases for staff, when possible. We will continue to maintain the library reserve fund in anticipation of future major capital expenses including the replacement of the other Air Handling Unit and associated outdoor air conditioning units, and a large roofing project estimated at about \$300,000 by 2025 to cover the 2004 addition, which is no longer under warranty. A new long-range building plan will be formed in conjunction with Graham & Hyde Architects, Inc., to assess for additional future capital projects.

Our income from the Charles D. Ingersoll Trust has overall remained steady, and the library has worked to deposit excess income from the trust distributions into our reserve account in preparation for large capital projects. 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 has helped greatly with regular expenses so the library reserve fund can grow in anticipation of future capital expenses.

Outstanding Annual Liabilities

**As of April 30, 2025
(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, 2025.

FY 25 Budget Forecast

Income

Our income for FY25 was up at \$1,108,273, compared to \$1,105,915 for FY24, and compared to \$1,120,605 for FY23. With the addition of tax revenue (\$294,487.24) our total income is much higher than it would have been without tax revenue (about \$813,786).

The Charles D. Ingersoll Trust did increase in value from December 31, 2024 with a close of \$27,651,974. The value of the trust on March 31, 2025 had remained fairly steady at \$27,730,848.20.

For FY26 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, 2024 (\$27,651,974) for the value on December 31, 2025. The close on December 31, 2023 (\$26,322,281) and December 31, 2022 (\$25,420,975) will be averaged in to determine our distributions in calendar year 2026. Since we will be budgeting for a lower amount of income from the trust for regular expenses (\$599,267), the extra trust income will help build the reserve fund.

In addition, we have applied for a Per Capita Grant for 2025 (FY26) 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 in FY23 and FY24, and we received \$19,664.37. With the funding fluctuations at the federal level with regard to the Institute for Museum and Library Services, these monies could be affected negatively, as FY26 funding has either been frozen, or rescinded.

Other miscellaneous income is expected to remain about the same as in FY25.

With estimated income from tax monies, our income projection for FY25 is \$916,502.

Expenses

The Board approved the FY26 Budget at \$84,348 under in operating expenses and \$4,848 under if also including anticipated capital expenses.

Capital expenses planned for FY26 include the replacement of two domain servers and an upgrade to the library operating system, and a landscaping project.

The library will be able to adjust for compression in FY26.

The library is working to grow its' finances in our reserve account to address large upcoming capital improvements. Our finances are heading in a positive direction, if current income sources remain stable. Despite the uncertainties for funding at the federal level, the library remains in a relatively stable financial situation and is overseen by a very dedicated, caring Board of Trustees to carry the library forward.