

Parlin-Ingersoll Public Library Annual Report

FY26: May 1, 2025—April 30, 2026



Introduction

Fiscal year 2026 (FY26) 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 3% in FY26. The unexpected closure of Baker & Taylor Publishing, the library's primary source for print materials, caused delays in receipt of new materials for approximately four months. This resulted in fewer circulations of new materials. The continued shift to usage of the libraries' digital offerings versus physical materials, reflects the experience of many other physical libraries. As the population of Canton continues to fluctuate, other parts of the collection reflect consistent circulation figures, or slight decreases, as well.

Total figures for the past three years are:

FY26: 79,600
FY25: 82,132
FY24: 88,805

Circulation of eBooks and eAudios have measurably increased this year. Library staff have continued to market these offerings to those who may not have time, transportation, or inclination to physically visit the library. As the service population ages, tutorials for those unfamiliar with using digital resources have increased this year, as well. Movie and audio checkouts have remained consistent. This may be attributed to increases in subscription services. The library has introduced DVD Player Kits for circulation to the public, as well, to better assist those using this format. Physical items still account for about 78.5% of our total circulation.

With the receipt of Per Capita Grant monies, the library invested a large portion of those funds into the materials budget. In FY26 this can be seen in the digital ebooks and eaudios offerings through Libby, which have shown a steady increase in usage, and in programming.

Circulation by Residence

Circulation to individuals with Parlin-Ingersoll Public Library cards (i.e. within the City limits) decreased 4.6 % from FY25.

Circulation to Canton non-residents cardholders remained consistent for adults, but has increased by 8.6% 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 FY26. Due to increases in property values, and continued population decline, the fee for FY27 was increased to \$55, however, several have already renewed their non-resident fees for FY27. 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 4.9%, and circulation to patrons from non-Fulton County libraries remained consistent compared to FY25. These "reciprocal borrowers" account for 2.5% 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 3,464.**

Canton cardholders represent about 26.1% of our non-prison population.

The library also serves approximately **551 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 4,015.**

Our customers visited the library 46,783 times in FY26. This is a slight increase of 1.7% from FY25. Library usage continues to reflect a shift from circulation of physical items to usage of the facilities for programming, as meeting spaces, 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. With the addition of a new Adult Services Coordinator, Adult and All Ages Programming offerings and attendance have enjoyed a robust increase, as well.

We will continue to grow our in-person programming opportunities in FY27, through collaboration with area agencies, and entities, as well as providing additional recreational and art-focused programming for all populations.

Below is a breakdown of programming for FY26. 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:	249
Total attendance for children ages 0-11:	5865
Total programs for young adults, adults, entire families:	170
Total attendance for young adults, adults, entire families:	5350

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 11 internet-accessible computers for public use. **Internet-accessible computers were used 3,996, a 4.3% decrease from 4,172 times in FY25.**

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 decreased to 1,374 from 3,199 in FY25, a 57% decrease. The statistics for this figure are skewed, as the library unexpectedly had to replace its’ wireless routers, and convert to another online dashboard to measure usage. Therefore, this figure is likely greater than what has been reported. 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 FY26 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 greater interest during the 2025 Canton Bicentennial Celebrations. The total number of citations accessed in FY26 was **80**. The annual subscription cost \$1,314.

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. In FY26, the library added access to the Galesburg Register-Mail, the Pekin Daily Times, the Pantagraph, and the Chicago Sun Times. The library also added the Journal Star Historical and Current Collection, which reflects archived editions spanning 1951-2018.

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 4,289 with the 18,690 documents viewed for the Journal Star (18,584) and Daily Ledger (88)**. The annual subscription costs \$4,508.

Online access to **ABC Mouse** totaled **28**. 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 FY26 totaled **573**. Total access to all ebooks and eaudios was **17,158**. Combined usage of all electronic resources, including ebooks/eaudios, HeritageQuestOnline, Newsbank, ABC Mouse, and the AWE stations totaled **22,048**.

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 67 uses per month, up from 45 searches/month in FY25. The cost of this service is included in our cataloging and interlibrary loan costs, which average close to \$11,776 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 900 items for our patrons and loaned 998 items.**

Other social media statistics include:

Website: 25,424 views
Facebook: 3,242 interactions, and 196,409 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:

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 FY26 was **682**.

Library Materials Held

The library has the following resources owned:

Books:	87,792
Current Print Serial Subscriptions	61
E-books Held through consortium and library:	25,112
Audio recordings (Music and Spoken)	11,730
E-audio Held through consortium and library:	32,657
DVDs and Videos	9,641

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 a landscaping project, as well as the replacement of the ILS Domain Server. Total expenditures for these projects equaled \$84,785. The library also converted to VoiceOver IP phone service, following steep increases to prices for traditional POTS phone lines.

Monies received in FY26 from property taxes (Tax Year 2024) were:

Corporate (.15%)	199,385.31	
Audit	5,980.05	
Tort	27,858.44	
IMRF	34,276.36	
Medicare/SS	<u>28,773.82</u>	
Total	296,233.98	(\$296,576.62 with interest)

Monies requested in December 2025 to be received in FY27 from property taxes (Tax Year 2025) were:

Corporate (.15%)	194,150	
Audit	6,075	
Tort	27,100	
IMRF	36,380	
Medicare/SS	<u>26,200</u>	
Total	289,905	

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 FY26 was \$50. This fee is lower than other area libraries such as those in Lewistown (\$62), Cuba (\$85), Farmington (\$114), and Bartonville (\$164.75).

Financial Information

FY26 Income

The following financial information contains unaudited figures.

Charles D. Ingersoll Trust quarterly disbursements totaled \$675,868.60 (FY26).

This represents a slight increase of .06% from **\$675,480.44** (FY25), a decrease of 3.4% from **\$699,266.60** (FY24), and a decrease of 5.7% from **\$715,789.80** (FY23). **The trust closed at \$28,838,979.76 on December 31, 2025.**

Our interest income was **\$68,963** compared to \$68,476 in FY25, and compared to \$67,638 in FY24. Interest rates in FY25 and FY26 have been continued to be on the high side, and yielded higher interest income.

We collected **\$19,450** in “Miscellaneous Income” in FY26. Previous years showed “Miscellaneous income” at \$19,618 (FY25), \$19,906 (FY24), and \$67,792 (FY23, which included a \$50,000 donation). Overdue fees accounted for \$1,975. Previous overdue income was \$2,662 (FY25), and \$2,824 (FY24). Replacement charges for lost or damaged materials recovered were \$678, as compared to \$1,071 (FY25), and \$1,191 (FY24). 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 FY26 were photocopies at \$2,284, computer prints at \$4,528, faxes at \$2,488, and non-resident fees at \$2,350.

The library was awarded an Illinois Per Capita Grant for FY25 payable in FY26, administered by the Illinois State Library, in the amount of **\$19,531.95**. The library has applied for the FY26 grant, but those awards have not yet been released. For that reason, the library budget for FY27 does not include any Per Capita Grant funds.

Total income from property taxes levied in December 2024 and payable in the summer of 2025 (FY26) was **296,233.98 (\$296,576.62 with interest)**. The City of Canton levied a total of **\$289,905** in December of 2025 and payable in the summer of 2026 (FY27).

Total income from the James J. Elson trust was **\$2,552.46**.

Total income from the Winsor/Downey Fulton County Young Readers’ Endowment Fund was **\$5,690**.

Total income in FY26 was \$1,082,545.

FY26 Expenditures and Variances

In total 17 of 26 budget lines ended the fiscal year under budget, with positive variances ranging from \$19 to \$30,938. **Our operational budget ended up \$31,491 under budget, and our overall expenses including capital projects were \$26,206 under the total budget.** The reasons for major variances are explained below:

- Salaries” ended at \$7,787 under budget and the total of “Payroll Expenses” ended at \$342 under budget, excepting “Health Insurance”. “Health Insurance” was \$30,938 under budget (this figure is partially attributed to the retirement of a full time employee, who pays into the health insurance herself, and health insurance changes which occurred at the very end of FY26, resulting in an unpaid health insurance invoice for April and May, with these amounts set to run into FY27).

- “Print Materials” was \$30,938 under budget. This is a highly variable line item, and the closure of Baker & Taylor Publishing created a gap in purchasing of approximately four months. Additional funds were utilized in other collection areas, such as ebooks and eaudios.
- “Utilities” was under budget by \$5,663. This line item fluctuates heavily due to the seasonal changes from year to year.
- “Automation” was under budget by \$3,246. This line item depends largely on needed IT assistance throughout the year and is highly variable.
- 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 \$19,927, 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 \$7,659. 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.
- “Insurance” was over budget by \$7,485, due to higher-than-anticipated increases to premiums.
- “Programs” was over budget by \$1,735, as Per Capita Grant funds were applied to this line item. Again, the library has been directed to not include Per Capita Grant funding in planning for fiscal year budgeting.
- “Miscellaneous” was over budget by \$1,350. This is a highly variable line item used to capture expenses that do not fall under other line items.
- All other lines were over budget by less than \$1,000.

Total expenditures for FY26 were \$800,025 or \$884,810 with capital expenses.

Capital Expenditures

The library budgeted \$79,500 for capital expenditures in FY6. The library successfully completed a landscaping project, as well as the replacement of the library’s ILS Domain servers.

The landscaping project came in at a cost of \$24,600, rather than the projected \$22,500, due to the addition of the east wall landscaping to the original scope of work.

The installation of new ILS Domain servers came in at \$60,184.50, rather than the projected \$57,000 due to additional IT support needed to complete all software migration and to address any remaining issues at the end of the installation.

In FY26, total library expenditures were under revenue by \$197,735, compared to \$306,233 in FY25, compared to \$129,811 in FY24, and compared to \$333,749 in FY23. (These figures include a gain/loss on investments).

Operational expenditures alone were under our budget by \$26,844, compared with \$982 in FY25, compared with 104,298 in FY24, and with \$44,369 in FY23.

Accumulations

As of April 30, 2026, the library had \$2,051,139.99 (total market value plus accrued income) in accumulated Ingersoll funds held in the trust account at Mid-America National Bank, compared to \$1,768,923.16 (FY25), and \$1,477,088.53 (FY24). \$500,000 in funds in the reserve account have been reinvested in government CD's, as a way to generate additional interest income for future capital expenses.

We ended with a balance in our MidAmerica National Bank checking account of \$56,554.48, following a transfer of \$100,000 from the checking account to the reserve account.

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 \$270,000 by FY28 to cover the 2004 addition, which is no longer under warranty. A new long-range building plan has been 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, 2026
(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, 2026.

FY 27 Budget Forecast

Income

Our income for FY26 was \$1,082,545, compared to \$1,108,273 for FY25, and \$1,105,915 for FY24. With the addition of tax revenue (\$296,576.62) our total income is much higher than it would have been without tax revenue (about \$785,968).

The Charles D. Ingersoll Trust did increase in value from December 31, 2025 with a close of \$28,838,979.76. The value of the trust on March 31, 2026 had remained fairly steady at \$27,730,848.20.

For FY27 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, 2025 (\$28,838,980) for the value on December 31, 2026. The close on December 31, 2024 (\$27,651,974), and December 31, 2023 (\$26,322,281) will be averaged in to determine our distributions in calendar year 2027. Since we will be budgeting for a lower amount of income from the trust for regular expenses (\$590,110), the extra trust income will help build the reserve fund.

In addition, we have applied for a Per Capita Grant for 2026 (FY27) 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 \$19,664 in FY25 , and \$19,531 in FY23 and FY24. In addition to Per Capita Grant funds, the library received the opportunity to apply for an Equalization Aid Grant at the same time, with the funds intended to be used for program room renovations and a Library of Things, if awarded.

Other miscellaneous income is expected to remain about the same as in FY26.

With estimated income from tax monies, our income projection for FY27 is \$1,093,639.

Expenses

The Board approved the FY27 Budget at \$116,088 under in operating expenses with no anticipated capital expenses, due to the possible Program Room Renovation, if Equalization Aid Grant funds are received. The replacement of the 2004 roof is slated for FY28.

The library will be able to adjust for compression in FY27.

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. 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.