

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for April 15<sup>th</sup>, 2026—4:00 p.m.**

**A.) Call to Order**

**Present:** Kevin Meade, Kim Freiley, Andrea Barbknecht, Nate Jackson, Sue Freiley, Robin Henry

**Absent:** Cathy Ludlum, Rhonda Vogel, Carol Davis

**Staff Present:** Jessica Sparenberg

**B.) Approval of Previous Minutes:**

**Approved Motion:** Hearing no objections or corrections, the March 18<sup>th</sup>, 2026 minutes for the regular meeting were approved by unanimous vote. (Motion: S. Freiley; Second: R. Henry).

**C.) Public Comments**

Jessica Sparenberg shared two comments left in the comment box, one of which expressed gratitude for assistance with technology, and the other a request for more toys in the Children's Department. Ms. Sparenberg also shared the positive feedback she had received from patrons following new programming created by new hire, Paige Edwards.

**D.) Communications**

**Charles D. Ingersoll Trust**

Jessica Sparenberg stated that the Charles D. Ingersoll Trust market value as of March 31<sup>st</sup>, 2026 was \$28,277,061.22. She also reported that the next Charles D. Ingersoll Trust quarterly meeting would take place on April 22<sup>nd</sup>, 2026 at 1:30 p.m. at the MidAmerica National Bank.

**Reference Survey**

Jessica Sparenberg stated that the annual Reference Survey, required to file the Illinois Public Library Annual Report, had been completed in March.

**Winsor Downey Distribution Received**

Jessica Sparenberg shared that the annual distribution from the Winsor Downey Trust had been received in the amount of \$5,690.00.

**Donation to Winsor/Downey Endowment**

Jessica Sparenberg shared that a donation of \$200.00 was received from Jean Antine (Welch), to be deposited into the Winsor/Downey Fulton County Young Readers' Endowment. This donation was received as a tribute to the accomplishments of David Downey, who passed away in in December of 2025.

## **Site Visit from the Illinois State Library**

Jessica Sparenberg shared that Laura Keyes, of the Illinois State Library, had visited the Parlin-Ingersoll Public Library to discuss expenditures related to currently open grants. These include the 2024 Technology Grant, and the 2025 Per Capita Grant. The visit was successful, with all expenditures successfully documented and accounted for, and all questions addressed.

## **Director's University Advanced**

Jessica Sparenberg shared that she had initially enrolled to participate in the 2026 Director's University Advanced conference, but that prior engagements, and library business took precedence over attendance. A refund of the cost to register was refunded by the Illinois State Library.

## **Director's Activities in March 2026**

Director activities in February: Rotary Meetings, Rural Director's Group, Director's Luncheon, ILA Advocacy Committee, Fulton County COAD, Presentation to Spiritual Organizations for COAD, Health Insurance Committee Meetings, Kiwanis Club Presentation.

## **E.) Director's Report**

### **1.) Consent Agenda for March 2026**

**Approved Motion:** The board voted unanimously to approve the consent agenda for March 2026 (Motion: A. Barbknecht; Second: S. Freiley).

### **2.) Winsor Downey Book Bundles**

Jessica Sparenberg shared that the library purchased a total of 320 book bundles for distribution to all registered Canton School District children in Kindergarten through 2<sup>nd</sup> grade (with one category of bundles to be further broken down into smaller bundles), totaling \$8,164.00. Book bundles should be ready for distribution by the first week of May. She also outlined events to take place on Winsor Downey Day, to include a bouncy house, a live story teller, outdoor games and crafts, and food for purchase by Eats. She invited board members to attend and said that invitations to attend would be extended to the families of Mr. Dave Downey, and Mr. John Winsor.

### **3.) Long Range Building Plan**

Jessica Sparenberg shared details from a 2026-2030 Long Range Building Plan compiled by Doug Bentzinger, of Graham & Hyde, Inc. Large projects include the 2004 roof repair, the replacements of electrical panels in the basement, the replacement of the remaining air conditioning units, the possible replacement of the boiler, replacing the retainer wall on the south side of the public parking lot, and refurbishing the public bathrooms. Smaller projects included repairs to the sidewalks outside the vestibule and wheelchair access ramp, interior and exterior painting, striping and sealing the parking lots, and possible carpet replacements for heavily trafficked areas in the library.

### **4.) Recommended Board Candidates for Mayoral Appointment**

Jessica Sparenberg stated that the terms of Kevin Meade, Cathy Ludlum, and Robin Henry (who replaced Jana Emmons in 2025) were up as of May 2026, all of whom intend to seek re-appointment.

**Approved Motion:** The board voted unanimously to submit the names of Kevin Meade, Cathy Ludlum, and Robin Henry to the mayor for appointment to the Board of Trustees. (Motion: N. Jackson; Second: A. Barbknecht)

### **5.) Officers for FY27**

Jessica Sparenberg stated that as the terms of Kevin Meade and Cathy Ludlum were up for re-appointment in May, that the officer positions of President and Vice-President were also up for re-appointment. The current officers agreed to continue their terms, to be formalized at the May meeting.

### **6.) Investment of Reserve Account Funds**

As the balance in the library's reserve account approaches \$2 million, Sue Freiley discussed the possibility of investing a portion of the reserve account funds into bank Certificates of Deposit, or government agencies. Doing so could generate additional interest income for the reserve account. The current Money Market rate is 3.54%.

With a proposed \$500,000 in invested funds, projected interest rates and returns would be:  
CD's and Government agency bonds: Projected rates are 3.75%-3.85%, with a potential \$1,050 in additional interest earned per year over the Money Market.

CD's or Government agency bonds in the 2-year term are currently at the rate of 3.90% to 3.95% which would result in a potential additional amount of \$1,800 in additional interest earned per year over the Money Market.

Ms. Freiley did not recommend going past two years for these investments. The future expectation for these investments would be for them to rollover at the time of their expiration.

**Approved Motion:** The board voted unanimously to approve a drafted Letter of Authorization to the Trust Officers of MidAmerica National Bank to invest \$250,000 in reserve income to buy a 1-year CD or Government Agency bond and \$250,000 in a 2-year CD or Government Agency bond. (Motion: S. Freiley; Second: N. Jackson)

### **7.) FY27 Budget**

Jessica Sparenberg shared second drafts of the FY27 Budgets with the board members for review. There were few changes from the first drafts, and Ms. Sparenberg shared projected retained income for potential transfer to the reserve account.

**Approved Motion:** The board voted unanimously to approve the FY27 Budgets. (Motion: R. Henry; Second: K. Freiley)

### **8.) Non-Resident Fee**

Annually the Board must decide if it will issue non-resident cards and at what cost. Using the general mathematical formula recommended by the Illinois State Library, the fee for those patrons living outside the City of Canton limits would be calculated as follows:

**\$142,071,708 (Canton 2024 estimated rate setting EAV) x .002289 (Library estimated tax rate) = 325,202**  
**325,202 ÷ 13,242 (2020 Canton population) = \$24.56 per person**  
**\$24.56 per person x 2.24 (2015-2019 census estimate for household size in Canton) = \$55.01**

The Board can round this figure to \$55.00 per household. The Cards for Kids Act allows the library to not charge a non-resident fee to children aged birth through grade 12 living outside the city limits in unserved areas. In addition, disabled veterans with a 70% disability are not to be charged a non-resident fee either.

**Approved Motion:** The board voted unanimously to approve the non-resident fee at \$55 per household.  
(Motion: N. Jackson; Second: A. Barbknecht)

**Adjournment:** The meeting was adjourned at 4:45 p.m.  
(Motion: N. Jackson; Second: K. Freiley)

Attest: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_