

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Hannibal Free Public Library Board of Trustees will conduct a Public Hearing on its Annual Budget immediately followed by its regular monthly meeting. The Public Hearing begins at **12:00 p.m. on Tuesday, June 17, 2025**, in the 3rd Floor Meeting Rooms at Hannibal Free Public Library, 200 South Fifth Street, Hannibal, MO 63401.

1. Call to Order
2. Caitlin Greathouse, Library Director
Re: Annual Budget FY 2025-2026
3. Public Comment
4. Adjournment

Posted: June 10, 2025, 12:00 p.m.

The news media may obtain copies of this notice by contacting:

Caitlin Greathouse, Director
Hannibal Free Public Library
200 South Fifth Street
Hannibal, MO 63401
573-221-0222



FY2025-2026

Budget Narrative

Serving Hannibal, MO Since 1901
200 South 5th Street, Hannibal, MO 63401
(573) 221-0222

Hannibal Free Public Library FY2025 BUDGET NARRATIVE

MISSION

It is the aim of the Hannibal Free Public Library to enrich the personal lives of the citizens who use its resources. The library desires to help people in their search for greater understanding, in their quest for reliable information, and in exploration of a more secure and creative pattern for living. To fulfill this purpose, the library assumes the responsibility of assembling, preserving, and administering an organized collection of books, magazines, newspapers, records, maps, films, and other materials.

As a center of reliable information for the community, the library requires materials for the purpose of encouraging citizens to continuously educate themselves. A special effort is made to provide printed material on all subjects likely to be of concern or interest either to present or potential library users of whatever age or education. All requests for information are treated with respect and an attempt is made to secure that information either in the library's own collection or by use of interlibrary loans.

The library tries to fulfill the individual's need for satisfying recreation by making materials available which will develop and enrich the human spirit. It carries on a program to stimulate new interests and to equip the individual and pursue those interests.

In working with children the library aims to extend, cultivate and encourage the pursuit of education and to promote voluntary individual enjoyment of reading through the use of library resources.

The library is a center to be used by all segments of the community.

The Hannibal Free Public Library recognizes the scholarly resources of our neighbors (Hannibal-LaGrange College, the Hannibal Public Schools, and other area libraries) and works toward having each library complement the other.

VISION

Hannibal Free Public Library pursues the enrichment of the personal lives of its users.

SLOGAN

America's Hometown Library (adopted September 10, 2019)

VALUES

Hannibal Free Public Library's values and guiding principles are modeled on the American Library Association's Core Values of Librarianship. They include:

Access: All information resources that are provided directly or indirectly by Hannibal Free Public Library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users.

Confidentiality/Privacy: Hannibal Free Public Library recognizes that protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship.

Diversity: Hannibal Free Public Library respects diversity of cultures, thinking, literacy, learning styles, age, background, and talents.

Education and Lifelong Learning: Hannibal Free Public Library promotes the creation, maintenance, and enhancement of a learning society.

Intellectual Freedom: Hannibal Free Public Library upholds the principles of intellectual freedom and resists efforts to censor library resources.

Preservation: Hannibal Free Public Library supports the preservation of local information.

Professionalism: Hannibal Free Public Library fosters an open communication work environment to embrace honesty, integrity, professional ethics, and accountability. We strive to achieve courtesy and respect in all our working relationships, both internal and external.

Service: Hannibal Free Public Library's staff strives for excellence by maintaining and enhancing our own knowledge and skills, and by encouraging the professional development of co-workers.

Social Responsibility: Hannibal Free Public Library recognizes the contribution it can make in ameliorating or solving the critical problems of society. We support efforts to help inform and educate the people of Hannibal on these problems and to encourage them to examine the many views on, and the facts regarding, each problem.

Sustainability: Hannibal Free Public Library recognizes the value of rapidly changing technological, economic, political, and social environments, and we strive to incorporate them as much as is possible and appropriate into our library culture and operations.

INTRODUCTION

This budget is being submitted in accordance with Section 182.645.1 of the Revised Statutes of Missouri. The FY2025-FY2026 budget represents a 18.03% INCREASE over the FY2024-2025 approved amended budget, including capital expenditures. This reflects a large bequest donation received in 2024 to go towards Hannibal Free Public Library's Roof Project in 2025. Disregarding the capital project revenue, the FY2025-2026 budget shows a 3.79% increase from the previous year. This reflects a generally conservative approach to potential income from local property taxes and takes into regard the discontinued General Mills Rent revenue line.

Carryover Funds from FY 2024-2025 for the Capital Outlay Roof Project Revenue Line, amended in 2025 to show transferred reserve funds, is included in the 80.1087 "Transferred from Other Accounts" Revenue Budget Line for FY 2025-2026. The bequest is represented in the 80.1075 "Gifts" line as it will be deposited to the Operating Account in 2025.

Percentages of the budget in main categories are reported for information purposes only. Public libraries in general spend 50-65% of their budget on personnel costs, 15-25% on equipment, supplies, and services, and 10-20% on collections. These percentages are referred to in the *Missouri Public Library Standards* (2024). Hannibal Free Public Library's percentages, as depicted in the pie graph to follow, are very skewed due to the large Capital Project for the roof replacement. It is expected to be more on par with the state standards after the roof project has been completed for future budget years.

REVENUES

Anticipated revenues for FY2025 are not as rosy as past years. Revenue budget line 80.1118 will be deleted after this year after the decision was made to no longer pass an allotment of the General Mills Warehouse Rent to Hannibal Free Public Library. This was a revenue line that was generously shared with the Library when it was divided amongst city departments. With cuts and cost increases, the decision was made to defund this allotment. The total amount lost for this revenue based on June 2024's final numbers is \$33,048.00. Part of this was balanced when the City decided to no longer charge apportionment fees for services rendered, saving the expenditure budget by over \$18,000.

Legislation has been closely monitored in FY 2024-2025 with several Bills that could negatively impact library funding. A temporary freeze to the Institute of Museum and Library Services caused us to rethink Summer Reading Program funding for the future. LSTA grants may be impacted by the FY 2026 proposed federal budget. Legislation involving the reduction of property taxes has also been a concern for libraries nationwide. This will continue to be closely monitored.

The majority of Hannibal Free Public Library revenue comes from property tax collected. This number is proposed based on a 3-year average. With no legislation currently impacting this year's budget, we continued with the proposed revenue budget of \$893,298.

Again, due to the transfer of funds from Reserves, donations, and a large bequest for capital projects, the Revenue Budget figures are skewed. Gifts (80.1075) includes the large one-time bequest that will be utilized to fund the remaining balance of the Roof Project along with funds transferred from reserves in 2025 (80.1087). Carry-over funds from this bequest will become an investment trust after the project has been completed.

EXPENSES

Personnel

Personnel is our largest expense. Salaries and wages are budgeted in June and the decision to grant the increase is made at the December meeting. The FY2025-2026 budget included a 3% COLA adjustment to the base scale for eligible employees along with a step increase. It also included an extra insurance plan budgeted in the case that an employee would need to add a dependent due to extenuating circumstances. This has been the practice for several years. With new insurance implemented in July, the uncertainty of these costs has disappeared and the budget was created with a set rate.

Equipment, Supplies, & Services (ESS)

Most of the expenditure accounts are fixed. In other words, we have to pay the utility bill, purchase cleaning supplies, pay contracts, and continue to maintain the building.

Equipment, supplies and services budget lines show changes in the following areas. This expenditure category accounts for 12% of the FY2025-2026 budget (\$205,965). The assessment and county collection rates are figured at 1.75% and 13% of tax collected. The telephone switch to VOIP has greatly reduced this expenditure line from what it was in FY2022-2023. Hannibal Free Public Library sends out overdue notices for materials. Postage saw a sharp increase in cost and this increase is reflected in this budget. The LSTA Summer Reading Grant no longer covers printing or advertising costs. This budget is reflective of absorbing this cost. Utilities saw an increase in rates and it is expected to increase again for the upcoming year. The Hannibal Free Public Library is audited through the city and our portion is expected to increase this year.

Building contracts include pest control, electric work, plumbing (normally handled under Repairs 80.60.358 for emergency situations), heating and air conditioning, and snow removal and landscape management. In 2025, quotes for landscaping and snow removal were collected and it was found to be most cost effective to stay with the current company, Cutting Edge. Computer contracts

(80.60.426) and computer systems (80.60.450) include the Library's ILS, microfilm readers, emails MOREnet, Golden Ruler for the copier contract, CDW-G for the Zoom license, Overdrive for the Library's e-books, and multiple databases found on the Library's website among others.

As the cost of items continues to rise, building supplies (80.60.722) and library supplies (80.60.244) also increase. Both were increased to reflect this cost increase.

Collections

The Collection and Programming Expenditures for FY 2025-2026 remained roughly the same as the previous year with a few exceptions. After there was a freeze on the Institute of Museum and Library Services on the federal level, the LSTA Summer Grant was unknown for a while. Summer Reading is Hannibal Free Public Library's busiest time of year and greatly attended by residents and nonresidents alike. In order to ensure that this program moves forward regardless of federal funding, the programming budget was increased in the programming budget lines. Children's programming increased to \$4,000 and Young Adult and General Programming increased to \$3,000. The grant awarded for Summer 2025 was \$8,000. This increase would act as a protection in case there were snags on the federal level.

Also, please remember that several collection lines are not budgeted until final figures from designated investment accounts are tallied at the end of June. This is always included in a budget amendment after the adoption of the budget. All other operating funds for these collection accounts show no increase.

It has been several years since the Library sent the newspapers off to be bound. With a quote from the bindery, it was found that to get caught back up, the cost to have the newspapers the Library has on hand to be bound would be roughly \$2,400. This is included in the collection budget (80.60.428).

The Library's ValueLine subscription will be canceled for the upcoming fiscal year. After checking the usage of this resource and taking into regard the increase in cost, it was determined that this resource does not warrant resubscription. It accounted for almost 27% of the entire magazine budget line. Also, as magazine subscriptions are trending toward digital, this budget line saw an overall decrease.

State Aid and State Aid A&E is a large portion of the collection budget, but it is never budgeted until it is received. A proposed House Bill could reallocate some of the A&E funds toward bond payments which could negatively impact this revenue for libraries across the state. Once definite figures are presented, this budget line would be amended, similar to the investments' interest figures.

CAPITAL PROJECTS

Capital Projects are the driving force behind the FY 2025-2026 budget. The roof project is projected for completion Summer 2025. A bid was accepted in 2025 for \$584,000 for this project and it is a relief to finally bring this several-years long project to a close.

With the roof project concluded, other necessary repairs, updates, and upgrades, which have been placed on the back burner, are finding their way back to the Capital Project Budget. Large budget lines for this category of the budget include concrete and asphalt work in the parking lot, replacement steel doors for the ones that are rusting, ongoing ceiling light fixture replacements, upgrading the laptop lab with ones that are able to be updated for use with programming, training, and professional development, network improvements, and Microsoft Office 2024 licenses for the public and staff pcs.

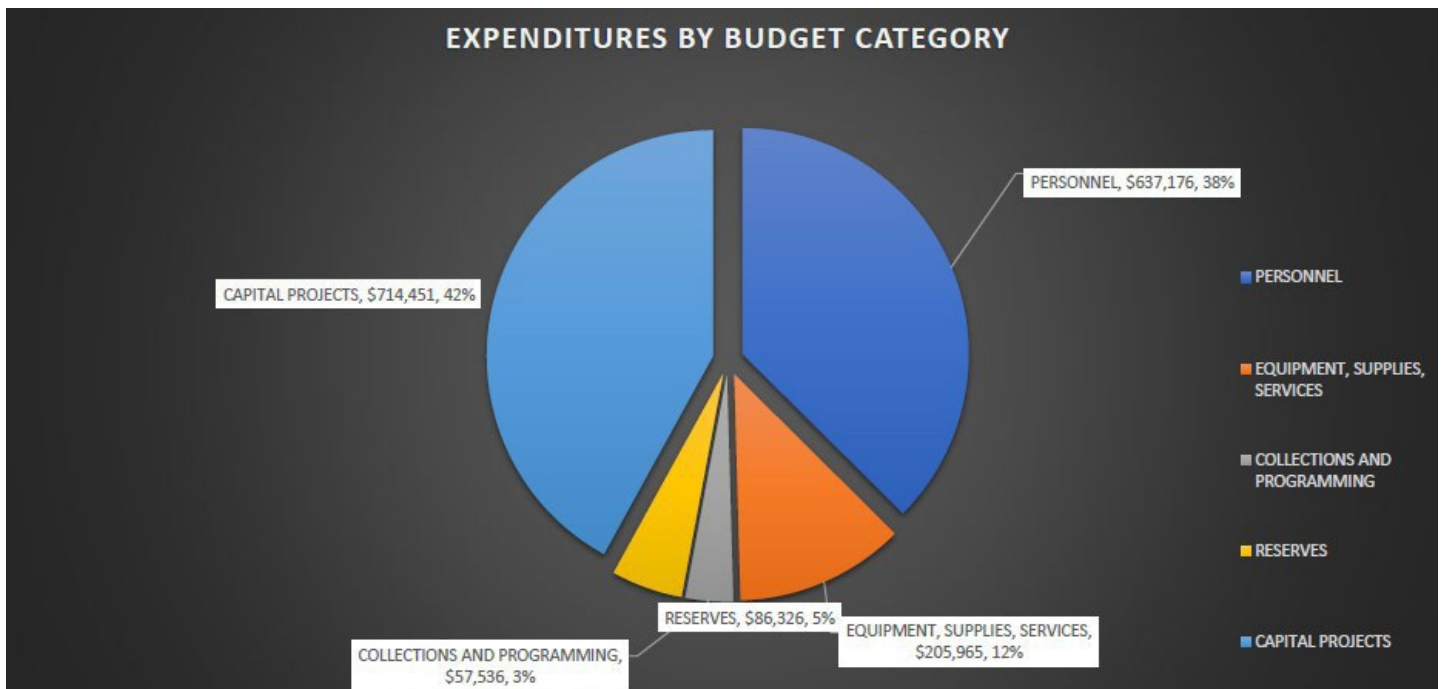
This line also includes placeholders for an elevator replacement in the emergency situation that our long-lived one dies and repair placeholders for HVAC units and printer replacements.

It is a relief to be able to look past the roof toward other necessary projects to keep Hannibal Free Public Library relevant with community needs.

CONCLUSION

As usual, we always begin the year in July with many budgetary unknowns. As changes arise, they are presented to the Hannibal Free Public Library Board of Trustees and their decisions will guide necessary amendments as the unknowns are realized.

Prepared by: Caitlin Greathouse, Library Director
Hannibal Free Public Library



HANNIBAL FREE PUBLIC LIBRARY REVENUE BUDGET

FY 2025-2026

Revenue	Proposed for FY25-26	% of Overall Budget	Revenue Accounts	Comments
Taxes				
			Taxes (Real & Personal) 80.1010,	
			Taxes (Surcharges) 80.1011,	
<i>Property</i>	\$826,473	48.575%	Taxes (Interest) 80.1012,	3 Year Average
			General Mills Warehouse Rent	
Genl Mills Warehouse Rent	\$0	0.000%	80.1118	NO LONGER RECEIVING
			Taxes (Railroad and Utilities)	
			80.1013, Taxes (Financial	
			Institute) 80.1014, Interest	
<i>Other</i>	\$66,825	3.928%	80.1060	3 Year Average
Federal/State				
			State Aid 80.1097, State Aid A&E	State Aid Decision FY25-26 May,
<i>State Aid</i>	\$6,038	0.355%	80.1098	State Aid A&E, Never Budget until
<i>Other</i>				received
Fines and Fees				
			Fines 80.1061, Lost Book Fee	
<i>Lost/damaged Items</i>	\$1,363	0.080%	80.1066	3 Year Average
<i>Nonresident Fees</i>	\$1,800	0.106%	Non-Resident Fee 80.1062	Est. 30 cards at \$60
			Fax Income 80.1063, Copier	
<i>Printing/Copying</i>	\$3,986	0.234%	Income, 80.1065,	3 Year Average
<i>ILL</i>	\$20	0.001%	ILL 80.1064	Placeholder
			Misc. Other 80.1069, Returned	
<i>Misc. Other</i>	\$100	0.006%	Checks 80.1101	
Grants				
<i>General</i>	\$0	0.000%	Grants Not LSTA 80.1040	Never Budget until awarded
<i>State Library Grants</i>	\$4,000	0.235%	Federal Grants (LSTA) 80.1099	1/2 of Summer 2025

**HANNIBAL FREE PUBLIC LIBRARY REVENUE BUDGET
FY 2025-2026**

Foundation or Friends			
		Gifts 80.1075, Gifts to Trust	
<i>Gifts</i>	\$544,288	31.990% 80.1175	INCLUDES HYS BEQUEST
<i>Friends Used Book Sales</i>	\$0	0.000% Used Book Sale 80.1091	TO DELETE
<i>Hannibal Library Press</i>	\$65	0.004% Hannibal Library Press 80.1089	
Donations			
<i>Raise the Roof Project</i>	\$0	0.000% Raise the Roof 80.1147	Do not budget until received.
Misc.			
		Transferred from Other Accts	
<i>Transferred from Other Accts.</i>	\$246,495	14.487% 80.1087	Capital Outlay
<i>Carryover</i>	\$0	0.000% Carryover 80.1094	To Balance the Budget
		REVENUE OMMITTING CAPITAL PROJECT ACCOUNTS	
TOTAL REVENUES	\$1,701,454	100.000%	\$910,671

**HANNIBAL FREE PUBLIC LIBRARY EXPENDITURE BUDGET
FY 2025-2026**

Expenses	Proposed for FY25-26	% of Overall Budget	Expenditure Accounts	Comments
Personnel				
			Salaries and Wages - Full-Time 80.60.101,	
Salaries and Wages	\$453,706	26.666%	Wages Part-Time 80.60.116	
Social Security	\$34,545	2.030%	Social Security 80.60.104	
				NEW RATE BEGINS JULY 1, 2025 EXTRA
Hospitalization	\$84,551	4.969%	Hospitalization 80.60.105	EMPLOYEE AND SPOUSE BUDGETED
Lagers	\$56,090	3.297%	Lagers 80.60.106	
Unused Sick Leave	\$5,200	0.306%	Unused Sick Leave 80.60.109	
Subtotal	\$634,091	37.268%		
Governmental Fees				
Apportionment to City	\$0	0.000%	Cost Apportionment to Genl Fund 80.60.217	NO LONGER - TO DELETE
County Collector's	\$32,567	1.914%	Assessment and Co. Collector's 80.60.206	Assessment 1.75%; Co Coll 13% on taxes
Bonding and MIRMA	\$55,228	3.246%	Bonding and Mirma 80.60.850	collected
Unemployment	\$0	0.000%	Unemployment 80.60.815	\$526 bond + MIRMA est 11.31% salaries
Subtotal	\$87,794	5.160%		calendar yr 2025
Collections				
			Books Gen &Ref 80.60.401, Books-Children	
Books	\$14,685	0.863%	80.60.415, Books - Young Adult 80.60.418	
E-Books	\$3,000	0.176%	Digital Collection 80.60.427	
			Mags-General 80.60.419, Mags-Childrens	
Periodicals	\$5,080	0.299%	80.60.420, Mags-Young Adult 80.60.421	
Databases	\$14,623	0.859%	Computer Databases 80.60.426	
			Microforms 80.60.423, AV-Adult Video	
Media	\$3,375	0.198%	80.60.452, AV-Children's Video 80.60.454	
			AV-Adult Audio 80.60.451, AV-Children's	
Audiobooks	\$3,900	0.229%	Audio 80.60.453, AV-YA Audio 80.60.443	
ILL	\$473	0.028%	Interlibrary Loan 80.60.429	
Binding	\$2,400	0.141%	Binding 80.60.428	
Subtotal	\$47,536	2.794%		
Facilities				
Building Maintenance	\$8,650	0.508%	Repairs 80.60.358	See Capital Outlay Planning Budget
Utilities	\$15,265	0.897%	Utilities 80.60.720	3 yr. average + 10%
Janitorial Supplies	\$5,634	0.331%	Building Supplies 80.60.722	5% Increase

**HANNIBAL FREE PUBLIC LIBRARY EXPENDITURE BUDGET
FY 2025-2026**

Subtotal	\$29,549	1.737%
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Programming

Adult Programming	\$3,000	0.176% Programs General 80.60.433
Young Adult Programming	\$3,000	0.176% Programs Young Adult 80.60.434
Children's Programming	\$4,000	0.235% Programs - Childrens 80.60.432
Subtotal	\$10,000	0.588%

Contractual Services

Computer Contracts	\$32,555	1.913% Computer Contracts 80.60.450	
Building Contracts	\$19,542	1.149% Building Contracts 80.60.347	
Audit	\$7,116	0.418% Audit 80.60.240	
		Banking Fee 80.60.597 and Fees/Charges	
Banking and Trust Fees	\$100	0.006% 80.60.750	
Subtotal	\$59,313	3.486%	

Professional Development

Professional Development	\$3,085	0.181% Professional Development 80.60.270	
Subtotal	\$3,085	0.181%	Be Well will no longer be covering pre-employment physicals effective July 1, 2024

Other

Office Supplies	\$6,804	0.400% Library Supplies 80.60.244	
Internet/Phone	\$3,360	0.197% Telephone 80.60.231,	
Postage	\$1,434	0.084% Postage 80.60.236	
Marketing/Public Relations	\$4,860	0.286% Printing & Advertising 80.60.238	Sum 25 Unfunded by LSTA 1.5% Increase
Capital Improvements	\$695,951	40.903% Capital Improvements 80.60.910	See Capital Outlay Planning Budget
Other Equipment (Not Capital)	\$4,300	0.253% Other Equipment Not Capital 80.60.216	See Capital Outlay Planning Budget
Computer Equipment (Not Capital)	\$3,550	0.209% Computer Equipment (Not Capital) 80.60.275	See Capital Outlay Planning Budget
		Capital Equipment- Other than Computers	
Capital Equipment (Other Than Computers)	\$0	0.000% 80.60.911	See Capital Outlay Planning Budget
Capital Equipment Computers	\$18,500	1.087% Capital Equipment - Computers 80.60.993	See Capital Outlay Planning Budget
Subtotal	\$738,759	43.419%	

Misc.

Matching Grant Money	\$0	0.000% Matching Grant Money 80.60.207	
Grants Non-LSTA	\$0	0.000% Grants (Non LSTA) 80.60.529	Never Budget until Received
Federal Grants	\$4,000	0.235% Federal Grants 80.60.530	Never Budget until Received
Refunds and Misc.	\$1,000	0.059% Refunds and Misc. 80.60.531	Placeholder

**HANNIBAL FREE PUBLIC LIBRARY EXPENDITURE BUDGET
FY 2025-2026**

Subtotal **\$5,000**

TOTAL Expenditures	\$1,615,128	94.926%
Reserves for Capital Outlay	\$86,326	5.074%
Total Expenditures and Reserves	\$1,701,454	100.000%

EXPENDITURES OMITTING CAPITAL PROJECTS	\$900,677
	\$9,994
	\$910,671

Collection and Programming Not included in Expenditure Budget

Easley	80.60.403	Interest from previous Fiscal	
Haggart	80.60.404	Interest from previous Fiscal	
Hoenes	80.60.405	Interest from previous Fiscal	
Marshall	80.60.406	Interest from previous Fiscal	
Meyer	80.60.407	Interest from previous Fiscal	
Patterson	80.60.408	Interest from previous Fiscal	
Pettibone	80.60.409	Interest from previous Fiscal	
Smith	80.60.410	Interest from previous Fiscal	
Sonis	80.60.411	Interest from previous Fiscal	
Rupp	80.60.412	Interest from previous Fiscal	
Roller	80.60.413	Interest from previous Fiscal	
O'Neil	80.60.414	Interest from previous Fiscal	
Sundermeyer	80.60.436	Interest from previous Fiscal	
McOwan	80.60.442	Interest from previous Fiscal	
Boor	80.60.417	Interest from previous Fiscal	
Dye	80.60.440	Interest from previous Fiscal	
Silver Family Fund	80.60.449	Interest from previous Fiscal	
Willmann Memorial	80.60.455	Interest from previous Fiscal	
Program Investment	80.60.456	Interest from previous Fiscal	
A&E Expenditure - Adult	\$0	80.60.437	Never Budget until Received
A&E Expenditure - Young Adult	\$0	80.60.438	Never Budget until Received
LSTA - Adult Books	\$0	80.60.445	Never Budget until Received
State Aid - Adult Books	\$0	80.60.457	Never Budget until Received
A&E Expenditure - Children's	\$0	80.60.439	Never Budget until Received
LSTA - Children's Books	\$0	80.60.446	Never Budget until Received
State Aid - Children's Books	\$0	80.60.458	Never Budget until Received
LSTA - YA Books	\$0	80.60.447	Never Budget until Received
State Aid - YA Bks	\$0	80.60.459	Never Budget until Received
LSTA - Children's AV	\$0	80.60.448	Never Budget until Received
Programming Gifts	\$0	80.60.431	Never Budget until Received
Gifts- Adult Books	\$0	80.60.402	Never Budget until Received
Gifts-Children Books	\$0	80.60.416	Never Budget until Received

**HANNIBAL FREE PUBLIC LIBRARY EXPENDITURE BUDGET
FY 2025-2026**

Gifts- Young Adult Books	\$0	80.60.441
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