



HANNIBAL
FREE PUBLIC LIBRARY

FY2026-2027

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 FY2026-FY2027 budget represents a 30.66% NET DECREASE over the FY2025-2026 approved amended budget. This reflects a large bequest donation received in 2025 to go towards Hannibal Free Public Library's Roof Project which was completed in 2026. Disregarding the capital project revenue, the FY2026-2027 budget shows a 2.72% increase from the previous year and operational expenditure increase of 2.41%. This reflects a generally conservative approach to potential income from local property taxes and takes into regard the discontinued General Mills Rent revenue line.

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 FY2026 are not expected to see a large impact from anything for the budget for this year. As property valuation increases in Hannibal, Missouri, the figures increase conservatively. There is no definitive impact for legislation being discussed or what the impact of the Senior Tax Freeze could cause. By utilizing multiple year averages for budgeting purposes, this impact should be absorbed accordingly while offsetting property valuation increases.

Legislation has been closely monitored in FY 2025-2026 with several Bills that could negatively impact library funding. A temporary freeze in 2025 to the Institute of Museum and Library Services caused us to rethink Summer Reading Program funding for the future. LSTA grants were impacted by the FY 2026 proposed federal budget and staffing cuts. This forced us to increase programming budgets for FY 2025-2026. These increases will continue as it was announced the Summer Reading Grant would not cover any program material costs, printing costs, or advertisement costs. 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 \$935,474.

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 20% of the FY2026-2027 budget (\$219,335). The assessment and county collection rates are figured at 1.75% and 13% of tax collected. The telephone switch to VOIP greatly reduced costs in 2024 and costs are staying constant. Hannibal Free Public Library sends out overdue notices for materials. Postage saw a sharp increase in cost and this increase is reflected in last year's budget. To offset this cost, Hannibal Free Public Library has started to email overdue notices to patrons who have an email on file. The LSTA Summer Reading Grant no longer covers printing or advertising costs nor does it cover program supplies. This budget is reflective of absorbing this cost. Utilities saw an increase in rates and this increase is reflected in this budget. 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 2026-2027 remained roughly the same as the previous year with a few exceptions. 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 continues last year's increase in the programming budget lines. Children's programming increased to \$4,000 and Young Adult and General Programming increased to \$3,000.

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.

The Library's ValueLine subscription was canceled last 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 may see 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. Once definite figures are presented, this budget line would be amended, similar to the investments' interest figures.

CAPITAL PROJECTS

The roof project is project was completed in FY 2025-2026. 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.

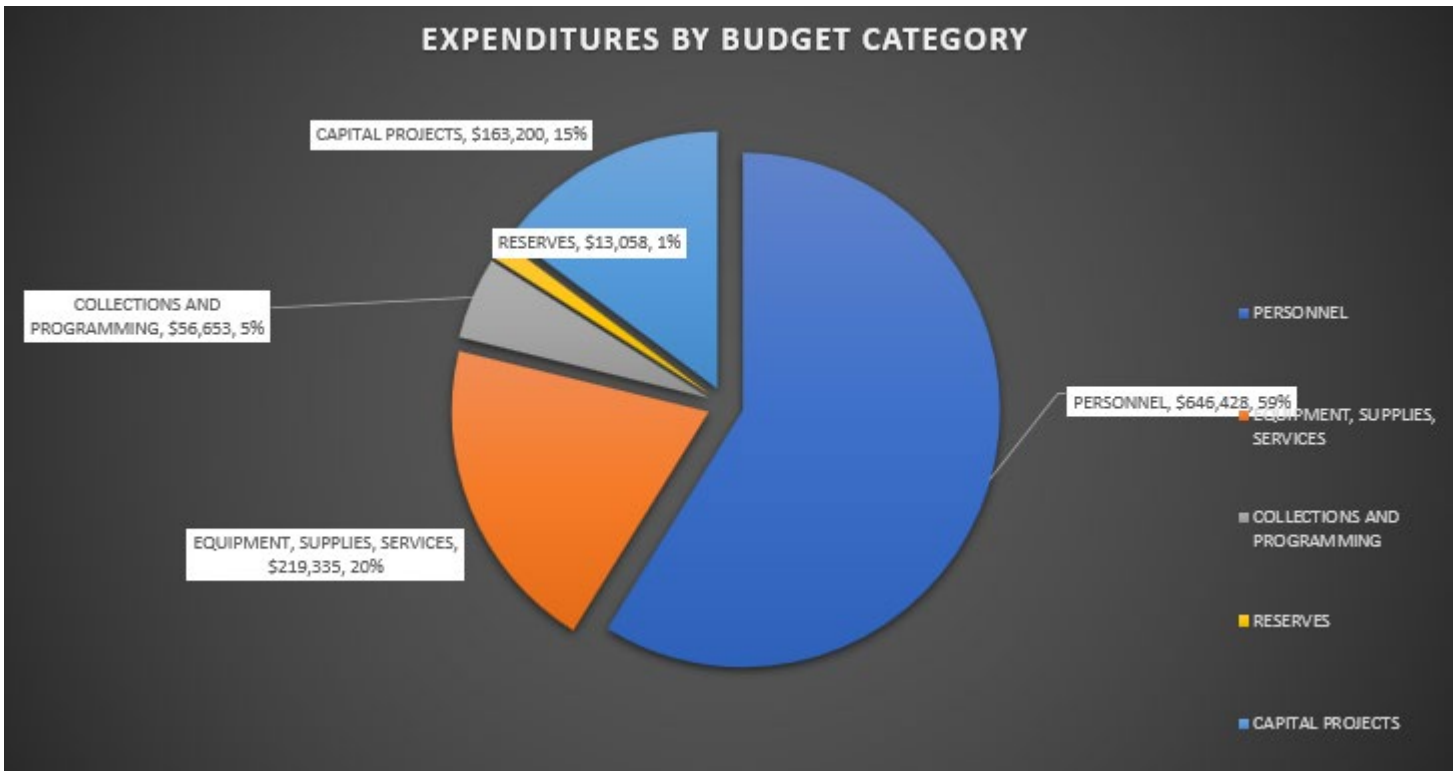
CONCLUSION

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

APPROVED by the Library Board of Trustees June 16, 2026 Page 5

EXPENDITURES BY BUDGET CATEGORY



**HANNIBAL FREE PUBLIC LIBRARY REVENUE BUDGET
FY 2026-2027**

Revenue	Proposed for FY25- 26	% of Overall Budget	Revenue Accounts	Comments
Taxes				
<i>Property</i>	\$849,605	90.821%	Taxes (Real & Personal) 80.1010, Taxes (Surcharges) 80.1011, Taxes (Interest) 80.1012, Taxes (Railroad and Utilities) 80.1013, Taxes (Financial Institute) 80.1014, Interest	3 Year Average
<i>Other</i>	\$70,459	7.532%	80.1060	3 Year Average
Federal/State				
<i>State Aid</i>	\$0	0.000%	State Aid 80.1097, State Aid A&E 80.1098	State Aid Decision FY25-26 May, State Aid A&E, Never Budget until received
<i>Other</i>				
Fines and Fees				
<i>Lost/damaged Items</i>	\$1,208	0.129%	Fines 80.1061, Lost Book Fee 80.1066	3 Year Average
<i>Nonresident Fees</i>	\$1,800	0.192%	Non-Resident Fee 80.1062	Est. 30 cards at \$60
<i>Printing/Copying</i>	\$4,227	0.452%	Fax Income 80.1063, Copier Income, 80.1065,	3 Year Average
<i>ILL</i>	\$20	0.002%	ILL 80.1064	Placeholder
<i>Misc. Other</i>	\$100	0.011%	Misc. Other 80.1069, Returned Checks 80.1101	
Grants				
<i>General</i>	\$0	0.000%	Grants Not LSTA 80.1040	Never Budget until awarded
<i>State Library Grants</i>	\$2,702	0.289%	Federal Grants (LSTA) 80.1099	1/2 of Summer 2025
Foundation or Friends				

**HANNIBAL FREE PUBLIC LIBRARY REVENUE BUDGET
FY 2026-2027**

<i>Gifts</i>	\$5,288	0.565%	Gifts 80.1075, Gifts to Trust 80.1175	INCLUDES HYS BEQUEST
<i>Hannibal Library Press</i>	\$65	0.007%	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.
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Misc.

<i>Transferred from Other Accts.</i>	\$0	0.000%	Transferred from Other Accts 80.1087	Capital Outlay
<i>Carryover</i>	\$0	0.000%	Carryover 80.1094	To Balance the Budget

**REVENUE OMMITTING CAPITAL
PROJECT ACCOUNTS**

TOTAL REVENUES	\$935,474	100.000%		\$930,186
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**HANNIBAL FREE PUBLIC LIBRARY EXPENDITURE BUDGET
FY 2026-2027**

Expenses	Proposed for FY26-27	% of Overall Budget	Expenditure Accounts	Comments
Personnel				
			Salaries and Wages - Full-Time 80.60.101,	
<i>Salaries and Wages</i>	\$459,269	41.802%	Wages Part-Time 80.60.116	
<i>Social Security</i>	\$34,964	3.182%	Social Security 80.60.104	
<i>Hospitalization</i>	\$86,613	7.883%	Hospitalization 80.60.105	EXTRA EMPLOYEE AND SPOUSE BUDGETED
<i>Lagers</i>	\$57,195	5.206%	Lagers 80.60.106	
<i>Unused Sick Leave</i>	\$5,303	0.483%	Unused Sick Leave 80.60.109	
Subtotal	\$643,343	59.261%		
Governmental Fees				
<i>County Collector's</i>	\$43,240	3.936%	Assessment and Co. Collector's 80.60.206	Assessment 1.75%; Co Coll 13% on taxes collected
<i>Bonding and MIRMA</i>	\$55,128	5.018%	Bonding and Mirma 80.60.850	\$526 bond + MIRMA est 11.31% salaries calendar yr 2026
<i>Unemployment</i>	\$0	0.000%	Unemployment 80.60.815	
Subtotal	\$98,368	9.061%		
Collections				
			Books Gen &Ref 80.60.401, Books-Children	
<i>Books</i>	\$14,685	1.337%	80.60.415, Books - Young Adult 80.60.418	
<i>E-Books</i>	\$3,000	0.273%	Digital Collection 80.60.427	
			Mags-General 80.60.419, Mags-Childrens	
<i>Periodicals</i>	\$5,304	0.483%	80.60.420, Mags-Young Adult 80.60.421	
<i>Databases</i>	\$14,915	1.358%	Computer Databases 80.60.426	
			Microforms 80.60.423, AV-Adult Video	
<i>Media</i>	\$3,375	0.307%	80.60.452, AV-Children's Video 80.60.454	
			AV-Adult Audio 80.60.451, AV-Children's	
<i>Audiobooks</i>	\$3,900	0.355%	Audio 80.60.453, AV-YA Audio 80.60.443	
<i>ILL</i>	\$473	0.043%	Interlibrary Loan 80.60.429	
<i>Binding</i>	\$1,000	0.091%	Binding 80.60.428	
Subtotal	\$46,653	4.297%		
Facilities				
<i>Building Maintenance</i>	\$8,910	0.811%	Repairs 80.60.358	See Capital Outlay Planning Budget
<i>Utilities</i>	\$16,421	1.495%	Utilities 80.60.720	3 yr. average + 13%
<i>Janitorial Supplies</i>	\$5,634	0.513%	Building Supplies 80.60.722	
Subtotal	\$30,964	2.818%		
Programming				

**HANNIBAL FREE PUBLIC LIBRARY EXPENDITURE BUDGET
FY 2026-2027**

<i>Adult Programming</i>	\$3,000	0.273%	Programs General 80.60.433
<i>Young Adult Programming</i>	\$3,000	0.273%	Programs Young Adult 80.60.434
<i>Children's Programming</i>	\$4,000	0.364%	Programs - Childrens 80.60.432
Subtotal	\$10,000	0.910%	

Contractual Services

<i>Computer Contracts</i>	\$33,532	3.052%	Computer Contracts 80.60.450	3% Increase - Upcoming renewals
<i>Building Contracts</i>	\$20,128	1.832%	Building Contracts 80.60.347	
<i>Audit</i>	\$7,116	0.648%	Audit 80.60.240	
			Banking Fee 80.60.597 and Fees/Charges	
<i>Banking and Trust Fees</i>	\$100	0.009%	80.60.750	
Subtotal	\$60,876	5.541%		

Professional Development

<i>Professional Development</i>	\$3,085	0.281%	Professional Development 80.60.270
Subtotal	\$3,085	0.281%	

Other


<i>Office Supplies</i>	\$7,348	0.669%	Library Supplies 80.60.244	
<i>Internet/Phone</i>	\$3,360	0.306%	Telephone 80.60.231,	
<i>Postage</i>	\$1,506	0.137%	Postage 80.60.236	5% Increase
<i>Marketing/Public Relations</i>	\$4,860	0.442%	Printing & Advertising 80.60.238	No Increase
<i>Capital Improvements</i>	\$135,200	12.306%	Capital Improvements 80.60.910	See Capital Outlay Planning Budget
<i>Other Equipment (Not Capital)</i>	\$4,300	0.391%	Other Equipment Not Capital 80.60.216	See Capital Outlay Planning Budget
<i>Computer Equipment (Not Capital)</i>	\$4,050	0.369%	Computer Equipment (Not Capital) 80.60.275	See Capital Outlay Planning Budget
			Capital Equipment- Other than Computers	
<i>Capital Equipment (Other Than Computers)</i>	\$7,000	0.637%	80.60.911	See Capital Outlay Planning Budget
<i>Capital Equipment Computers</i>	\$21,000	1.911%	Capital Equipment - Computers 80.60.993	See Capital Outlay Planning Budget
Subtotal	\$188,624	17.168%		

Misc.

<i>Matching Grant Money</i>	\$0	0.000%	Matching Grant Money 80.60.207	
<i>Grants Non-LSTA</i>	\$0	0.000%	Grants (Non LSTA) 80.60.529	Never Budget until Received
<i>Federal Grants</i>	\$2,703	0.246%	Federal Grants 80.60.530	Never Budget until Received
<i>Refunds and Misc.</i>	\$1,000	0.091%	Refunds and Misc. 80.60.531	Placeholder
Subtotal	\$3,703			

TOTAL Expenditures	\$1,085,616	98.811%	EXPENDITURES OMITTING CAPITAL PROJECTS	\$922,416
Reserves for Capital Outlay	\$13,058	1.189%		\$13,058

HANNIBAL FREE PUBLIC LIBRARY EXPENDITURE BUDGET
FY 2026-2027

Total Expenditures and Reserves	\$1,098,674	100.000%	
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