

**MISSOURI STATE LIBRARY**  
STATE AID FOR PUBLIC LIBRARIES

**Voted-Tax Library Districts: County, City-County, Municipal**

**Location** — Fill in the name of the municipality served by the public library (Municipal form only).

**Fiscal Year for this Report** — Fill in the beginning (From) and ending (To) dates of your most recent full fiscal year

**Item 1** — Enter the name of the library district

**Item 2** — If the library is part of a regional library, enter the name of the regional library.

**Item 3** — Provide the name of the Library Director

**Item 4** — Enter the address of the library's main office.

**Item 5** — Provide the library's telephone number.

**Item 6**— Provide the total amount of per capita State Aid funds received between **July 1, 2023** and **June 30, 2024**.

**Item 7** — Provide the amount of per capita State Aid funds spent or expected to be spent in each category. Be sure total cost matches the amount received to the penny. A guide on eligible costs and in what budget category they are to be reported is available in Appendix A. On a separate page, please provide a brief narrative describing what was purchased in each category and attach it to the application. This narrative should give a general overview of funds spent or intended to be spent, but does not have to be a detailed accounting of each individual item purchased. Expenditures of all state funds should be tracked separately from general library funds and a complete accounting of expenditures, including all relevant invoices must be available upon request.

**Complete items 8-13 based on the library's district's most recently completed fiscal year.**

**Item 8** — See 182.480 RSMo. Give the total assessed valuation of the library district for the most recently completed fiscal year of the library for this report.

**Item 9**— Report the most recent, voter-approved, full library tax.

**NOTE for Items 10 and 11, regarding allowable tax levy for fiscal year of this report, refer to forms filled out by the library district and supplied to the State Auditor's office.**

**Item 10** — Report the State Auditor's Office suggested library tax rate (on \$100 valuation) for compliance with the Hancock Amendment during the most recent full fiscal year of the library for this report

**Item 11** — Report the actual Library-Board-set AND levied tax rate per \$100 valuation for the most recent full fiscal year of the library for this report.

**Item 12** — Report the actual amount of tax income the library RECEIVED on assessed valuation; include delinquent and intangible taxes in this total.

**Item 13** — If Line 11 is less than .1000 (ten cents) or less than the amount reported on Line 9, you must indicate the reason for the reduction.

\_\_\_\_\_ Hancock amendment rollback (if Item 11 rate equals the rate on Item 10) **OR**  
\_\_\_\_\_ Library Board decision/action to reduce levy rate

***Certification – By Library Director and Treasurer of the Board***

Required by RSMO 181.060.3. An alternate signature is permitted for the Board Treasurer **IF** authorized by current board bylaws.

***Checklist:***

\_\_\_\_\_ All Application entries reviewed and proofread

\_\_\_\_\_ Signed and dated by Library Director and Treasurer of the Board.

\_\_\_\_\_ State Aid Application, List of Trustees and Certification of Compliance forms must be **received by the Missouri State Library no later than July 31, 2024**. Forms may be filed by email, fax or mail to:

**Email the State Aid Application to [mostlib@sos.mo.gov](mailto:mostlib@sos.mo.gov), OR**

**Fax the State Aid Application to (573) 751-3612**

## Appendix A - State Aid Budget Report Guidance

Libraries are cautioned not to rely on State Aid Per Capita funds for regular library operation as these funds are subject to appropriation and hence are not guaranteed from year to year. The list below is to serve as a guide on how costs are to be categorized and reported. Please remember that while reporting will be done by general category, all actual expenditures must be tracked for your library with full accounting available upon request.

Category	Examples of Cost
Building/Grounds/Utilities/Furnishings	Building construction, repair or renovation
	Capital fund
	Elevators
	Flooring, windows, siding, roofing, gutters, insulation, ceiling tiles
	Heating and cooling units and repair
	Janitorial/custodial services, lawn care
	Lighting fixtures and rewiring
	Parking lot paving, sidewalk repair
	Utilities: electricity, water, sewage, telephone
	Tables, chairs, desks, including circulation desks
	Shelving units
Library Collections	Audio, digital and print books and magazines
	Databases
	MOLIB2GO, Overdrive, 3M Cloud, etc.
	DVDs, Music CDs
	Other non-technology items that circulate to patrons
Personnel	Salaried and hourly library staff, including benefits
Programs	Craft, activity and other program supplies
	Presenters
Public Relations	Brochures, flyers, posters
	Paid advertisements
	Signage, including electronic displays
Technology: Equipment and Software	Computers, monitors, laptops, tablets, servers and peripherals
	Office equipment such as copiers and fax machines
	Digital readers/scanners/printers
	DVD tower dispensers, self-checkout units
	Sound systems
	Internet connectivity, including wireless
	Library automation software, including annual maintenance fees
	Televisions
Other	Bookmobiles
	Office supplies