

MISSOURI STATE LIBRARY

State Aid for Public Libraries

City-Budget Municipal Library which is a public library funded as a line item in the city's general budget

Location— Fill in the name of the city served by the public library.

Fiscal Year (reporting period) 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.

Item 2 – Enter the name of the library director

Item 3 – Enter the address of the main library

Item 4 – Enter the library's phone number

Item 5 - Fill in the beginning (From) and ending (To) dates of your most recent full fiscal year.

Complete the Items Below Based on your Library's Most Recently Completed Fiscal Year As Reported in Item 5

Item 6 - See 182.480 RSMo. Give the total assessed valuation of the City for the most recently completed fiscal year of the library for this report.

Item 7 - Provide the total funds the library received from the City AND spent by the library during this reporting period. *Include library salaries, utilities, maintenance expenditures and contracted repairs to the library facility. DO NOT include in-kind services, such as use of a city building, private grants, or any other miscellaneous income.*

Item 8 - Divide Line 7 (the amount of funding received from the City and expended by the library) by Line 6 (the total assessed valuation of the city).

Item 10 - Equivalent Tax Rate: Multiply the amount found on Line 8 by 100. This is the equivalent tax rate, which would generate the amount provided.

Complete the Items Below for the State Fiscal Year

Item 10 — Enter the total amount of **per capita** State Aid funds received between **July 1, 2025 and June 30, 2026.**

Item 11 — 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.

Certification - By Library Director and City Official

Checklist:

_____ All Application entries reviewed and proofread

_____ Signed and dated by Library Director and City Official. Provide title of City Official.

_____ State Aid Application, List of Trustees and Certification of Compliance forms must be **received by the Missouri State Library no later than July 31, 2026**. Forms may be filed by email, fax or mail to:

Email the State Aid Application to mostlib@sos.mo.gov, OR

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

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. The examples provided below are common expenditures, but use of these funds is not limited specifically to these examples. However, please remember that state funds cannot be used for any political purposes such as promotion of tax levies or lobbying purposes. Expenditures will be reported in the general categories of:

- **Building/Grounds/Utilities/Furnishings** – Funds spent for capital improvements, general building maintenance, physical shelving and furniture, and ongoing building costs such as utilities, janitorial services, and lawn care.
- **Library Collections** – Funds spent on library materials. This includes digital and physical materials such as physical books and audiovisual items; digital materials obtained directly or through consortia; online databases; and other circulating physical materials such as hotspots, STEM kits, tools, etc.
- **Personnel** – Funds spent on salaried and hourly staff, including benefit expenditures. This would exclude costs for contracted services.
- **Programs** – Funds spent on library programming. This would include craft, activity, and program supplies, as well as costs for paid presenters.
- **Public Relations** – Funds spent on promotional materials and advertisements. This could include brochures; flyers; posters; signage; and paid advertisements online and in local media.
- **Technology (Equipment and Software)** – Funds for all technology expenditures spent directly on physical hardware and technology services. This would include purchases of computers, monitors, servers, copiers, digital scanners, printers, automated circulation devices, televisions, sound systems, library automation software, contracted IT services, internet connectivity, and annual ongoing related costs.
- **Other** – Funds spent on items or services not covered in other categories. This could be general office supplies, fuel for library vehicles, and purchases of items that would not qualify in any other category.