MISSOURI STATE LIBRARY
STATE AID FOR PUBLIC LIBRARIES

Voted-Tax Districts: Consolidated Library

Date & Location — Date report prepared as mm/dd/yyyy.

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

Library Director to complete Items 1-8.

Item 4— Provide the county or counties that the library serves. Consolidated libraries give date of consolidation.

Item 6— Provide the total amount of per capita State Aid funds received during the fiscal year of this report.

Item 7 — Provide an estimated amount of per capita State Aid funds expended in each category. 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.

Item 8 —Report the tax rate in effect when the libraries consolidated.

Items 9-15 are completed by City or County official*, i.e. City/County Clerk, Collector or Treasurer*

Item 9 — See 182.480 RSMo. Give the total assessed valuation of the library district for the fiscal year of this report.

Item 10— Report the most recent, **voter-approved**, full library tax.

NOTE for Items* 11 and* 12, *regarding allowable tax levy for fiscal year of this report, refer to forms filled out by the library district and supplied to State Auditor's office.*

****Item 11*** — Report the State Auditor's Office suggested library tax rate (on $100 valuation) for compliance with the Hancock Amendment during the fiscal year of this report

Item 12 — Report the actual Library-Board-set **AND** levied tax rate per $100 valuation for the fiscal year of this report.

Item 13 —Report the actual amount of tax income **COLLECTED** on assessed valuation; include delinquent and intangible taxes in this total.

Item 14 – If Line 12 is less than .1000 (ten cents) or less than the amount reported on Line 8 or Line 10, you must indicate the reason for such reduction: i.e.

_____ Hancock amendment rollback
_____ Library Board decision/action to reduce levy rate OR
_____ Other (please state):_____

Item 15 — Signature certification is required of the city/county official who provided this tax information. Print or type the name, title, telephone number and email address of the city/county official . No wording of the certification section may be changed in any way by the city or county official.

Certification – By Library Officials *(see reverse side of application form)*

***Checklist*:**

_____ All application entries reviewed and proofread

_____ Signed by **LIBRARY DIRECTOR** and printed or typed email address

_____ RSMo 181.060.3 requires the Library Board-elected **TREASURER** to sign. Alternate signature is permitted only if authorized by the current board by-laws. A photocopy of the appropriate section of the by-laws permitting such action must be attached.

_____ State Aid Application, List of Trustees and Certification of Compliance forms must be **received by the Missouri State Library no later than July 31, 2016**. 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

Mail the State Aid Application to:

State Aid Application
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City, MO 65102-0387

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.

Category	**Examples of Cost**
Building/Capital/Maintenance	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
Furniture	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	Barcode scanners
	Computers, monitors, laptops, tablets, servers
	Office equipment such as copiers and fax machines
	Digital readers/scanners/printers
	DVD tower dispensers, self-checkout units
	eReaders, sound systems
	Internet connectivity, including wireless
	Library automation software, including annual maintenance fees
	Televisions
Other	Bookmobiles
	Telephone
	Office supplies