

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

Date & Location— Fill in the date this report was prepared as mm/dd/yyyy and 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.

Items 1-7 to be completed by Library Director

For questions that are not applicable, insert the word "**None**" in the space provided at that item number.

Item 4— Provide the county or counties the library serves.

Item 6— Provide the total amount of **per capita** State Aid funds received between July 1, 2016 and June 30, 2017.

Item 7—Provide an estimated amount of per capita State Aid funds expended in each category. Be sure total cost matches 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.

Items 8-12 to be completed by appropriate City Official, such as Clerk, Treasurer, etc.

Item 8— 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 9— Provide the total funds the library received from the City and expended 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 10—Calculation: **Divide** Line 9 (the amount of funding received from the City and expended by the library) by Line 8 (the total assessed valuation of the city).

Item 11—Equivalent Tax Rate: **Multiply** the amount found on Line 10 by 100. This is the equivalent tax rate, which would generate the amount provided.

Certification – By City Official

Certification signed and dated by city official who provided the information. Print or type name, title, telephone number and email address of the certifying City Official. No wording of the certification section may be changed in any way by the certifying official.

Certification - By Library Official

Checklist:

- All Application entries reviewed and proofread
- Signed and dated by **LIBRARY DIRECTOR** and printed or typed email address
- APPROPRIATE CITY OFFICIAL**, such as the Clerk, Treasurer, etc. must sign and date for city-supported libraries
- State Aid Application, List of Trustees and Certification of Compliance forms must be received by the Missouri State Library no later than July 31, 2017. 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