

MISSOURI STATE LIBRARY

FY 2012 State Aid for Public Libraries

Instructions for Set # 1: City-Supported 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. Libraries having a fiscal year ending June 30, 2011 shall consider 07/01/2010 to 06/30/2011 their most recent full fiscal year.

Items 1-8 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 5— Provide the county or counties the library serves.

Item 7— Provide the total amount of State Aid **per capita** funds received during the fiscal year of this report. **DO NOT include Athlete & Entertainers tax funds** your library received during this reporting period. **IF** using the fillable-PDF form, enter numbers only, the program will insert comma/s and a period to complete this entry.

Item 8— Check one or more items show how your library used State Aid funds received during the fiscal year of this report. If available, give an estimated amount budgeted to each category. This information will be used in the FY2013 budget request for State Aid.

Item 9— No response required

Items 10-14 to be completed by appropriate City or County official, such as Clerk, Treasurer, etc.

NOTE: IF using the fillable-PDF form, insert numbers only, the program will complete this entry with commas and a period.

Item 10— See 182.480 RSMo. Give the total assessed valuation of the City for the fiscal year of this report.

Item 11— Provide the total funds the library received from the City and expended by the library during this reporting period. *Include delinquent and intangible taxes that were credited to the Library Fund account. 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 12—*Calculation:* **Divide** Line 11 (the amount of funding received from the City and expended by the library) by Line 10 (the total assessed valuation of the city).

Item 13— *Equivalent Tax Rate:* **Multiply** the amount found on Line 12 by 100. This is the equivalent tax rate, which would generate the amount provided.

Item 14— Certification signed by city/county official who provided the information. Include title of official and their telephone number. No wording of the certification section may be changed in any way by the certifying official.

Certification - By Library Officials (on reverse side of application form)

Checklist:

- _____ All Application entries reviewed and proofread
- _____ All required Application signatures must be **NOTARIZED**
- _____ Signed by **LIBRARY DIRECTOR**
- _____ **APPROPRIATE CITY/COUNTY OFFICIAL**, such as the Clerk, Treasurer, etc. must sign for city-supported libraries
- _____ **Notary must be someone other than the certifying signatories**
- _____ State Aid Application **and** List of Trustees forms must be **postmarked no later than June 30, 2011.** We recommend the forms be sent by certified mail or another means that will provide you firm documentation of date transmittal.

Mailing address:

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