



State of Rhode Island Department of Administration
Office of Library & Information Services

Leadership. Learning. Logistics. Libraries

--a five-year framework for action.

I. Preliminaries:

Purpose: OLIS makes Rhode Island libraries of all kinds more effective so that the people of Rhode Island can have the best possible library service.

To OLIS, a library is an expression of a community. For each community the library encompasses the acquisition, organization, preservation and curation of cultural resources past, present and future and the provision of access to those resources for all. The library is where the community can gather to collaborate, create and share. OLIS' communities are politically and geographically defined areas, schools, colleges, universities, hospitals, businesses and other formal gatherings of people who define, create and maintain libraries in Rhode Island.

Principles: OLIS stands for 21st century values *

1. evidence based decisionmaking and planning
2. communication, transparency, accountability and standards
3. cooperation, collaboration, resource sharing and economies of scale
4. flexibility and adaptability
5. community empowerment
6. apt use of technology
7. pursuit of the highest levels of expertise

Vision for the RI library community: Within 5 years

1. RI libraries and librarians have a 21st century attitude and look to OLIS for leadership in the effort to empower and re-empower their 21st century selves.
2. RI libraries work together in a multitype library network to ensure all Rhode Islanders have access to the library services they need including OLIS-provided access to online resources, provisions for people with disabilities and other programs and services best provided at statewide scale.
3. RI libraries and librarians are fluent in 21st century skills and will look to OLIS for maintenance, refinement, sharing and further development of those skills.
4. RI libraries incorporate 21st century themes into their plans, operations and offerings to their communities.
5. Libraries take their cue from their communities.
6. Rhode Islanders look to their libraries for development, maintenance, refinement and sharing their own 21st century skills.
7. OLIS collaborates with other elements of state government to meet the aspirations they have in common with libraries.
8. OLIS collaborates with RI community-based agencies and institutions to meet the aspirations they have in common with libraries.

Constraints: Limits to OLIS activities

1. **Activities OLIS must continue during the next 5 years:** legislative mandates and history
 - a. Protecting the Past through May 31, 2013

* For more about 21st century skills and libraries, see <http://www.imls.gov/about/21stcskills.aspx>

- b. Statewide service to NLS/TBP members
 - c. ILL including LORI Standards, Relais, clearinghouse & interlibrary delivery service
 - d. State resource sharing and state library aid grants administration
 - e. Public and Institution Library annual report surveys
 - f. Grants-in-aid to municipalities and Institutions
 - g. Minimum Standards for Public Libraries in RI enforcement
 - h. Public library preservation and disaster plans annually
 - i. Federal reports
 - i. NLS biennial report
 - ii. Public Library Statistics Cooperative
 - iii. STLA, SPR, FSR to IMLS annually
 - iv. LSTA 5 year evaluation due at IMLS 3/31/2012
 - v. LSTA 5 year plan due at IMLS 6/30/2012
 - j. "Assistance, advice and counsel" to libraries as requested
 - k. Construction Re-imbusement Program as requested
- 2. Activities OLIS wants to continue**
- a. Continuing Education
 - b. Summer Reading Program
 - c. BBRI BDDP Library Digital Literacy project
 - d. Frank Iacono Library
 - e. Internal evaluation and planning
- 3. LSTA (approximately 60% of OLIS funding is from LSTA)**
- a. LSTA purposes:
 - i. to enhance coordination among Federal programs that relate to library and information services;
 - ii. to promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;
 - iii. to facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry; and
 - iv. to encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public.
 - b. LSTA Priorities
 - i. Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, work-force development, and digital literacy skills.
 - ii. Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in 9134(b)(6)[†], for the purpose of improving the quality of and access to library and information services.
 - iii. Providing training and professional development, including continuing education, to enhance the skills of current library workforce and leadership, and advance the delivery of library and information services

[†] Describe how the State library administrative entity will work with other state agencies and offices where appropriate to coordinate resources, programs, and activities and leverage, but not replace, the Federal and State investment in –

- (A) elementary and secondary education. . .
- (B) early childhood education. . .
- (C) workforce development
- (D) other



- iv. Enhancing efforts to recruit future professionals to the field of library and information services
- v. Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities and individuals with limited functional literacy or information skills.
- vi. Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of Title 42) applicable to a family of the size involved
- vii. Developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks.
- c. LSTA funding level decrease
 - i. 11.2% cut from IMLS for 2011
 - ii. projected increasing decline from FY2012

4. Library of Congress

- a. National Library Service policies
- b. ASCLA/NLS Standards/guidelines

5. State

- a. OLIS budget constraints, both \$ and FTE
- b. Resource sharing and municipal grant funding level
- c. Municipal budget challenges

II. Goals for the coming 5 years:

Leadership: OLIS creates 21st century opportunities for libraries

1. Internal evaluation, planning and continuous improvement
2. Statewide Collaborations
3. Advocacy
4. Library Community Support, through participation in organizations and institutions
5. Scan for trends
6. Subgrants

Learning: OLIS provides and supports library staff/library community education and training to promote its vision

1. Continuing Education focused on 21st century skills; fewer events, more focus, more depth
2. Round Tables; e.g., Children's Services, YART, Reference, Adult Programming

Logistics: OLIS creates and maintains infrastructure, rules and regulations, and operating frameworks to facilitate library development and resource sharing

1. **State Grants:** Municipal Grants-in-aid, Institution Grants-in-aid, Construction Reimbursement Program
2. **Federal Responsibilities:** OLIS represents RI libraries to the federal government
 - a. LSTA administration
 - b. PLSC/library census/LSWG, WebPlus, State Data Coordinator deliberation
 - c. TBP
3. **Library of Rhode Island (LORI) resource sharing**
 - a. Interlibrary delivery service
 - b. ILL – RELAIS, clearinghouse
4. **Data Collection and Statistical Analysis**



- a. annual report/comparable statistics
 - b. LORI certification, delivery survey
 - c. TBP survey
 - d. Additional quantitative measurement of library service
5. Regulations
- a. Minimum Standards for Public Libraries
 - b. LORI Standards
 - c. Construction Program regulations

Libraries: OLIS builds and maintains libraries at state scale serving individuals directly

- a. Frank Iacono Professional Collection
- b. Talking Books Plus
- c. AskRI

III. Emphases and tasks for the coming 5 years: what are we going to do?

Chief emphasis will be on 21st century skills/21st century libraries

Looking inward: OLIS internal praxis

1. Early Task: inventory OLIS activities with a 21st century critique;
 - a. How could each activity change to become more 21st century-friendly?
 - b. Where could OLIS be more collaborative? With whom; e.g., CE with RILA
2. Continuing task: staff training in 21st century
 - a. Attitudes
 - b. Tools

Looking outward: Where will we put our resources?

1. **Grow:** pay more attention to/commit more resources to
 - a. Resource sharing grants and support
 - i. LORI – Relais, interlibrary delivery service
 - ii. AskRI
 - iii. Ensure access for all Rhode Islanders by working with cities and towns to safeguard minimum library service, trouble in CFA, PAW, WWA, etc.
 - iv. Review and revise Minimum Standards for Rhode Island Public Libraries FY2012-FY2013
 - v. Review and revise LORI standards FY2013 - FY2014
 - vi. Review and revise construction standards, FY2014 –FY2015
 - b. State Government Interagency collaboration building
 - i. DLT for AskRI; cross-training with One-Stops, etc.
 - ii. RIDE for AskRI and K-12 network building
 - iii. Elderly Affairs for TBP
 - iv. RIEDC for digital literacy
 - v. RISCA for Teen media production pilot project
 - c. Library Community Collaboration
 - i. RILA for continuing education
 - ii. RILA, RIEMA, COLA, SLA, etc. for advocacy
 - iii. OSL for public library economies of scale
 - d. Coordination of Adult, YA and Children’s 21st century oriented programming support
 - i. Young Adult Round Table
 - ii. Adult Programming Round Table
 - iii. Kids Reading Around RI & Summer Reading Program



- e. Protecting the Past partnership
 - i. IMLS grant for preservation and disaster planning efforts
- f. Continuing education for library staff
 - i. More intense programs closer to the cutting edge but fewer of them
 - ii. Review Reference Round Table
 - iii. Explore special continuing education for library trustees
 - iv. Keep up Frank Iacono Library at maintenance level
- g. Data collection and analysis;
 - i. Public library statistics cooperative – at minimum federal reporting
 - ii. Explore data from other library types and formulate a comprehensive RI state library data plan
 - iii. Complete public library financial reporting model and handbook
- h. Planning
 - i. Continuous scan for new opportunities
 - ii. LSTA 5-year evaluation due March 31, 2012
 - iii. LSTA 5-year plan 2013 -2017 due June 30, 2012
- 2. Trim: pay less attention to/reduce resource commitment
 - a. Talking Books Plus;
 - i. Inventory services, processes and techniques with an eye to streamlining
 - ii. New contract January 2014; expect rise in rates; in preparation, examine contract specifications for potential savings
 - iii. Coordinate TBP with other services to blind and physically handicapped Rhode Islanders
 - b. Physical ILL & delivery
 - i. Stop by stop analysis for added efficiencies
 - ii. New delivery contract April 2012; expect rise in rates; in preparation, examine contract specifications for potential savings
 - c. Continuing education -- fewer sessions
 - d. Discretionary grant programs – eliminated



IV. So what will OLIS accomplish in 2012 -2013

Leadership

1. Extend collaboration with other state agencies through working projects
 - a. DLT – cross training with One-stops; sponsoring AskRI job-seeking resources
 - b. RIDE – early childhood, sponsoring AskRI job-seeking and education resources
 - c. RIEDC – BBRI
 - d. RIHEAA – AskRI
 - e. RISCA – teen media production pilot
 - f. ORS – especially Services for the Blind and Visually Impaired for TBP
2. Inventory OLIS activities with a 21st century critique
3. Train OLIS staff in 21st century attitudes and tools
4. Develop a 21st century image for OLIS – branding & communications strategy
 - a. Revamp the OLIS **website**
 - b. Develop a presence on Facebook and the next big thing(s)
 - c. Redesign the OLIS logo, etc.

Learning

1. Plan and implement statewide collaborative **children's** programs
2. Complete the **Protecting the Past**-RI Project, May 2013
3. Plan and implement two semesters of **continuing education** programs focusing on fewer larger programs with a 21st century theme
4. Coordinate round tables and discussion groups

Logistics

1. Administer **grants** to municipalities, and institutions; negotiate and enforce maintenance of Effort, Minimum Standards and other requirements
2. B. Maintain **LORI**
 - a. Convene the LORI committee
 - b. Administer LORI certification
 - c. Continue to build ILL via Relais,
 - d. Right-size delivery to new contract
3. Prepare 5 year **LSTA** evaluation (Himmel & Wilson), March 31, 2012
4. Prepare 5 year plan for **LSTA PLAN**, June 30, 2012
5. Redefine and award first ever **SRRC grant** in response to RFP, July 1, 2012
6. Complete the annual report and **Public Library Statistics**
7. Explore additional library measurement to complete a picture of library service throughout RI.
8. Complete visits to librarians and their municipal **CFOs**; compile handbook on financial reporting for public libraries in RI
9. Review and revise Minimum **Standards** for Public Libraries in Rhode Island

Libraries

1. Maintain the Frank Iacono **Library**
 - a. Determine minimum levels of collection development
 - b. Re-evaluate serials policy with an eye toward minimizing resource requirements
2. Talking Books Plus
 - a. Provide Library resources to nearly 2,000 users
 - b. Inventory services, processes and techniques and create a plan with an eye to streamlining
 - c. Prepare streamlined specifications for new contract to begin January 2014
3. Reevaluate and extend **AskRI**



V. OLIS Organizational Affiliations and Staff Assignments*

| Organization | OLIS Organizational Participation | rep | alt |
|--|---|-----|-----|
| 211 | partner; board member | KM | |
| ALA (American Library Assn.) | paid member | HB | |
| BBRI (Broadband Rhode Island) | Member of the core group | HB | KM |
| COLA (Coalition of Library Advocates) | ex-officio board member | HB | |
| COSLA (Chief Officers of State Lib. Agencies) | paid member | HB | |
| COSLINE (Chief Off. of Lib. Agencies in the North East) | paid member | HB | |
| <i>COSLINE Library Development</i> | <i>development rep</i> | DLD | KM |
| CRIARL (Consortium of RI Acad. & Research Libraries) | ex-officio board member | HB | |
| CSLP (Collaborative Summer Library Program) | paid member | CS | |
| HELIN (Higher Education Library Information Network) | seeking ex-officio board membership | HB | |
| IMLS (Institute for Museum & Library Svcs.) | client; partner; grantee | HB | |
| <i>IMLS - LSTA</i> | <i>LSTA coordinator</i> | DLD | HB |
| <i>IMLS - PLSC</i> | <i>State data coordinator</i> | LG | HB |
| InSight | partner | AE | |
| Karla Harry Commission | statutory member | HB | KM |
| KLAS (Keystone Library Automation System [TBP]) | customer | AE | ALP |
| NEDCC (North East Document Conservation Ctr.) | customer | DLD | |
| <i>NEDCC Advisory Committee</i> | <i>advisory committee member</i> | DLD | |
| NELA (New England Library Assn) | partner | HB | DLD |
| NLS (National Library Service of the Library of Congress) | client | AE | ALP |
| OCLC | customer | CC | |
| OSHEAN | Participate via OSL | HB | |
| OSL (CLAN dba Ocean State Libraries) | ex-officio board member | HB | CC |
| <i>OSL Library Info Technology</i> | | CC | |
| <i>OSL Circ Heads</i> | | CC | AW |
| <i>OSL Database Mgt</i> | | CC | |
| Perkins School for the Blind | customer | AE | |
| RI Center for the Book | paid member; ex officio member of Board | DLD | |
| RIEMA (RI Educational Media Assn.) | ex-officio board member | CS | |
| RILA (RI Library Assn.) | ex-officio board member | KM | |
| RIHEAA (RI Higher Education Assistance Authority) | partner | KM | |
| SHRAB (State Historic Records Avisory Board) | partner | DLD | |
| State Publications Clearinghouse | statutory member (advisory board) | CC | |
| Web Makers | partner (sponsor) | KM | |
| <p><i>*Definitions:</i> <i>client = OLIS is a user of services or a grantee</i> <i>customer = OLIS pays for service</i> <i>ex officio board member = bylaws policy stipulate OLIS' status</i> <i>paid member = OLIS pays for institutional membership</i> <i>partner = OLIS formally contributes along with others toward a common goal</i> <i>statutory member = a law stipulates OLIS or OLIS staff membership</i></p> | | | |



VI. Acronyms, Initialisms and Definitions

| | |
|--------|---|
| ASCLA | Association of Specialized and Cooperative Library Agencies unit of the ALA |
| AskRI | OLIS program to make available online resources accessible statewide |
| BDDP | Broadband Data and Development Program National Telecommunication and Information Administration (NTIA) in the US Department of Commerce. |
| CE | continuing education |
| CFA | Central Falls Public Library |
| COLA | Coalition of Library Advocates |
| DLT | RI Department of Labor and Training |
| FSR | Financial Status Report, annual financial report to IMLS on use of state and federal funds including maintenance of effort and local match requirements |
| FTE | Full time equivalent employee |
| ILL | Interlibrary Loan |
| IMLS | Institute for Museum and Library Service, the federal library and museum agency |
| LORI | Library of Rhode Island, OLIS' multitype library network of over 200 RI libraries |
| LSTA | Library Services and Technology Act, federal support for libraries & interlibrary cooperation |
| LSWG | Library Statistics Working Group, advisory to the PLSC |
| NLS | National Library Service in the Library of Congress |
| OCLC | OCLC, Inc., membership organization through which OLIS facilitates ILL outside of ri |
| ORS | Office of Rehabilitative Services of the RI Department of Human Services |
| OSHEAN | Ocean State Higher Education Economic Development and Administration Network, |
| OSL | Ocean State Libraries consortium of RI public libraries |
| PAW | Pawtucket Public Library |
| PLSC | Public Library Statistics Collaborative of the IMLS and the US Bureau of the Census |
| RELAIS | the Company that OLIS employs to assist in multitype ILL |
| RFP | request for proposals |
| RIDE | RI Department of Elementary and secondary Education |
| RIEDC | RI Economic Development Corporation |
| RIEMA | RI Educational Media Association, now School Librarians of Rhode Island |
| RIHEAA | RI Higher Education Assistance Authority |
| RILA | RI Library Association |
| RISCA | RI State Council on the Arts |
| SLA | Special Libraries Association |
| SLRI | School Libraries of Rhode Island |
| SPR | State Program Report, annual programmatic report to IMLS on use of LSTA funds |
| SRRC | Statewide Reference Resource Center |
| StLA | State Library annual report to IMLS |
| TBP | Talking Books Plus; OLIS unit; RI's Library for the Blind and Physically Handicapped |
| WWA | West Warwick Public Library |
| YART | Young Adult Round Table |



**Rhode Island Department of Administration
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Organization Chart (February 2011)**

