

RHODE ISLAND TEST LIBRARY
Rhode Island 2013 Public Library Annual Report

Main Library/System #1-51



1.	Library ID	_____
2.	Library File #	_____
2b.	City/Town File #	_____
3.	Reporting Period Starting Date	_____
4.	Reporting Period Ending Date	_____
5.	Main Library Name	_____
6.	System Name	_____
7.	Street Address	_____
8.	City	_____
9.	Zip Code	_____
9a.	Zip + 4 (of street address)	_____
10.	County	_____
11.	Mailing Address	_____
12.	City (of mailing address)	_____
13.	Zip Code (of mailing address)	_____
13a.	Zip + 4 (of mailing address)	_____
14.	Phone	_____
15.	Fax	_____
16.	Web Address	_____
17.	Square Footage	_____
18.	Outlet Type Code	_____
19.	Metropolitan Status Code	_____
20.	Interlibrary Relationship Code	_____
21.	Legal Basis Code	_____
22.	Administrative Structure Code	_____
23.	Geographic Code	_____
24.	FSCS Public Library Definition	_____
25.	Population of the Legal Service Area	_____
26.	Legal Service Area Boundary Change	_____
27.	Number of Central Libraries	_____
28.	Number of Branch Libraries	_____
29.	Number of Bookmobiles	_____
30.	Number of Registered Borrowers	_____
30a.	Non-Resident Borrower's Fee	_____
Library Director		
31.	Director's Name	_____
32.	Director's Official Title	_____
Board of Trustees		

- 33. Number of Trustees _____
- 34. Trustee Chair Name _____
- 35. Trustee Chair Address _____
- 36. Trustee Chair City _____
- 37. Trustee Chair Zip Code _____
- 38. Trustee Chair Phone _____
- 39. Trustee Chair Email _____
- 40. Any Board Changes? _____

Friends of the Library

- 41. Number of Friends _____
- 42. Name of Friends Group _____
- 43. Friends Chair Name _____
- 44. Friends Chair Address _____
- 45. Friends Chair City _____
- 46. Friends Chair Zip Code _____
- 47. Friends Chair Phone _____
- 48. Friends Chair Email _____
- 49. Does OLIS have an up-to-date Long Range Plan for your library? _____
- 50. What Year does the Long Range Plan expire _____
- 51. Is your library's d-Plan for preservation and disaster preparedness up to date? _____

Branches/Bookmobiles #52-73



- 52. Branch Name _____
- 52a. LIB ID _____
- 53. Branch Address _____
- 54. Branch City _____
- 55. Branch Zip Code _____
- 55a. Branch Zip + 4 _____
- 55b. Branch County _____
- 56. Branch Telephone _____
- 57. Branch Fax _____
- 58. Branch Web Address _____
- 59. Branch Square Footage of Outlet _____
- 60. Actual Hours Open Per Year _____
- 61. Actual Number of weeks open Per Year _____
- 62. Outlet Type Code _____
- 63. Metropolitan Status Code _____
- 64. Branch Librarian's Name _____
- 65. Branch Librarian's Official Title _____
- 66. Number of Branch Friends _____
- 67. Name of Branch Friends Group _____

- 68. Branch Friends Chair Name _____
- 69. Branch Friends Chair Address _____
- 70. Branch Friends Chair City _____
- 71. Branch Friends Chair Zip Code _____
- 72. Branch Friends Chair Phone _____
- 73. Branch Friends Chair Email _____

Staff Form #74-77



- 74. Total Librarian Hours; with or without ALA-MLS. Enter total hours worked per week. (Note: include the hours entered in 77). _____
- 74b. **Total Librarian FTE (74 / 40hrs)** _____
- 75. All Other Paid Staff. Enter total hours worked per week. _____
- 75b. **Other Paid Staff FTE (75 / 40hrs)** _____
- 76. **Total Paid Employee (74+75)** _____
- 76b. **Total Paid Employee FTE (74b + 75b)** _____
- 77. ALA-MLS. Enter total hours worked per week. (Note: these hours are also included in 74) _____
- 77b. **ALA-MLS FTE (77 / 40hrs)** _____

Library Collection Form #78-105



Library Collection

- 78. Books _____
- 79. Serials _____
- 80. **Print Materials (78+79)** _____
- 81. Audio - physical units _____
- 81a. Audio-downloadable titles **LOCALLY PURCHASED** _____
- 81b. Audio-downloadable titles **CONSORTIALLY PURCHASED** _____
- 82. Video - physical units _____
- 82a. Video-downloadable titles **LOCALLY PURCHASED** _____
- 82b. Video-downloadable titles **CONSORTIALLY PURCHASED** _____
- 83a. E-books **LOCALLY PURCHASED** _____
- 83b. E-books **CONSORTIALLY PURCHASED** _____
- Licensed Databases:
- 84a. Local _____
- 84b. State _____
- 84c. Other Cooperative agreements _____
- 84d. **Total Licensed Databases (84a + 84b + 84c)** _____
- 85. Other Holdings _____
- 86. Describe Other Holdings _____

87.	Total Collection (80+81+81a.+82+82a+83a+84d+85)	_____
Current Serial Subscriptions		
88.	Current Print Serial Subscriptions	_____
Circulation By Category		
89.	Adult	_____
90.	Children's Materials	_____
91.	Other Categories	_____
92.	Total by Category (89+90+91)	_____
Circulation By Format		
93.	Print	_____
94.	AV	_____
95.	Other Formats	_____
96.	Total by Format (93+94+95)	_____
97.	Total Circulation (If 92=96, 92, "error")	_____
Interlibrary Loans to Other Libraries		
98.	Provided to OSL Libraries	_____
99.	Provided to non-OSL Libraries in State	_____
100.	Provided to Out-of-State Libraries	_____
101.	Provided to Total (98+99+100)	_____
Interlibrary Loans from Other Libraries		
102.	Received from OSL	_____
103.	Received from non-OSL Libraries in State	_____
104.	Received from Out-of-State Libraries	_____
105.	Received from Total (102+103+104)	_____

Services #106-126



106.	Public Service Hours per Year for All outlets	_____
107.	Library Visits per Year	_____
108.	Reference Transactions per Year	_____
Annual Total of Library Programs		
109.	Pre-School Programs	_____
110.	School Age Programs	_____
111.	Number of Children's Programs (109+110)	_____
112.	YA Programs	_____
113.	Adult Programs	_____
114.	Family Programs	_____
115.	Elderly Programs	_____
116.	General Programs	_____
117.	Total Number of Library Programs (111+112+113+114+115+116)	_____
Annual Total of Library Program Attendance		
118.	Pre-School Program Attendance	_____
119.	School Age Program Attendance	_____

120.	Children's Program Attendance (118+119)	_____
121.	YA Program Attendance	_____
122.	Adult Program Attendance	_____
123.	Family Program Attendance	_____
124.	Elderly Program Attendance	_____
125.	General Program Attendance	_____
126.	Total Attendance at Library Programs $120+121+122+123+124+125$)	_____

Technology #127-128



127.	Number of internet terminals used by the public	_____
128.	Users of Public Internet Computers Per Year	_____

Income and Expenditures #129-159



Operating Revenue

129.	Local Government Revenue	_____
130.	State Government Revenue	_____
131.	Federal Government Revenue	_____
132.	Other Operating Revenue	_____
133.	Describe Other Operating Revenue	_____
134.	Total Operating Revenue (129+130+131+132)	_____

Capital Revenue

135.	Local Government Capital Revenue	_____
136.	State Government Capital Revenue	_____
137.	Federal Government Capital Revenue	_____
138.	Other Capital Revenue	_____
139.	Describe Other Capital Revenue	_____
140.	Total Capital Revenue (135+136+137+138)	_____
141.	Total Revenue (134+140)	_____

Breakdown of Other (Operating and Capital) Revenue

142.	Non-Government Grant Revenue	_____
------	------------------------------	-------

Operating Expenditures
(Revenue Expended)

143.	Salaries and Wages Expenditures	_____
144.	Employee Benefits Expenditures	_____
145.	Total Staff Expenditures (143+144)	_____

Collection Expenditures

146.	Print Materials Expenditures	_____
147.	Electronic Materials Expenditures	_____

- 148. Other Materials Expenditures _____
 - 149. Describe Other Materials Expenditures _____
 - 150. **Total Collection Expenditures (146+147+148)** _____
 - 151. Other Operating Expenditures _____
 - 152. Describe Other Operating Expenditures _____
 - 153. **Total Operating Expenditure (145+150+151)** _____
 - 154. Total Capital Expenditures _____
 - 155. **Total Expenditures (153+154)** _____
- Selective Categories of Operating Expenditures
- 156. Subscription Expenditures _____
 - 157. Audio Visual Expenditures _____
 - 158. Preservation Expenditures _____
 - 159. Physical Plant Expenditures _____

Wages #160-165



- 160. Job Category _____
- 161. Number of Staff _____
- 162. Official Title(s) at Library _____
- 163. Hourly Rate _____
- OR**
- 163a. Annual Salary _____
- 164. Hours Worked per Week _____
- 165. MLS? _____

Certification of Tax-Based Approp. & Exp. #166-180

Click [here](#) to print form. [Enter information on the screen and click update before printing form]

In Section I, report expenditures of tax-based grant-in-aid funds from July 1, 2012 to June 30, 2013. In Section II, report total expenditures of tax-based operating funds for the Library from July 1, 2012 to June 30, 2013. Written requests describing *changes in grant-in-aid allocations must be submitted for OLIS approval before expenditure*. Once OLIS makes the approved changes online, the Certification may be printed by the library for signatures. In Section III original, indelible signatures of the library director, chair of the Board of Trustees, and the city/town finance officer are required on the copy of the form sent to OLIS.

Section I.

The library director, chair of the Board of Trustees, and city/town finance officer certify that the following funds were expended between July 1, 2012 and June 30, 2013.

Tax-based GIA:

Allocated

- 166. Salaries _____
- 167. Materials _____
- 169. Increased Service Hours: _____
- 170. Other: _____
- 171. **Total: (166+167+169+170)** _____

Expended

- 172. Salaries _____
- 173. Materials _____
- 175. Increased Service Hours: _____
- 176. Other: _____
- 177. Describe Other _____
- 178. **Total: (172+173+175+176)** _____

Section II. Click [here](#) for expenditure calculation worksheet. This worksheet will populate #180..

- 179. City/Town Tax-Based Operating Funds Appropriated for the Library in FY2013: _____
- 180. **City/Town Tax-Based Operating Funds Expended by the Library in FY2013:** _____

Application for Tax-Based GIA #181-207

Click [here](#) to print form. *[Enter information on the screen and click update before printing form]*

Submit only one tax-based application for each city/town. See the State Aid to Libraries, **Fiscal Year 2014** table on the OLIS website (<http://www.olis.ri.gov/grants/gia/current.php>) for the maximum grant-in-aid amount for which your municipality is eligible this year. Note that tax-based and endowment based grants are itemized in separate columns. Do not apply for a larger grant than is listed in the table.

All eligible libraries of a city/town must sign the application. Along with the tax-based application please submit a completed Standards Certification, Certification of Appropriations and Expenditures for each public library system in the city/town, Disaster and Preservation Planning Certifications of Compliance for each branch and main public library in the city/town and qualifying Endowment-Based Application and Certifications of Endowment Value and Expenditure. Please submit these forms as one packet no later than September 16, 2013. The original, indelible signatures of the library director, chair of the Board of Trustees, and the city/town finance officer are required on the form sent to OLIS.

The Board of Trustees of the [library name will be inserted on printing] herewith makes application for the tax-based grant-in-aid for library services in cities and towns appropriated by the General Assembly for **FY 2014**, pursuant to the General Laws of Rhode Island as amended.

Section I.

The Library Director(s), Board(s) of Trustees, and the Library Fiscal Agent(s) agree that the tax-based grant-in-aid be allocated in the following manner. (Do not include costs potentially eligible for construction reimbursement.)

- 181. Name of Library A _____
- 182. Salaries _____
- 183. Materials _____
- 184. Increased Service Hours: _____
- 185. Other: _____
- 186. Describe Other _____
- 187. **Library A Total: (182+183+184+185)** _____

Library B:

- 188. Name of Library B _____
- 189. Salaries _____
- 190. Materials _____
- 191. Increased Service Hours: _____
- 192. Other: _____
- 193. Describe Other _____
- 194. **Library B Total: (189+190+191+192)** _____

Library C:

- 195. Name of Library C _____
- 196. Salaries _____
- 197. Materials _____
- 198. Increased Service Hours: _____
- 199. Other: _____
- 200. Describe Other _____
- 201. **Library C Total: (196+197+198+199)** _____
- 202. **Total tax-based GIA (187+194+201)** _____

Changes in GIA allocations MUST BE APPROVED by OLIS before expended.

Section II.

The **FY 2014** local city/town tax-based appropriation for the library operations:

- 203. Library A: _____

Click [here](#) for Library A appropriated budget calculation worksheet. This worksheet will populate #203.

- 204. Library B: _____

Click [here](#) for Library B appropriated budget calculation worksheet. This worksheet will populate #204.

- 205. Library C: _____

Click [here](#) for Library C appropriated budget calculation worksheet. This worksheet will populate #205.

- 206. Total FY 2014 local city/town tax-based appropriation for library operations: _____

The municipality meets the requirement of R.I.G.L. 29-6-3. Any change to these figures must be reported with explanation to OLIS immediately as this may affect eligibility.

Section III

- 207. Total Unique Public Service Hours per Week scheduled for all applying public libraries in your city/town: _____

Certification of Endowment #208-229

Click [here](#) to print form. *[Enter information on the screen and click update before printing form]*

In Section I, report expenditures of endowment-based grant-In-aid funds from July 1, 2012 to June 30, 2013. In Section II, report the value of the endowment investments at the end of the calendar year for the three previous fiscal years (December 31, 2009, 2010 and 2011) and expenditure of endowment funds for library operations from July 1, 2012 to June 30, 2013. Attach official supporting statements from the bank or investment management firm documenting the values of the endowment account(s) listed in Section II for the most recent year, unless this is the first year the library is filing for Endowment-based GIA. If this is the first year, submit documentation for all three years.

This document requires the original, indelible signatures of the Library Director, Chair of the Board of Trustees, and the Library's Fiscal Agent.

Section I.

The Library Director, Chair of the Board of Trustees, and the Library Fiscal Agent certify that the following funds were expended between July 1, 2012 and June 30, 2013.

Endowment-based GIA:

Allocated

- 208. Salaries _____
- 209. Materials _____
- 211. Increased Service Hours _____
- 212. Other _____
- 213. **Total (lines 208+209+211+212)** _____

Endowment-based GIA:

Expended

- 214. Salaries _____
- 215. Materials _____
- 217. Increased Service Hours: _____
- 218. Other: _____
- 219. Describe Other _____
- 220. **Total (lines 214+215+217+218)** _____

Section II.

1. Annual market value of endowment investments on December 31 of the three previous fiscal years:

- 221. December 31, 2009 _____
- 222. December 31, 2010 _____
- 223. December 31, 2011 _____

Attach official supporting documentation from the bank or investment firm for the most recent year unless this is the first year filing this information. If this is the first year, submit documentation for all three years.

- 224. **Three year average market value (line 221 + line 222 + line 223)/3** _____
- 225. 6% of average market value (224)(.06) _____
- 226. 25% of 6% of average market value (line 225)(.25) _____
- 227. Grant Year (FY 2013; July 1, 2012- June 30, 2013) expenditure of endowment funds for library operations _____
- 228. 25% of FY 2013 expenditure of endowment funds for library operations (line 227)(.25) _____
- 229. Enter the lesser of line 226 or 228. This is the maximum endowment-based grant-in-aid for FY 2014 _____

Application for Endowment GIA #230-242

Click here to print form. *[Enter information on the screen and click update before printing form]*

Submit this application for endowment-based grant-in-aid along with the Application for Tax-based Grant-in-Aid for Free Public Libraries. See the State Aid to Libraries, **Fiscal Year 2013** table on the OLIS website (<http://www.olis.ri.gov/grants/gia/current.php>) for the maximum grant-in-aid amount for which your municipality is eligible this year. Note that tax-based and endowment based grants are itemized in separate columns. Do not apply for a larger grant than is listed in the table.

All requirements for tax-based grant-in-aid must be fulfilled to qualify for endowment-based grant-in-aid as specified in Section 29-6-2 of the Rhode Island General Laws. The original, indelible signatures of the Library Director, Chair of the Board of Trustees, and the Library Fiscal Agent are required on the form sent to OLIS. The Board of Trustees of the [library name will be inserted on printing] herewith makes application for the endowment-based grant-in-aid for library services in cities and towns appropriated by the General Assembly for **FY 2013**, pursuant to the General Laws of Rhode Island as amended.

Section I.

The Library Director(s), Board(s) of Trustees, and the Library Fiscal Agent(s) agree that the endowment-based grant-in-aid be allocated in the following manner. (Do not include costs potentially eligible for construction reimbursement.)

Library A:

- Name of Library A _____
- 230. Salaries _____
- 231. Materials _____
- 232. Increased Service Hours: _____

233.	Other:	_____
234.	Describe Other	_____
235.	Library A Total: (230+231+232+233)	_____
Library B:		
	Name of Library B	_____
236.	Salaries	_____
237.	Materials	_____
238.	Increased Service Hours:	_____
239.	Other:	_____
240.	Describe Other	_____
241.	Library B Total: (236+237+238+239)	_____
242.	Total endowment-based GIA (235+241)	_____

Standards Certification

STANDARDS CERTIFICATION

Every year each library must certify its compliance with the MINIMUM STANDARDS FOR RHODE ISLAND PUBLIC LIBRARIES in order for the municipality to be eligible for state aid for library services. If the library does not meet a standard, a waiver request may be submitted to the Office of Library and Information Services, one for each standard not met. The library or combined libraries in a municipality must meet all standards or have waivers approved by the Office of Library and Information Services and meet maintenance of effort requirements for local library funding in order to be eligible to receive state aid for library services.

Completing the forms:

- Click the check box for every standard with which the library complies. Libraries in municipalities with more than one public library should not check off 1, 15 or 16; such libraries must complete the *Standards Certification for Combined Libraries*.
- After completing the electronic form(s), print, date and sign the form(s) and submit with your grant application no later than September 16, 2013. (The print button is located after Standard 54 and on the *Standards Certification for Combined Libraries* form after Standard 16.)
- Submit waiver requests along with the certification form(s). OLIS' response to waiver requests will be returned to the library by October 31, 2013. The waiver request form is available at: <http://www.olis.ri.gov/pubs/plstandards/waiverproc.php>
- The definition of each standard is linked to their respective number.

Standard_1	Library complies	_____
Standard_2	Library complies	_____
Standard_3	Library complies	_____
Standard_4	Library complies	_____
Standard_5	Library complies	_____
Standard_6	Library complies	_____
Standard_7	Library complies	_____
Standard_8	Library complies	_____
Standard_9	Library complies	_____
Standard_10	Library complies	_____
Standard_11	Library complies	_____
Standard_12	Library complies	_____
Standard_13	Library complies	_____
Standard_14	Library complies	_____
Standard_15	Library complies	_____
Standard_16	Library complies	_____

Standard_17	Library complies	_____
Standard_18	Library complies	_____
Standard_19	Library complies	_____
Standard_20	Library complies	_____
Standard_21	Library complies	_____
Standard_22	Library complies	_____
Standard_23	Library complies	_____
Standard_24	Library complies	_____
Standard_25	Library complies	_____
Standard_26	Library complies	_____
Standard_27	Library complies	_____
Standard_28	Library complies	_____
Standard_29	Library complies	_____
Standard_30	Library complies	_____
Standard_31	Library complies	_____
Standard_32	Library complies	_____
Standard_33	Library complies	_____
Standard_34	Library complies	_____
Standard_35	Library complies	_____
Standard_36	Library complies	_____
Standard_37	Library complies	_____
Standard_38	Library complies	_____
Standard_39	Library complies	_____
Standard_40	Library complies	_____
Standard_41	Library complies	_____
Standard_42	Library complies	_____
Standard_43	Library complies	_____
Standard_44	Library complies	_____
Standard_45	Library complies	_____
Standard_46	Library complies	_____
Standard_47	Library complies	_____
Standard_48	Library complies	_____
Standard_49	Library complies	_____
Standard_50	Library complies	_____
Standard_51	Library complies	_____
Standard_52	Library complies	_____
Standard_53	Library complies	_____
Standard_54	Library complies	_____

Save and click [here](#) to print form.

Standards Combined

STANDARDS CERTIFICATION FOR COMBINED LIBRARIES

For municipalities with more than one public library applying for grant-in-aid funds, this form must be completed, signed and submitted jointly by the respective library directors and chairpersons of the library boards for Standards 1, 15, and 16 as stated in the *Minimum Standards for Rhode Island Public Libraries*.

Standard_1	Combined libraries comply	_____
Standard_15	Combined libraries comply	_____

Standard_16 Combined libraries comply
Save and click [here](#) to print form.
