

RHODE ISLAND TEST LIBRARY

Rhode Island 2005 Public Library Annual Report Survey

Main Library/System #1-48

1. Library Code _____
2. File # _____
3. Reporting Period Starting Date _____
4. Reporting Period Ending Date _____
5. Main Library Name _____
6. System Name _____
7. Main Library Address _____
8. Main Library City _____
9. Zip Code _____
10. County _____
11. Mailing Address _____
12. City (of mailing address) _____
13. Zip Code (of mailing address) _____
14. Telephone _____
15. Fax _____
16. Web Address _____
17. Square Footage _____
18. Library Type Code _____
19. Metro Status _____
20. Interlibrary Relationship Code _____
21. Legal Basis Code _____
22. Administrative Structure Code _____
23. Geographic Code _____
24. Public Library Definition _____
25. LSA Population _____

- 26. LSA Boundary Change? _____
- 27. Number of Central Libraries _____
- 28. Number of Branches _____
- 29. Number of Bookmobiles _____
- 30. 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 _____

Branches/Bookmobiles #49-68

- 49. Branch Name _____
- 50. Branch Address _____
- 51. Branch City _____
- 52. Branch Zip Code _____
- 53. Branch Telephone _____
- 54. Branch Fax _____
- 55. Branch Web Address _____
- 56. Branch Square Footage _____
- 57. Type of Branch Code _____
- 58. Branch Metro Status _____
- 59. Branch Librarian's Name _____
- 60. Branch Librarian's Official Title _____
- 61. Number of Branch Friends _____
- 62. Name of Branch Friends Group _____
- 63. Branch Friends Chair Name _____
- 64. Branch Friends Chair Address _____
- 65. Branch Friends Chair City _____
- 66. Branch Friends Chair Zip Code _____
- 67. Branch Friends Chair Phone _____
- 68. Branch Friends Chair Email _____

Hours Open #69-77

- Library Facility _____
- 69. Season (Open) _____
- 70. Number of Weeks (open for the season) _____
- 71. Sunday (Hours Open Schedule) _____
- 72. Monday (Hours Open Schedule) _____
- 73. Tuesday (Hours Open Schedule) _____
- 74. Wednesday (Hours Open Schedule) _____
- 75. Thursday (Hours Open Schedule) _____
- 76. Friday (Hours Open Schedule) _____
- 77. Saturday (Hours Open Schedule) _____

Staff Form #78-81

- 78. Total Librarians _____
- 79. All Other Paid Staff _____
- 80. Total Paid Employees (78+79) _____
- 81. ALA-MLS Librarians _____

Collection Form #82-111

- 82. Books (holdings) _____
- 83. Serials (holdings) _____
- 84. **Print Materials (holdings)** _____
- 85. Audio (holdings) _____
- 86. Video (holdings) _____
- 87. Electronic Books (holdings) _____
- 88. Databases (holdings) _____
- 89. Other (holdings) _____
- 90. Describe Other (holdings) _____
- 91. **Total Collection (84+85+86+87+88+89)** _____
- 92. Current Print Serial Subscriptions _____
- 93. Current Electronic Serial Subscriptions _____
- 94. **Total Serial Subscriptions (92+93)** _____

- Circulation By Category
- 95. Adult Circulation _____
- 96. Children Circulation _____
- 97. All Other Circulation _____
- 98. **Total by Category** _____

- Circulation By Format
- 99. Print Circulation _____
- 100. AV Circulation _____
- 101. All Other Formats Circulation _____
- 102. **Total by Format** _____
- 103. **Total Circulation** _____

- Interlibrary Loans to Other Libraries
- 104. ILL to CLAN Libraries _____
- 105. ILL to non-CLAN Libraries in State _____
- 106. ILL to Out-of-State Libraries _____
- 107. **ILL to Total (104+105+106)** _____

Interlibrary Loans from Other Libraries

108. ILL from CLAN

109. ILL from non-CLAN Libraries in State

110. ILL from Out-of-State Libraries

111. ILL from Total (108+109+110)

Services #112-132

- 112. Public Service Hours per Year _____
- 113. Library Visits per Year _____
- 114. Reference Transactions per Year _____
- Annual Total of Library Programs
- 115. Pre-School Programs _____
- 116. School Age Programs _____
- 117. **Total Children's Programs (115+116)** _____
- 118. YA Programs _____
- 119. Adult Programs _____
- 120. Family Programs _____
- 121. Elderly Programs _____
- 122. General Programs _____
- 123. **Total Number of Library Programs
(117+118+119+120+121+122)** _____
- Annual Total of Library Program Attendance
- 124. Pre-School Program Attendance _____
- 125. School Age Program Attendance _____
- 126. **Total Children's Program Attendance (124+125)** _____
- 127. YA Program Attendance _____
- 128. Adult Program Attendance _____
- 129. Family Program Attendance _____
- 130. Elderly Program Attendance _____
- 131. General Program Attendance _____
- 132. **Total Attendance at Library Programs
(126+127+128+129+130+131)** _____

Technology #133-139

- 133. Do you report database sessions? _____
- 134. Do you report database queries? _____
- 135. Do you report online database content views? _____
- 136. Do you subscribe to full text titles and offer them to the public? _____
- 137. How do you define full text titles? _____
- 138. Number of internet terminals used by the public _____
- 139. Number of users of electronic resources per year _____

Income and Expenditures #140-170

Operating Revenue

- 140. Local Government Operating Revenue _____
- 141. State Government Operating Revenue _____
- 142. Federal Government Operating Revenue _____
- 143. Other Operating Revenue _____
- 144. Describe Other Operating Revenue _____
- 145. **Total Operating Revenue (140+141+142+143)** _____
- 146. Local Government Capital Revenue _____
- 147. State Government Capital Revenue _____
- 148. Federal Government Capital Revenue _____
- 149. Other Capital Revenue _____
- 150. Describe Other Capital Revenue _____
- 151. **Total Capital Revenue (146+147+148+149)** _____
- 152. **Total Revenue (145+151)** _____

Selective Categories of Operating Revenue

- 153. Non-Government Grant Revenue _____

Operating Expenditures (Revenue Expended)

- 154. Salaries and Wages Operating Expenditures _____
- 155. Employee Benefits Operating Expenditures _____
- 156. **Total Staff Operating Expenditures (154+155)** _____
- 157. Print Materials Operating Expenditures _____
- 158. Electronic Materials Operating Expenditures _____
- 159. Other Materials Operating Expenditures _____
- 160. Describe Other Materials Operating Expenditures _____
- 161. **Total Collection Operating Expenditures (157+158+159)** _____
- 162. Other Operating Expenditures _____
- 163. Describe Other Operating Expenditures _____
- 164. **Total Operating Expenditure (156+160+162)** _____
- 165. Total Capital Expenditures _____

166. Total Expenditures (164+165)

Selective Categories of Operating Expenditures

167. Subscription Operating Expenditures

168. Audio Visual Operating Expenditures

169. Preservation Operating Expenditures

170. Physical Plant Operating Expenditures

Wages #171-177

171. Job Category

172. Number of Staff in Job Category

173. Official Title

174. Salary and Hourly Rate

175. Compensation above is...

176. Hours Worked per Week

177. MLS?

Certification of Tax-Based Approp. & Exp.

Click [here](#) to print form. *[Enter information on the screen and click update before printing form]* **State requirements require this form to print on one page. If this report is printing on multiple pages, please adjust printer settings or use another printer.**

In Section I, report expenditures of tax-based grant-in-aid funds from July to June of the Reporting Year. In Section II, report total expenditures of tax-based operating funds for the Library from July to June of the Reporting Year. Written requests to change grant-in-aid allocations and city/town tax-based operating funds for the library must be submitted for OLIS approval. Once OLIS makes the approved changes online, the Certification may be printed by the library for signatures. In Section III, 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.

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, 2004 and June 30, 2005.

Tax-based GIA:

Allocated

178. Salaries _____

179. Materials _____

180. CLAN Fees: _____

181. CLAN Enhancement: _____

182. Increased Service Hours: _____

183. Other: _____

184. **Total:** _____

Expended

185. Salaries _____

186. Materials _____

187. CLAN Fees: _____

188. CLAN Enhancement: _____

189. Increased Service Hours: _____

190. Other: _____

191. Describe Other _____

192. **Total:** _____

Section II.

193. City/Town Tax-Based Operating Funds Appropriated for the Library: _____

194. City/Town Tax-Based Operating Funds Expended by the Library _____

Application for Tax-Based GIA

Click [here](#) to print form. *[Enter information on the screen and click update before printing form]* **State requirements require this form to print on one page. If this report is printing on multiple pages, please adjust printer settings or use another printer.**

Submit only one tax-based application for each city/town. All eligible libraries of a city/town must sign the application. Please submit a tax-based application with a completed Standards Certification, Certification(s) of Appropriations and Expenditures, Disaster and Preservation Planning Certification(s) of Compliance and qualifying endowment-based application and Certification(s) of Endowment Value and Expenditure. Please submit these forms no later than September 15th of the Grant Year. 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(s) of Trustees of the [library name(s) 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 the GIA year application, pursuant to the General Laws of Rhode Island, Section 29-6-2 as amended.

Section I.

The Library Director(s), Board(s) of Trustees, and the City/Town Finance Officer(s) agree that the tax-based grant-in-aid be allotted in the following manner. (Do not include costs potentially eligible for construction reimbursement.)

Library A:

- 195. Name of Library A _____
- 196. Salaries _____
- 197. Materials _____
- 198. Increased Service Hours _____
- 199. CLAN Fees _____
- 200. CLAN Enhancements _____
- 201. Other _____
- 202. Describe Other _____
- 203. **Library A Total:** _____

Library B:

- 204. Name of Library B _____
- 205. Salaries _____
- 206. Materials _____
- 207. Increased Service Hours _____
- 208. CLAN Fees _____
- 209. CLAN Enhancements _____
- 210. Other _____
- 211. Describe Other _____

- 212. **Library B Total:** _____
- Library C:
- 213. Name of Library C _____
- 214. Salaries _____
- 215. Materials _____
- 216. Increased Service Hours _____
- 217. CLAN Fees _____
- 218. CLAN Enhancements _____
- 219. Other _____
- 220. Describe Other _____
- 221. **Library C Total:** _____
- 222. **Total tax-based GIA** _____

GIA allotment changes MUST BE APPROVED by OLIS before expended.

Section II.

The Grant Year local city/town operating tax-based appropriation for the library:

- 223. Library A: _____
- 224. Library B: _____
- 225. Library C: _____
- 226. **Total Grant Year local city/town operating tax-based appropriation for the library:** _____

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

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

Certification of Endowment

Click [here](#) to print form. *[Enter information on the screen and click update before printing form]* **State requirements require this form to print on one page. If this report is printing on multiple pages, please adjust printer settings or use another printer.**

In Section I, report expenditures of endowment-based grant-In-aid funds from July to June of the Reporting Year. In Section II, report the value of the endowment investments at the end of the calendar year (December 31) for the three previous fiscal years and Grant Year expenditure of endowment funds for library operations from July to June of the Reporting Year. 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.

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, 2004 and June 30, 2005.

Endowment-based GIA:

Allocated

- 228. Salaries _____
- 229. Materials _____
- 230. CLAN Fees _____
- 231. CLAN Enhancement _____
- 232. Increased Service Hours _____
- 233. Other _____
- 234. Total _____

Endowment-based GIA:

Expended

- 235. Salaries _____
- 236. Materials _____
- 237. CLAN Fees _____
- 238. CLAN Enhancement _____
- 239. Increased Service Hours _____
- 240. Other _____
- 241. Describe Other _____
- 242. Total _____

Section II.

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

- 243. December 31, 2001 _____

244. December 31, 2002

245. December 31, 2003

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.

246. Three year average market value

247. 6% of average market value

248. 25% of 6% of average market value

249. Grant Year expenditure of endowment funds for library operations

250. 25% of Grant Year expenditure of endowment funds for library operations

251. Enter the lesser of line 250 or 248. This is Endowment-based GIA.

Application for Endowment GIA

Click [here](#) to print form. *[Enter information on the screen and click update before printing form]* **State requirements require this form to print on one page. If this report is printing on multiple pages, please adjust printer settings or use another printer.**

Submit this application for endowment-based grant-in-aid with the Application for Grant-in-Aid for Free Public Libraries. 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 the GIA year application, 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 allotted in the following manner. (Do not include costs potentially eligible for construction reimbursement.)

Library A:

- 252. Salaries _____
- 253. Materials _____
- 254. Increased Service Hours _____
- 255. CLAN Fees _____
- 256. CLAN Enhancements _____
- 257. Other _____
- 258. Describe Other _____
- 259. **Library A Total:** _____

Library B:

- 260. Salaries _____
- 261. Materials _____
- 262. Increased Service Hours _____
- 263. CLAN Fees _____
- 264. CLAN Enhancements _____
- 265. Other _____
- 266. Describe Other _____
- 267. **Library B Total:** _____
- 268. **Total endowment-based GIA** _____

GIA allotment changes MUST BE APPROVED by OLIS before expended.

Section II.

The Grant Year allocation of endowment funds for library operations is:

269. Library A: _____

270. Library B: _____

271. Total Grant Year allocation of endowment funds for library operations: _____

Disaster and Preservation

Click [here](#) to print form. *[Enter information on the screen and click update before printing form]* **State requirements require this form to print on one page. If this report is printing on multiple pages, please adjust printer settings or use another printer.**

A completed, up-to-date copy of both the Disaster Preparedness Plan and Preservation Plan must be on file at OLIS by September 15th of the Reporting Year. To be eligible for grant-in-aid, please send a completed Disaster and Preservation Planning Certification of Compliance attached to the Application for Tax-Based Grant-in-Aid for Free Public Libraries. Libraries that publish the Disaster and/or Preservation Plans online, should provide the active web address for their plan(s) in Section I below.

Libraries that do not publish their plans online but keep an electronic file of the plan(s) should send the plan(s) as an attachment to an email. Send the email with the subject heading: Disaster/Preservation Plans to: annpk@gw.doa.state.ri.us. Libraries that do not publish online or create an electronic version of their plans are required to send a full hard copy only every 3 years. Libraries submitting a hard copy need only provide updated pages (insert sheets of the Plan) the first and second year of a three year cycle. Send a full hard copy in 2006 and every third year thereafter. Send hard copies attached to the Disaster and Preservation Planning Certification of Compliance.

Section I.

Disaster Plan requirements: An annual update to a disaster preparedness plan, better known as the Disaster Plan, is required by RIGL 29-6-3 (e). A fully completed/updated Disaster, Readiness, Response and Recovery Manual or its equivalent constitutes compliance with the disaster plan requirement. The plan must state who is in charge of the planning process. The Disaster Plan is required by Rhode Island General Laws 29-6-3 (e).

272. Disaster Plan Web Address: _____

273. If the Disaster Plan is not on the web and the electronic file is being sent by email, answer "yes" here: _____

Preservation Plan Requirements: A preservation plan must state the preservation needs and objectives of the library for the coming fiscal year as stated in RIGL 29-6-3 (d.) An acceptable preservation plan states the library's preservation needs and preservation objectives for the Fiscal Year of the Application for grant-in-aid. The plan must account for a complete assessment of the condition of materials, building and environmental controls, and include plans for rectifying any problems discovered through the assessment, including a timetable for completion. The plan must state who is in charge of the planning process. The Preservation Plan is required by Rhode Island General Laws 29-6-3 (d).

274. Preservation Plan Web Address: _____

275. If the Preservation Plan is not on the web and the electronic file is being sent by email, answer "yes" here: _____

Section II.

Disaster Plan Update Log

Include the names of staff responsible for branch library facilities as well as the main library.

276. Date Last Updated: _____

277. Staff Member(s) Responsible: _____

278. Date of Next Review: _____

279. Staff Member(s) Responsible: _____