

**Public Library Survey**[Rhode Island Public Library Annual Report Instructions](#)

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 (of mailing address)	
13a.Zip +4 (of mailing address)	
14.Phone	
15.Fax	
16.Web Address	
17.Square Footage	
18.Outlet Type Code	
19.Interlibrary Relationship Code	
20.Legal Basis Code	
21.Administrative Structure Code	
22.Geographic Code	
23.FSCS Public Library Definition	
24.Population of Legal Service Area	
25.Legal Service Area Boundary Change	
26.Number of Central Libraries	
27.Number of Branch Libraries	
28.Number of Bookmobiles	
29.Number of Registered Borrowers	
29a.Non-Resident Borrower's Fee	

**Library Director**

30.Director's Name	
31.Director's Official Title	

**Board of Trustees**

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

**Friends of the Library**

40.Number of Friends	
41.Name of Friends Group	
42.Friends Chair Name	
43.Friends Chair Address	
44.Friends Chair City	
45.Friends Chair Zip Code	
46.Friends Chair Phone	
47.Friends Chair Email	
48.Does OLIS have an up-to-date Long Range Plan for your library?	
49.What Year does the Long Range Plan expire	
50.RI.dPlan is used by public libraries to comply with R.I.G.L. § 29-6-3 (4) (d)(e). Is the library's RI.dPlan complete and up to date?	
50.aIf there are one or more library branches, is each branch covered by an up-to-date RI.dPlan?	
50.bWhen was the library's RI.dPlan(s) last reviewed and updated? month/year	

**Outlet Information**

**Identification**

---

**Address**

---

**Contact**

---

**Hours**

---

**Codes**

---

**Librarian**

---

**Friends of the Library**

---

**Friends Address**

---

**Friends Contact**

---

**Staff Information**

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

	Hours	FTE
72. Total Librarians		
73. All Other Paid Staff		
74. Total Paid Employees		
75. ALA-MLS		

**Library Collection**

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures. Under this category, report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

76. Books	
77. Serials	
78. Print Materials (76 + 77)	
79. Audio-physical units	
79a. Audio-downloadable units locally purchased	
79b. Audio-downloadable consortially purchased	
80. Video-physical units	
80a. Video-downloadable units locally purchased	
80b. Video-downloadable titles consortially purchased	
81a. Electronic Books (E-books) locally purchased	
81b. Electronic Books (E-books) consortially purchased	

**Electronic Collections**

Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

- Local/Other cooperative agreements
- State (state government or state library)
- Total Electronic Collections.

This is the sum of Local/Other cooperative agreements, and State electronic collections.

82a.Local	
82b.State	
82c.Other Cooperative Agreements	
82d.Total Licensed Databases (82a+82b+82c)	
83.Other Holdings	
84.Describe Other Holdings	
85.Total Collection	

**Current Serial Subscriptions**

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print.

86.Current Print Serial Subscriptions	
---------------------------------------	--

**Circulation by Category**

87.Adult	
88.Children's Materials	
89.Circulation of Electronic Materials	
90.Other Categories	
91.Total by Category (87+88+89+90)	
92.Print	
93.AV	
94.Other Formats	
95.Total by Format (92+93+94)	
96.Total Circulation	

### Interlibrary Loans to Other Libraries

These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

97.Provided to OSL Libraries	
98.Provided to non-OSL Libraries	
99.Provided to Out of State Libraries	
100.Provided to Total	

### Interlibrary Loans from Other Libraries

These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

101.Received from OSL Libraries	
102.Received from non-OSL Libraries in State	
103.Received from Out of State Libraries	
104.Received from Total	

### Services

105.Public Service Hours per Year for All outlets (calculated)	
106.Library Visits per Year	
107.Reference Transactions per Year	

### Hours Calculator

---

#### Annual Total of Library Programs

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

108.Pre-school Programs	
109.School Age Programs	
110.Number of Children's Programs (108+109)	
111.YA Programs	
112.Adult Programs	
113.Family Programs	
114.Elderly Programs	
115.General Programs	
116.Total Number of Library Programs	

**Annual Total of Library Program Attendance**

117.Pre-School Program Attendance	
118.School Age Program Attendance	
119.Children's Program Attendance	
120.YA Program Attendance	
121.Adult Program Attendance	
122.Family Program Attendance	
123.Elderly Program Attendance	
124.General Program Attendance	
125.Total Attendance at Library Programs	

**Technology**

126.Number of internet terminals used by the public	
127.Users of Public Computers per Year	
128.Wireless Sessions Per Year	

**Income and Expenditures**

**Operating Revenue**

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

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	

**Capital Revenue**

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to net works, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

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	
141.Total Revenue	

**Breakdown of Other Revenue**

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

**Operating Expenditures (Revenue Expended)**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

143.Salaries and Wage Expenditures	
144.Employee Benefits Expenditures	
145.Total Staff Expenditures	

**Collection Expenditures**

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

146.Print Materials Expenditures	
147.Electronic Materials Expenditures	
148.Other Materials Expenditures	
149.Describe Other Materials Expenditures	
150.Total Collection Expenditures	
151.Other Operating Expenditures	
152.Describe Other Operating Expenditures	
153.Total Operating Expenditure	
154.Total Capital Expenditures	
155.Total Expenditures	

**Selective Categories of Operating Expenditures**

156.Subscription Expenditures	
157.Audio Visual Expenditures	
158.Preservation Expenditures	
159.Physical Plant Expenditures	

**Wages**

	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 Appropriation**

[Print Preview](#)

**Section I**

Section I lists allocation of tax-based grant-in-aid from the previous year's application for grant-in-aid. In Section II, report expenditures of tax-based grant-in-aid funds from July 1, 2014 to June 30, 2015. Also report total expenditures of tax-based operating funds for the Library from July 1, 2014 to June 30, 2015. Written requests describing changes in grant-in-aid allocations listed in Section I must be submitted to OLIS for approval before expenditure. Once OLIS makes the approved changes online, the Certification may be printed by the library for signatures. In Section III of the print form, 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.

166.Salaries	
167.Materials	
168.OSL Fees	
169.Increased Service Hours	
170.Other	
171.Describe Other	
172.Tax-Based Grant in Aid Allocated Total	

**Section II**

173.Salaries	
174.Materials	
175.OSL Fees	
176.Increased Service Hrs	
177.Other	
178.Describe Other	
179.Total	
180.City/Town Tax-Based Operating Funds Appropriated for the library during the FY	
181.City/Town Tax-Based Operating Funds Expended by the Library during the FY	

**Application for Tax-Based Grant in Aid**

[Print Preview](#)

Submit only one tax-based application for each city/town. See the State Aid to Libraries, Fiscal Year 2016 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, and qualifying Endowment-Based Application and Certifications of Endowment Value and Expenditure. Please submit these forms as one packet no later than September 15, 2015. By application and thru this report (Question 50), the library also certifies a current Disaster and Preservation Plan in RI d-Plan for each branch and main public library in the city/town.

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 2016, pursuant to the General Laws of Rhode Island as amended.

182.Name of Library A	
183.Salaries	
184.Materials	
185.OSL Fees	
186.Increased Service Hours	
187.Other	
188.Describe Other	
189.Library A Total	
190.Name of Library B	
191.Salaries	
192.Materials	
193.OSL Fees	
194.Increased Service Hours	
195.Other	
196.Describe Other	
197.Library B Total	
198.Name of Library C	
199.Salaries	
200.Materials	
201.OSL Fees	
202.Increased Service Hours	
203.Other	
204.Describe Other	
205.Library C Total	
206.Total Tax-Based Grant in Aid	

**FY2016 local city/town tax-based appropriation for the library operations:**

207.Library A	
208.Library B	
209.Library C	
210.Total FY2016 city/town tax-based appropriations for library operations	
211.Total Unique Public Service Hours per Week	

## Certification of Endowment

[Print Preview](#)

In Section I, report expenditures of endowment-based grant-in-aid funds from July 1, 2014 to June 30, 2015. 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, 2011, 2012 and 2013) and expenditure of endowment funds for library operations from July 1, 2014 to June 30, 2015. 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

	Allocated	Expended
Salaries		
Materials		
OSL Fees		
Increased Service Hours		
Other		
Describe Other		
Total		

### Section II

226.December 31, 2011	
227.December 31, 2012	
228.December 31, 2013	
229.Three year average market value	
230.6% of average market value	
231.25% of 6% of average market value	
232.Grant Year expenditure of endowment funds for library operations	
233.25% of grant expenditure of endowment funds for library operations	
234.The lesser of 231 or 233	

## Application for Endowment Grant in Aid

[Print Preview](#)

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 2016 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 2016, pursuant to the General Laws of Rhode Island as amended.

### Library A

Name of Library A	
235.Salaries	
236.Materials	
237.OSL Fees	
238.Increased Service Hours	
239.Other	
240.Describe Other	
241.Library A Total	

### Library B

Name of Library B	
242.Salaries	
243.Materials	
244.OSL Fees	
245.Increased Service Hours	
246.Other	
247.Describe Other	
248.Library B Total	
249.Total endowment-based GIA	

**Standards Certification**

[Print Preview - Standards Certification Form](#)

[Print Preview - Standards for Combined Libraries Certification Form](#)

Every year each library must certify its compliance with the MINIMUM STANDARDS FOR RHODE ISLAND FREE 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 standards with which the library complies. Only libraries in municipalities with more than one library should check off 17; such libraries must also 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 15, 2015.

Submit waiver requests along with the certification form(s). OLIS' response to waiver requests will be returned to the library by October 16, 2015. The waiver request form is available at: <http://www.olis.ri.gov/pubs/plstandards/>

The definition of each standard is linked to their respective number.

Standard 1	
Standard 2	
Standard 3	
Standard 4	
Standard 5	
Standard 6	
Standard 7	
Standard 8	
Standard 9	
Standard 10	
Standard 11	
Standard 12	
Standard 13	
Standard 14	
Standard 15	
Standard 16	
Standard 17	
Standard 18	
Standard 19	
Standard 20	
Standard 21	
Standard 22	
Standard 23	