

FY2016 Rhode Island Public Library Annual Survey

Below you will find a list of all the survey questions with definitions and some further notes. All survey questions have been included. Those highlighted in green are calculated for you and those highlighted in blue are pre-filled for you with data from last year. Contact Lauren Plews at lauren.plews@olis.ri.gov or 574-9305 with any questions.

Section 1: General System Information

This section contains general information about the library system as a whole. The survey looks at libraries in two ways; The first is the library system or administrative entity and the second is the outlet(s) or physical location(s) that are part of the system. This is the case for library systems with only one physical location (single outlet or SO) and systems with several locations (multiple outlet or MO.)

Name	Description
1. Library ID	This is the state-assigned identification code for the administrative entity or library system
2. Library File #	Pre-filled with the file number
2b. City/Town File #	Pre-filled with the file number
3. Reporting Period Starting Date	This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
4. Reporting Period Ending Date	This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
5. Main Library Name	This is the legal name of the administrative entity. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.
6. System Name	In most cases this is the same as Main Library Name. Pre-filled with last year's data.
7. Street Address	This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.
8. City	This is the city or town in which the administrative entity is located.
9. Zip Code	This is the standard five-digit postal zip code for the street address of the administrative entity.
9a. Zip +4 (of street address)	
10. County	This is the county in which the headquarters of the administrative entity is physically located.
11. Mailing Address	This is the mailing address of the administrative entity.
12. City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
13. Zip (of mailing address)	This is the standard five-digit postal zip code for the mailing address of the administrative entity.
13a. Zip +4 (of mailing address)	
14. Phone	This is the telephone number of the administrative entity, including area code. Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter "-3" (for Not Applicable)
15. Fax	FAX number of the library system
16. Web Address	URL of the library system

17. Interlibrary Relationship Code	Select one of the following: HQ - Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS. ME - Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library. NO - Not a Member of a Federation or Cooperative.
18. Legal Basis Code	The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library. Select one of the following: CC - City/County. A multi-jurisdictional entity that is operated jointly by a county and a city. CI - Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area. CO - County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government. LD - Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax). MJ - Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts. Note: Please put city/county combinations under "CC", rather than under Multi-jurisdictional. NL - Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation. Note: Include native Alaskan villages in this category. NP - Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries and libraries with 501(c) designation. SD - School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments. OT - Other.
19. Administrative Structure Code	This code identifies an autonomous library entity (administrative entity) that has its own governance and funding. An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet. Select one of the following: MA - Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services. MO - Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. SO - Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

20. Geographic Code	Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. Note: The Population of Legal Service Area should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code. For further clarification of metropolitan area, see Metropolitan Status Code NC - Metropolitan Area, but Not Within Central City Limits. CI1 - Municipal Government (city, town or village) (exactly) CI2 - Municipal Government (city, town or village) (most nearly) CO1 - County/Parish (exactly) CO2 - County/Parish (most nearly) MA1 - Metropolitan Area (exactly) MA2 - Metropolitan Area (most nearly) MC1 - Multi-County (exactly) MC2 - Multi-County (most nearly) SD1 - School District (exactly) SD2 - School District (most nearly) OTH - Other
21. FSCS Public Library Definition	Answer Yes or No to the following question: Does this public library meet all the criteria of the FSCS public library definition? A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following: 1. An organized collection of printed or other library materials, or a combination thereof; 2. Paid staff; 3. An established schedule in which services of the staff are available to the public; 4. The facilities necessary to support such a collection, staff, and schedule; and 5. Is supported in whole or in part with public funds. Note: If the library meets all of the requirements of this definition, respond with a Yes. If the library does not meet one or more of the requirements, respond with a No.
22. Population of Legal Service Area	The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources.
23. Legal Service Area Boundary Change	Answer Yes or No to the following question: Did the administrative entity's legal service area boundaries change since last year? Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).
24. OSL Population	This is the population used by Ocean State Libraries to determine the fees for the library system for each library system. These populations are not the same as the Population of Legal Service Area which are the populations of the geographic area for which a public library system has been established.
25. Number of Central Libraries	This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered centrals for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

26.Number of Branch Libraries	A branch library is an auxiliary unit of an administrative entity which has at least all of the following: 1. Separate quarters; 2. An organized collection of library materials; 3. Paid staff; and 4. Regularly scheduled hours for being open to the public.
27.Number of Bookmobiles	A bookmobile is a traveling branch library. It consists of at least all of the following: 1. A truck or van that carries an organized collection of library materials; 2. Paid staff; and 3. Regularly scheduled hours (bookmobile stops) for being open to the public. Note: Count the number of vehicles in use, not the number of stops the vehicle makes.
28.Number of Registered Borrowers	A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources. Note: Files should have been purged within the past three (3) years. The number of registered borrowers may be counted by
28a.Non-Resident Borrower's Fee	Please record the annual fee charged to non-resident borrowers.
WebPLUS Identification number	IMLS required field. Pre-filled from last year's data.
Status of AE record current to prior year	IMLS required field. Pre-filled from last year's data.
Status of LIBNAME current to prior year	IMLS required field. Pre-filled from last year's data.
Status of ADDRESS current to prior year	IMLS required field. Pre-filled from last year's data.
User defined ID. used to link two or more AEs together.	IMLS required field. Pre-filled from last year's data.
Old FSCSKEY	IMLS required field. Pre-filled from last year.
29.Director's Name	Director of the library system or administrative entity.
30.Director's Official Title	Official title of the head or director of the library system or administrative entity
31.Number of Trustees	
32.Trustee Chair Name	
33.Trustee Chair Phone	
34.Trustee Chair Email	
35.Any Board Changes?	
36.Number of Friends	
37.Name of Friends Group	
38.Friends Chair Name	
39.Friends Chair Phone	
40.Friends Chair Email	

Section 2: Outlet Information

This is information about each physical location (outlet) of the library system. Please note that even if the library system has only one physical outlet and some of the information from this section must be completed.

41. Outlet Name	Provide the legal name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.
41a. LIB ID	This is the state-assigned identification code for the outlet.
42. Outlet Address	This is the complete street address of the outlet. Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.
43. Outlet City	This is the city or town in which the outlet is located.
44. Outlet Zip Code	This is the standard five-digit postal ZIP code for the street address of the outlet.
44a. Outlet Zip +4	
45. Outlet County	This is the county in which the outlet is physically located.
46. Telephone	This is the telephone number of the outlet, including area code. Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter ?-3? (for Not Applicable).
47. Fax	FAX number for the outlet
48. Web Address	URL of the outlet. May be the same as the library system or the outlet may have its own URL.
49. Square Footage of Outlet	Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.
50. Actual Hours Open per Year	This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only) Note: Include the actual hours open for public service for centrals, branches, and bookmobiles, and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.
51. Actual Weeks Open per Year	This is the number of weeks during the year that an outlet (Central, Branch, Bookmobile or Books-by-Mail) was open to the public. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled
52. Square Footage	This calculated field totals the square footage provided in 49. Square Footage of Outlet
53. Outlet Type Code	Please identify what type of outlet this library is. For example Central or Branch or Bookmobile etc.
54. Librarian's Name	Please provide the name of librarian in charge of the outlet.
55. Librarian's Official Title	Please provide the titles of the librarian in charge of the outlet.

56. Number of Friends	
57. Name of Friends Group	
58. Friends Chair Name	
59. Friends Chair Phone	
60. Friends Chair Email	

Section 3: Library Staff and Salaries

This section is asking for a breakdown of the all positions within the library system. The section will ask you for information about your staff as well as salary and wage 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.

61. Total Librarians with or without ALA-MLS	Report figures as of the last day of the fiscal year.
61b. Total Librarians FTE (61/40hrs)	Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS.
62. All Other Paid Staff	Enter total hours worked per week.
62b. Other Paid Staff FTE (62/40 hrs)	This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
63. Total Paid Employee (61+62)	This is the sum of all paid employees in the library system.
63b. Total Paid Employee FTE (61b + 62b)	This is the sum of Total librarians and All Other Paid Staff.
64. ALA-MLS hrs/week	Librarians with master's degrees from programs of library and information studies accredited by the American Library Association. Enter total hours worked per week (Note: these hours are also included in 61)
64b. ALA-MLS FTE (64/40 hrs)	Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

Wages	
65. Job Category	<p>Please select the category from the drop down list the position best fits in. The definitions are as follows: Director: Chief administrative officer of the library or library system. Reports directly to a board of trustees. Plans and directs all aspects of the operation. May have job titles such as Librarian or Head Librarian. May represent the library to the community.</p> <p>Deputy/Associate/Assistant Director: Aids Director in planning and directing some or all aspects of the library or library system. May assume responsibilities in the absence of the Director.</p> <p>Manager/Department Head: Manages all operations of one service unit of a library system (eg. Reference Dept., Technical Services Dept., Children's Dept., Development Office, Financial Office, Public Relations Office, Business Office.) Branch Librarian: Includes experienced or entry level professionals. May have supervisory responsibility for paraprofessional or clerical staff. These positions may be without responsibility for supervising other professional staff. Children's and/or Young Adult Services Librarian: Plans and conducts library services for children and/or young adults. Advises users on library resources. Selects materials for the collection. May plan and conduct programs and outreach services. Reference/Information Librarian: Locates information for users or helps find answers to questions and gives instruction about the use of sources in the library or available electronically. Makes decisions about acquiring sources or arranging for access to them. Technical Services Librarian: Organizes all types of materials purchased by the library. May be responsible for providing access to shared resources through electronic networks. Library Associate: Performs circulation, processing or public services duties under professional supervision. Through experience and education, they have assumed supervisory responsibility for subordinate staff. Library Technician: Performs circulation, processing or public services of a complex technical nature under supervision. The minimal educational qualification for the job category is high school graduation. Positions here typically do not include supervisory responsibilities. Aide/Page: Retrieves and returns materials to shelves and/or files. Reads and straightens shelves. Office Staff: Includes Administrative Assistant, Bookkeeper, Clerk Typist, Secretary and/or other similar job titles. Buildings/Grounds Staff: Includes Maintenance, Security, Custodian, Groundskeeper and/or other similar job titles.</p>
66. Number of Staff	How many staff in your library hold that position.
67. Official Title(s) at Library	Please enter the official title for this position.
68 Hourly Rate	If the employee is paid hourly enter that here.
68a. Annual Salary	If the employee is a salaried employee enter the annual salary here.
69. Hours Worked per Week	Please enter how many hours worked per week.
70. MLS?	Please select Yes or No

Section 4: Library Collection

This section is asking for information about the physical and digital holdings of the library system.

71.Books	Report a single figure that includes the following: Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.
72.Serials	Report a single figure sum of each individual physical serial item within the library system collection.
73.Print Materials (71 + 72)	This calculated field is the total of both print books and serials.
74.Audio-physical units	These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.
74a.Audio-downloadable units locally purchased	Consortially purchased (OSL) units have been pre-entered. Enter only locally purchased items, including eZone Advantage titles. These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio-Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the users personal computer for a limited time. Include Audio-Downloadable Units held locally and remote Audio-Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. 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. NOTE: For purposes of this survey, units are defined as units of acquisition or purchase. The unit is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 unit; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 units. For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 units.
74b.Audio-downloadable consortially purchased	This is the pre-filled number of all the audio-downloadable units purchased consortially.

75.Video-physical units	These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two DVDs for one movie) and checked out as a unit are counted as one physical unit.
75a.Video-downloadable units locally purchased	Consortially purchased (OSL) units have been pre-entered. Enter only locally purchased items, including eZone Advantage titles These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video-Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video-Downloadable Units held locally and remote Video-Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. 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. NOTE: For purposes of this survey, units are defined as units of acquisition or purchase. The unit is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 unit; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 units. For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 units.
75b.Video-downloadable titles consortially purchased	This is a pre-filled field with the total number of video-downloadable units purchased consortially.

76a. Electronic Books (E-books) locally purchased	<p>Consortially purchased (OSL) units have been pre-entered. Enter only locally purchased items, including eZone Advantage titles. E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Report the number of units. 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. NOTE: For purposes of this survey, units are defined as units of acquisition or purchase. The unit is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 unit; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 units. For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 units.</p>
76b. Electronic Books (E-books) consortially purchased	This is a pre-filled field with the total number of EBooks purchased consortially.
Audio-downloadable	This is a sum of all audio-downloadable units from both local and consortially purchased.
Video-downloadable	This is a sum of all video-downloadable units from both local and consortially purchased
Total EBooks	This is the sum of local and consortially purchased EBooks.
Electronic Collections	Electronic collections include databases. The number of statewide electronic collections available through AskRI has been preloaded in the "state" category." Include locally purchased electronic collections (e.g., Ancestry, Universal Class) in the "local" category.
77a. Local	<p>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.</p>
77b. State	This is the pre-filled number of all electronic collections purchased by the state.

77c.Other Cooperative Agreements	These are any electronic collections you have access to as a member of a cooperative agreement that is not part of the statewide databases.
77d.Total Licensed Databases (77a+77b+77c)	This is the sum of Local/Other cooperative agreements, and State, licensed databases.
78.Other Holdings	This field is for the recording of all other materials in your collection that do not fall into the categories listed above.
79.Describe Other Holdings	Please provide a brief description of what the library's other holdings include.
80.Total Collection	This is a sum of all the items listed above which make up the library system's collection.
81.Current Print Serial Subscriptions	Current print serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include only current serial subscriptions in print. Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series. Note this is not the number of individual issues, this the number of print serials your library subscribes to.

Section 5: Collection Usage

Information about the use of the collection. Circulation totals, including renewals, is for library materials of all types. Count all materials in all formats that are charged out for use outside the library. Include interlibrary loan transactions for items borrowed for users. Do not include items checked out to other libraries. The data elements, Circulation by Format and Circulation by Category, is a count of the same circulating materials using two different methods, format and category. Total Circulation by Category must equal Total Circulation by Format.

Circulation by Category	
82.Adult	The total annual circulation of all adult's materials in all physical formats to all users, including renewals.
83.Children's Materials	The total annual circulation of all children's materials in all formats to all users, including renewals. Circulation of children's materials should not include YA materials. List YA circ in "other categories".
84.Circulation of Electronic Materials	Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.
85.Other Categories	Any other items that did not fall under the circulation counts of Children's, Adults or Electronic Materials above.
86.Total by Category (82+83+84+85)	The sum of Children's, Adults, Electronic Materials and Other above.
Circulation by Format	
87.Print	Total annual circulation of all print materials including serials.
88.AV	Total annual circulation of all AV units.
89.Other Formats	Total annual circulation of all other materials in the collection that do not fit into the above formal categories of print or AV.
90.Total by Format (87+88+89)	The sum of Print, AV and Other.

Electronic Collection Usage	New for FY2016. This following section is dedicated to quantifying the usage of the electronic collections above.
Successful Retrieval of Electronic Information	The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs. Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43] Note: If you identified that your library purchases access to an electronic collections or databases, outside of the statewide databases of AskRI, in question XX. Quantify the usage of those databases or electronic collections here.
91.Local	New for FY2016. If you identified that your library purchases access to an electronic collections or databases, outside of the statewide databases of AskRI, in question 77a. Quantify the usage of those databases or electronic collections here.
92.State	New for FY2016. The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period through statewide purchased and accessible databases made available through AskRI.
93.Other Cooperative Agreements	New for FY2016. If you identified an electronic collection in Number 77c please note its usage here.
94.Total Retrieval of Electronic Information	New for FY2016. The total of Circulation of Electronic Material AND Successful Retrieval of Electronic Information.
Collection Use Totals	The questions below are calculated based on the responses provided above.
95.Electronic Content Use	New for FY2016. This is the sum of 94 and 84.
96.Total Circulation of Materials	New for FY2016. The total Physical Item Circulation AND Circulation of Electronic Material.
97.Total Collection Use	New for FY2016. The total of Physical Item Circulation, Circulation of Electronic Material AND Successful Retrieval of Electronic Information.
98.Total Circulation	The total annual circulation of all library materials of all types, including renewals. Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.
99.Physical Item Circulation	New for FY2016. The total annual circulation of all physical library materials of all types, including renewals. Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. This is the sum of 82+83+85.
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 or system. "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. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. ILL numbers can be determined through Web Management Reports using Sierra.
100.Provided to OSL Libraries	

101.Provided to non-OSL Libraries	
102.Provided to Out of State Libraries	
103.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 or system. "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.
104.Received from OSL Libraries	
105.Received from non-OSL Libraries in State	
106.Received from Out of State Libraries	
107.Received from Total	
Section 6: Services	
Visits, reference and programming	
108.Public Service Hours per Year for All outlets (calculated)	This is the sum of annual public service hours entered for outlets in question 50.
109.Library Visits per Year	This is the total number of persons entering the library for whatever purpose during the year. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).
110.Reference Transactions per Year	A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, or by mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child. Do not count directional transactions or questions of rules or policies. Examples of directional transactions are: Where are the children's books? and I'm looking for a book with the call number 811.2G.? An example of a question of rules or policies is: Are you open until 9:00 tonight? Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

Annual Total of Library Programs	
111.Pre-school Programs	
112.School Age Programs	
113.Number of Children's Programs (111+112)	A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs. Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under.
114.YA Programs	A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events. Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs. Note: Young Adult age is defined as 12 through 18 years and includes 18 year olds. The "Young Adult Services Association, (YASLA)" defines young adults as age 12 through 18.
115.Adult Programs	
116.Family Programs	
117.Elderly Programs	
118.General Programs	
119.Total Number of Library Programs	
Annual Total of Library Program Attendance	
120.Pre-School Program Attendance	

121.School Age Program Attendance	
122.Children's Program Attendance	The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children. Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.
123.YA Program Attendance	The count of the audience at all programs for which the primary audience is young adults 12 to 18 years and includes 18 year olds. Include adults* who attend programs intended primarily for young adults. Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. *Please count all patrons that attend the young adult programs regardless of age. (See Number of Young Adult Programs for the definition of a young adult library program.)
124.Adult Program Attendance	
125.Family Program Attendance	
126.Elderly Program Attendance	
127.General Program Attendance	
128.Total Attendance at Library Programs	This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs for the definition of a library program.)

Section 7: Technology

Public computers, computer use and Wi-Fi sessions

129.Number of internet terminals used by the public	Report the number of the library's Internet computers [personal computers (PCs) and laptops], whether purchased, leased, or donated, used by the general public in the library.
130.Users of Public Computers per Year	Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions). Note: This count includes only the library's Internet computers. Do not include Wi-Fi access using non-library computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as Historian can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.
131.Wireless Sessions Per Year	Report the number of wireless sessions provided by the library system annually. To determine the number of wireless sessions, count the individual sessions of use of a library's wireless service as captured by a library's router software. There is no need to count length of sessions or type of sessions.

Section 8: Income and Expenditures

Library revenue sources 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.)
132. Local Government Revenue	This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate. Note: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.)
133. State Government Revenue	This includes all state government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.
134. Federal Government Revenue	This includes any federal funds received by the library system that are not distributed through the state.
135. Other Operating Revenue	This is all operating revenue other than that reported under local, state, and federal. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations. Note: Monetary donations or financial support from Friends groups and others should be included here. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations. (e.g., donations of books or services). Fines that are passed through directly to the city or town (not "kept" by the library) should not be counted as Operating Revenue, as they are not used for operating expenses.
136. Describe Other Operating Revenue	Please provide a brief descriptions of the library system's other operating revenue.
137. Total Operating Revenue	This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue.
Capital 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 those categories. Construction funds designated for a library project, even if not in the library budget, should be included in the Annual Report survey. If unable to capture the amount for the appropriate fiscal year, for example, because it is not forthcoming from the finance office in time for the survey, then report it in the following year. Add a note explaining the circumstances.

138. Local Government Capital Revenue	Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
139. State Government Capital Revenue	Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
140. Federal Government Capital Revenue	Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.
141. Other Capital Revenue	Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
142. Describe Other Capital Revenue	Please provide a brief description of the library system's other capital revenue.
143. Total Capital Revenue	This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue. Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.
144. Total Revenue	Total sum of government revenue for both operation and capital revenue. Calculated field.
Breakdown of Other Revenue	
145. Non-Government Grant Revenue	Any revenue from a non-government grant.
Operating Expenditures (Revenue Expended)	
146. Salaries and Wage Expenditures	This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
147. Employee Benefits Expenditures	These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
148. Total Staff Expenditures	This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures.
Collection Expenditures	
149. Print Materials Expenditures	Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.

150. Electronic Materials Expenditures	Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.] Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures. Note: Do not list Overdrive or database expenditures that are part of OSL fees but are itemized on OSL invoices. List only expenditures on electronic materials that are not part of OSL fees.
151. Other Materials Expenditures	Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.
152. Describe Other Materials Expenditures	
153. Total Collection Expenditures	This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures.
154. Other Operating Expenditures	This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures. Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.
155. Describe Other Operating Expenditures	Please provide a brief description of the library system's other operating expenditures.
156. Total Operating Expenditures	This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures.
157. Total Capital Expenditures	Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.
158. Total Expenditures	

Selective Expenditures	These selective categories are a place for your library to note specific expenditures that are not broken out in the above expenditure questions. Selective expenditures and may not include all expenditures included above in 154.Other Operating Expenditures. However, the total of 159-162 should not be greater than the amount listed in 154.Other Operating Expenditures
159.Subscription Expenditures	Include the cost of electronic and print subscriptions that the library pays directly. Do not include OSL fees.
160.Audio Visual Expenditures	This is the total amount you library spends on AV materials
161.Preservation Expenditures	Please note any expenditures your library makes towards preservation efforts. This can be physical or digital preservation.
162.Physical Plant Expenditures	Include operating physical plant expenditures, such as utilities and ongoing maintenance. Do not include capital expenditures.

Section 9: Qualifying Questions for Grant In Aid

These are questions relating to the library's long range and dPlan-RI. Public libraries must have a current d-Plan (updated in the last year) to be eligible for GIA. An active Long Range Plan is required for Standards Compliance and to be eligible for GIA. By application and thru this report , the library certifies a current Disaster and Preservation Plan in RI d-Plan for each branch and main public library in the city/town.

163.Does OLIS have an up-to-date Long Range Plan for your library?	
164.What Year does the Long Range Plan expire	
165.dPlan-RI. is used by public libraries to comply with R.I.G.L. 29-6-3 (4) (d)(e). Is the library's dPlan-RI. complete and up to date?	
165a.If there are one or more library branches, is each branch covered by an up-to-date dPlan-RI.?	
165b.When was the library's dPlan-RI. last reviewed and updated? month/year	

Section 10: Certification of Tax-Based Grant-in-Aid Expenditure and Appropriation

The Certification of Tax-Based Appropriation and Expenditure requires local tax-based operating figures. It is essential that the information be correct because these figures are used to determine both eligibility for and the amount of future GIA. GIA must be spent or encumbered by the city/town by June 30, 2016. Proof of encumbrance and subsequent payment must be submitted with the Annual Report. Proof of encumbrance is a copy of pending purchase order and the invoice that will be submitted for payment. Attach any proof of encumbrance to the Certification of Tax-Based Appropriation and Expenditure. 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 estimated costs. For Increased Service Hours, report salaries and other GIA expenditures specifically allocated to increase service hours.

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, 2015 to June 30, 2016. Also report total expenditures of tax-based operating funds for the Library from July 1, 2015 to June 30, 2016. 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	In Section II, report expenditures of tax-based grant-in-aid funds from July 1, 2015 to June 30, 2016. Also report total expenditures of tax-based operating funds for the Library from July 1, 2015 to June 30, 2016.
173.Salaries	
174.Materials	
175.OSL Fees	
176.Increased Service Hrs	
177.Other	
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	

Section 11: Application for Tax-Based Grant in Aid

List the allocation of GIA for library operating expenses in FY2017. GIA must first be allocated to Ocean State Libraries (OSL) fees, then the balance allocated to other categories as appropriate to the library. Eligible expenditures include operating expenditures as specified on the application including, but not limited to, staffing, programming, materials, and subscriptions; do not include capital expenditures. All funds must be expended in the grant year in accordance with the allocation listed on the GIA application. Any reallocation of funds over the grant year must be approved in advance by OLIS. List the city/town tax-based appropriation for library operations. The local city/town tax-based appropriation should not include any state or federal funds. Provide the total unique open hours per week for all the public libraries in the city/town applying for GIA. Submit only one tax-based application for each city/town. See the State Aid to Libraries, Fiscal Year 2017 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, 2016. By application and thru this report, 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 2017, 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	
FY2017 local city/town tax-based appropriation for the library operations	Expenditures by the municipality for library operations that are not included in the library's budget, such as town services for grass-cutting, snow removal, building insurance, etc., may be included as long as these expenditures can be specifically documented as library expenditures.
207.Library A	
208.Library B	
209.Library C	
210.Total FY2017 city/town tax-based appropriations for library operations	
211.Total Unique Public Service Hours per Week	Total Unique Public Service Hours per Week scheduled for all applying public library in your city/town

Section 12: Certification of Endowment Expenditure and Value

The Certification of Endowment Value and Expenditure is used to determine the amount of endowment-based GIA. Numbers submitted on this form are used to determine the amount of future endowment-based GIA and must be accurate.

Section I	In Section I enter the allocation and expenditure of Endowment-based Grant-in-Aid funds for library operations in FY2016 (July 1, 2015 through June 30, 2016). 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 estimated costs.
Salaries	Allocated
Salaries	Expended
Materials	Allocated
Materials	Expended
OSL Fees	Allocated
OSL Fees	Expended
Increased Service Hrs	Allocated
Increased Service Hrs	Expended
Other	Allocated
Other	Expended
Describe Other	Allocated
Describe Other	Expended
Total	Allocated
Total	Expended
Section II	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 (i.e., December 31, 2013, December 31, 2014, and December 31, 2015) and the expenditure of endowment funds for library operations between July 1, 2015 and June 30, 2016. Attach official supporting statements from the bank or investment management firm documenting the value(s) of the endowment account(s) listed in Section II for the most recent past two years, unless this is the first year the library is applying for endowment-based GIA. If this is the first year, submit supporting documentation for all three years; you will need to contact OLIS to enter the amount for the first year. For #234, enter the lesser of 25% of the Grant Year expenditure of endowment funds for library operations (#233) or 25% of 6% of the average market value (#231).
226.December 31, 2013	

227.December 31, 2014	
228.December 31, 2015	
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	Grant Year (e.g. FY2015; July 1, 2015 - June 30, 2016) expenditure of endowment funds for library operations
233.25% of grant expenditure of endowment funds for library operations	25% of FY expenditure of endowment funds for library operations
234.The lesser of 231 or 233	

Section 13: Application for Endowment Grant in Aid

In cases where there is more than one independent library in a city/town, but only one is applying for Endowment-Based GIA, only the applying library is required to enter data and sign the form. The Application for Endowment-Based Grant-in-Aid must follow the same sequence of libraries as the Application for Tax-Based GIA, i.e., the library listed as "Library B" on the Tax-Based GIA application, must be "Library B" on the Endowment-Based GIA application as well. 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 2017 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 2017, 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	

Section 14: Standards Certification

Standards Certification is a requirement of eligibility for GIA. Libraries are required to be in compliance at the beginning of the fiscal year in which the GIA is awarded. For FY20176 GIA, libraries must certify compliance with the Minimum Standards for Rhode Island Public Libraries (2013 edition) on July 1, 20152016. Complete information regarding minimum standards is available on the OLIS website at www.olis.ri.gov/pubs/plstandards/ After entering data click "Print Preview" to print form. A completed Standards Certification showing full compliance or approved waiver(s) must be submitted with a library's application for GIA. Libraries submitting Standards Certification with pending waivers or that are not in full compliance with standards are not eligible for GIA. Requests for waivers should be submitted prior to July 1 of the grant year or as soon as possible prior to submission of Standards Certification but not after. Requests for waivers or questions about waivers should be directed to Karen Mellor, karen.mellor@olis.ri.gov. An approved Request for Waiver(s) must be included with the Standards Certification for each standard that a library is unable to comply and submitted with the application for GIA by September 15, 2016. Only one standard may be addressed on each Request for Waiver form. Requests for Waivers must be submitted annually. If requesting a waiver of Standard 12, provide the name of the staff member and position in the "Reason" section of the Request for Waiver form. The Request for Waiver form is available on the OLIS website: at www.olis.ri.gov/pubs/plstandards/

Standard 1	The library operates according to relevant federal, state, and local laws. The library must be in compliance with all federal, state, and local building, fire, safety, and handicapped access codes for public buildings, such as the Americans with Disabilities Act (ADA), as well as relevant portions of RIGL Title 29 entitled Libraries, RIGL section 38-2-3 entitled Access to Public Records, and RIGL section 42-46 entitled Open Meetings.
Standard 2	The library operates according to relevant American Library Association (ALA) ethical and philosophical statements for public libraries. Relevant statements will be enumerated on the OLIS websites.
Standard 3	The library adopts and periodically reviews written policies governing its services.
Standard 4	The library is open a minimum number of hours each week based on community needs and the population of the city/town (or combined cities/towns) according to the most recent census. Unique hours are the total hours all public library facilities in a city/town (cities/towns) are open with concurrent hours being counted only once. Hours refer to the winter schedule in cases where winter and summer hours differ. In the case of combined libraries, each individual library must meet the Combined Library minimum, and the aggregate of all library hours in the city/town (cities/towns) must meet the Unique Hours minimum.
Standard 5	The library extends full access and borrowing privileges without charge to all Rhode Island residents.
Standard 6	The library makes its entire range of materials and services available to everyone regardless of ability, providing assistive technology, software, materials, alternative access to library resources, and staff assistance in using them as needed.
Standard 7	The library provides trained staff to help patrons use library resources, including electronic and digital resources, during all operating hours.
Standard 8	The library provides its community with resources and assistance to support digital literacy.

Standard 9	The library provides a website with access to online library resources, promotion of AskRI.org, and current information about library services, including hours of operation, schedules of library events, contact information, and other information necessary to inform the community about library operations.
Standard 10	The library has a director who is a professional librarian.
Standard 11	The library/combined libraries of a city/town (cities/towns) have a minimum of 1 FTE staff excluding custodians, security staff, and pages for each 3,000 population (rounded to the nearest 3,000) based on the most recent census.
Standard 12	Library staff are trained in and assigned to provide the following services at the minimum level specified in the chart below. More than one requirement may be met by a single qualified staff member; conversely, more than one qualified staff member may be designated to meet the requirement. In the case of combined libraries, each library must meet the requirements for the Under 10,000 category and the combined libraries together must meet the requirements for their population category.
Standard 13	For safety reasons, at least two workers, who may include custodians, security staff, or pages, are in the building during all open hours.
Standard 14	The library conducts a community needs assessment at least every five years.
Standard 15	The library adopts a five-year long range plan of service, based in part on the community needs assessment, and reviews it annually.
Standard 16	The library adopts personnel policies and procedures that apply to all staff and volunteers and makes them available to staff and volunteers.
Standard 17	In a city/town (cities/towns) that has designated more than one library to provide library services, a library council composed of the chair of the board of trustees and the director of each library, and a representative of the city/town (cities/towns) meets annually to coordinate services and make a joint application for state grant-in-aid.
Standard 18	The library is a certified member of the Library of Rhode Island.
Standard 19	The library is a member in good standing of Ocean State Libraries, Inc.
Standard 20	The library provides adequate space to implement a full range of library services, including community meeting space (s), as determined by its long-range plan.
Standard 21	The library provides free access to computers for public use.
Standard 22	The library offers free access to the Internet, industry-compatible office productivity software, and the ability to use personal storage devices on public computers.
Standard 23	The library ensures that all public hardware and software are updated regularly and in proper working order.