

FY2017 Rhode Island Public Library Survey Checklist

Section 1 through 8: Data about your library to be submitted to the IMLS

- All data has been entered and reviewed

Section 9: Qualifying questions for Grant in Aid

- OLIS has a copy of library's latest Long Range or Strategic Plan (email is fine)

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

- The allocation numbers (Section I) match the numbers I have entered for the expenditures (Section II)
- If the numbers do not match I have completed and submitted a reallocation form
 - Once the reallocation form is complete you will be notified when you can complete the section
- All signatures are on the form, the signatures are dated

Section 11: Application for Tax-Based Grant in Aid

- The total taxed-based grant in aid being applied for matches the total taxed-based grant in aid available to the city/town
- All signatures are on the form, the signatures are dated

Section 12: Certification of Endowment Expenditure and Value

- The numbers allocated match the numbers I have entered for the expenditures
- If the numbers do not match I have completed and submitted a reallocation form
 - Once the reallocation form is complete you will be notified when you can complete the section
- All signatures are on the form, the signatures are dated
- Supporting financial statements are prepared and will be sent into OLIS

Section 13: Application for Endowment Grant in Aid

- The total endowment-based grant in aid being applied for matches the total endowment-based grant in aid available to the library
- All signatures are on the form, the signatures are dated

Section 14: Standards Certification

- For towns with more than one independent library, the combined libraries certification form has been completed in addition to the single library certification form
- All signatures are on the form, the signatures are dated
- If the library requires a waiver, the waiver has been completed, signed and outlines what the plan of action will be to meet the standard as soon as possible

