Section 1: General System Information

This section contains general information about the library system as a whole.

Rhode Island Public Library Annual Survey

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.Interlibrary Relationship Code	
18.Legal Basis Code	
19.Administrative Structure Code	
20.Geographic Code	
21.FSCS Public Library Definition	
22.Population of Legal Service Area	
23.Legal Service Area Boundary Change	
24.OSL Population	
25.Number of Central Libraries	
26.Number of Branch Libraries	
27.Number of Bookmobiles	
28.Number of Registered Borrowers	
28a.Non-Resident Borrower's Fee	

Library Director

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

Board of Trustees

31.Number of Trustees	
32.Trustee Chair Name	
33.Trustee Chair Phone	
34.Trustee Chair Email	
35.Any Board Changes?	

Friends of the Library

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 of the library system. Please note that even if the library system has only one outlet this section must be completed.

Identification

Location		41. Outlet Name	41a. LIB ID
State of Rhode Island Office of Library and Information Services			

State of Rhode Island Office of Library and Information Services 2016

Address

Location		42. Outlet Address	43. Outlet City	44. Outlet Zip Code	44a. Outlet Zip +4	45. Outlet County
State of Rhode Island Office of Library and Information Services						

Contact

Location		46. Telephone	47. Fax	48. Web Address
State of Rhode Island Office of Library and Information Services				

Hours

Location		49. Square Footage of Outlet	50. Actual Hours Open per Year	51. Actual Weeks Open per Year
State of Rhode Island Office of Library and Information Services				

System Square Footage

52.Square Footage	

Codes

Location		53. Outlet Type Code
State of Rhode Island Office of Library and Information Services		

Librarian

Location		54. Librarian's Name	55. Librarian's Official Title
State of Rhode Island Office of Library and Information Services			

Friends of the Library

Location		56. Number of Friends	57. Name of Friends Group	58. Friends Chair Name
State of Rhode Island Office of Library and Information Services				

Friends Contact

Location		59. Friends Chair Phone	60. Friends Chair Email
State of Rhode Island Office of Library and Information Services			

Section 3: Library Staff and Salaries

Breakdown of the positions within the library system.

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
61. Total Librarians		
62. All Other Paid Staff		
63. Total Paid Employees		
64. ALA-MLS		

Wages

	65. Job Category	66. Number of Staff	67. Official Title(s) at Library	68 Hourly Rate --OR--	68a. Annual Salary	69. Hours Worked per Week	70. MLS?

Section 4: Library Collection

Information about the physical and digital holdings of the library system.

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.

71.Books	
72.Serials	
73.Print Materials (71 + 72)	
74.Audio-physical units	
74a.Audio-downloadable units locally purchased	
74b.Audio-downloadable consortially purchased	
75.Video-physical units	
75a.Video-downloadable units locally purchased	
75b.Video-downloadable titles consortially purchased	
76a.Electronic Books (E-books) locally purchased	
76b.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.

77a.Local	
77b.State	
77c.Other Cooperative Agreements	
77d.Total Licensed Databases (77a+77b+77c)	
78.Other Holdings	
79.Describe Other Holdings	
80.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.

81.Current Print Serial Subscriptions	

Section 5: Collection Use
Information about the use of the collection.

Circulation by Category

82.Adult	
83.Children's Materials	
84.Circulation of Electronic Materials	
85.Other Categories	
86.Total by Category (82+83+84+85)	
87.Print	
88.AV	
89.Other Formats	
90.Total by Format (87+88+89)	

Electronic Collection Usage

Successful Retrieval of Electronic Information

91.Local	
92.State	
93.Other Cooperative Agreements	
94.Total Retrieval of Electronic Information	

Collection Use Totals

95.Electronic Content Use	
96.Total Circulation of Materials	
97.Total Collection Use	
98.Total Circulation	
99.Physical Item 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.

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. "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)	
109.Library Visits per Year	
110.Reference Transactions per Year	

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.

111.Pre-school Programs	
112.School Age Programs	
113.Number of Children's Programs (111+112)	
114.YA Programs	
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	
123.YA Program Attendance	
124.Adult Program Attendance	
125.Family Program Attendance	
126.Elderly Program Attendance	
127.General Program Attendance	
128.Total Attendance at Library Programs	

Section 7: Technology

Public computers, computer use and Wi-Fi sessions.

129.Number of internet terminals used by the public	
130.Users of Public Computers per Year	
131.Wireless Sessions Per Year	

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	
133.State Government Revenue	
134.Federal Government Revenue	
135.Other Operating Revenue	
136.Describe Other Operating Revenue	
137.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:

138.Local Government Capital Revenue	
139.State Government Capital Revenue	
140.Federal Government Capital Revenue	
141.Other Capital Revenue	
142.Describe Other Capital Revenue	
143.Total Capital Revenue	
144.Total Revenue	

Breakdown of Other Revenue

145.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.

146.Salaries and Wage Expenditures	
147.Employee Benefits Expenditures	
148.Total Staff Expenditures	

Collection Expenditures

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

149.Print Materials Expenditures	
150.Electronic Materials Expenditures	
151.Other Materials Expenditures	
152.Describe Other Materials Expenditures	
153.Total Collection Expenditures	
154.Other Operating Expenditures	
155.Describe Other Operating Expenditures	
156.Total Operating Expenditure	
157.Total Capital Expenditures	
158.Total Expenditures	

Selective Categories of Operating Expenditures

159.Subscription Expenditures	
160.Audio Visual Expenditures	
161.Preservation Expenditures	
162.Physical Plant Expenditures	

Section 9: Qualifying Questions for Grant in Aid

These are questions relating to the library's long range and dPlan-RI.

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

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, 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

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	

Section 11: 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 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 (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 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:

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	

Section 12: Certification of Endowment Expenditure and Value

Print Preview

In Section I, report expenditures of endowment-based grant-In-aid funds from July 1, 2015 to June 30, 2016. 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, 2013, 2014 and 2015) and expenditure of endowment funds for library operations from July 1, 2015 to June 30, 2016. 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, 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	
233.25% of grant expenditure of endowment funds for library operations	
234.The lesser of 231 or 233	

Section 13: 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 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

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, 2016.

Submit waiver requests along with the certification form(s). OLIS' response to waiver requests will be returned to the library by October 16, 2016. 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	