

Section 1: General System Information

[FY2018 Rhode Island Public Library Annual Survey Instructions](#)

Section 1 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.) Many of these items have been prefilled from last year's data. Please review the prefilled data to check for any errors. If you find errors contact Lauren Plews at lauren.plews@olis.ri.gov or 401-574-9305.

Library ID	
Library File #	
City/Town File #	
Reporting Period Starting Date	
Reporting Period Ending Date	
Main Library Name	
System Name	
Street Address	
City	
Zip Code	
Zip +4 (of street address)	
County	
Mailing Address	
City (of mailing address)	
Zip (of mailing address)	
Zip +4 (of mailing address)	
Phone	
Web Address	
Interlibrary Relationship Code	
Legal Basis Code	
Administrative Structure Code	
Geographic Code	
FSCS Public Library Definition	
Population of Legal Service Area	
Legal Service Area Boundary Change	
OSL Population	
Number of Central Libraries	
Number of Branch Libraries	
Number of Bookmobiles	

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Number of Registered Borrowers	
Non-Resident Borrower's Fee	

Library Director

Director's Name	
Director's Official Title	

Board of Trustees

Number of Trustees	
Trustee Chair Name	
Trustee Chair Phone	
Trustee Chair Email	
Any Board Changes?	

Friends of the Library

Number of Friends	
Name of Friends Group	
Friends Chair Name	
Friends Chair Phone	
Friends Chair Email	

State of Rhode Island Office of Library and Information Services 2018**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		Outlet Name	LIB ID
State of Rhode Island Office of Library and Information Services			

Address

Location		Outlet Address	Outlet City	Outlet Zip Code	Outlet Zip +4	Outlet County
State of Rhode Island Office of Library and Information Services						

Contact

Location		Telephone Number	Web Address
State of Rhode Island Office of Library and Information Services			

Hours

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

System Square Footage

Square Footage	

Codes

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

Librarian

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

Friends of the Library

Location		Number of Friends	Name of Friends Group	Friends Chair Name
State of Rhode Island Office of Library and Information Services				

Friends Contact

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

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/or wage information. 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.

Total Paid Employees hours per week should be reported as of the last day of the fiscal year (June 30, 2018.) Salary and Hourly Wages should be reported as of the first day of the succeeding fiscal year (July 1, 2018). Report the total number of hours worked per week by all paid staff under each category listed.

The data entry screen will start with just one or two rows for Wages. When you begin entering data into the last row, it will generate another. When you are finished, click the red "X" at the end of the unused row.

	Hours	FTE
Total Librarians		
All Other Paid Staff		
Total Paid Employees		
ALA-MLS		

Wages

	Job Category	Number of Staff	Official Title(s) at Library	Hourly Rate --OR--	Annual Salary	Hours Worked per Week	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.

Physical Materials

Books	
Serials	
Total Print Materials	
Current Print Serial Subscriptions	
Physical Audio Units	
Physical Video Units	
Other Physical Holdings	
Describe Other Physical Holdings	
Total Physical Collection	

Electronic Materials

Audio-downloadable units locally purchased	
Audio-downloadable consortially purchased	
Total Audio-downloadable	
Video-downloadable units locally purchased	
Video-downloadable titles consortially purchased	
Total Video-downloadable	
Electronic Books (E-books) locally purchased	
Electronic Books (E-books) consortially purchased	
Total Ebooks	
Total Local Electronic Materials	
Total Consortia Electronic Materials	
Total Electronic Materials	

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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. If you have access to databases through a cooperative agreement other than AskRI enter that in Other Cooperative Agreements

For more guidance on counting electronic collections and their usage see the following [document](#).

Local	
Other Cooperative Agreements	
State	
Total Electronic Collections	

Collection Totals

Total Library Materials (Physical & Electronic)	
Total Collection - all formats and collections	

Collection by Audience

The majority of the data collected below has been prefilled and calculated. Libraries who purchase Advantage titles will need to provide the numbers of the materials they have purchased broken down by the following audience categories: Adult, Children's and YA.

This data is not part of federal reporting. It being collected to expand the collection data available to each public library.

Adult Physical Materials	
Adult Electronic Materials (Consortia)	
Adult Electronic Materials (Local)	
Total Adult Materials	
Children Physical Materials	
Children Electronic Materials (Consortia)	
Children Electronic Materials (Local)	
Total Children Materials	
Young Adult Physical Materials	
Young Adult Electronic Materials (Consortia)	
Young Adult Electronic Materials (Local)	
Total Young Adult Materials	

Section 5: Collection Use

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.

Physical Item Circulation

Circulation of all physical items in the library collection available for loan to patrons through the catalog. The data has been prefilled. The data has been gathered using OSL developed templates. If you have any questions about the data contact Lauren Plews at lauren.plews@olis.ri.gov.

Print Circulation	
Physical Audio and Video Circulation	
Other Physical Item Circulation	
Total Physical Item Circulation	

Electronic Material Circulation

Most electronic circulation data has been prefilled. The data has been gathered from reports run via Overdrive Marketplace. If you have any questions about the data contact Lauren Plews at lauren.plews@olis.ri.gov. If your library provides access to electronic materials through services like 3M Cloud Library or other vendors where the library purchases individual titles and the items circulate with lending period report the circulation under Local Electronic Material Circulation. Consult the following document for guidance.

Audio-downloadable Circulation	
Video-downloadable Circulation	
E-Books Circulation	
Local Electronic Material Circulation	
Total Electronic Materials Circulation	

Successful Retrieval of Electronic Information

This section collects database usage. The use of the AskRI statewide databases has been prefilled for you. Please enter the usage of any databases you make available to your patrons in addition to the AskRI databases. For more guidance on counting electronic collections and their usage see the following [document](#).

Local Electronic Collection Usage	
State Electronic Collection Usage	
Other Cooperative Agreement Electronic Collection Usage	
Total Retrieval of Electronic Information	

Collection Use Totals

Electronic Content Use	
Total Circulation Physical and Electronic Materials	
Total Collection Use	

Circulation by Audience

Adult Physical Material	
Adult Electronic Material	
Total Circulation Adult Materials	
Children's Physical Materials	
Children's Electronic Material	
Total Circulation Children Materials	
YA Physical Material	
YA Electronic Material	
Total YA Materials	

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 (branches) within the same library administrative entity. These data are reported as annual figures.

Provided to OSL Libraries	
Provided to In-State non-OSL Libraries	
Provided to Out of State Libraries	
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 (branches) within the same library administrative entity. These data are reported as annual figures.

Received from OSL Libraries	
Received from In-State non-OSL Libraries	
Received from Out of State Libraries	
Received from Total	

Section 6: Services

Visits, reference and programming.

Public Service Hours per Year for All outlets	
Library Visits per Year	
Reference Transactions per Year	

Annual 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.

By federal definition, programs for children are designed for those 11 years old or younger; young adults are ages 12 through 18 years old. Please apply these definitions to your library programs when you tally data for this annual survey. Note that programs are categorized by the PRIMARY audience and count in only that primary audience category. Define the programs first, and then count the attendees at the program. When counting attendance, it is not necessary to define or distinguish between the ages of attendees. Do not double count programs; include data for a program in its primary audience category only.

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.

Pre-school Programs	
School Age Programs	
Total Children's Programs (Pre-school + School Age)	
YA Programs	
Adult Programs	
Family Programs	
Elderly Programs	
General Programs	
Total Library Programs	

Annual Library Program Attendance

Pre-School Program Attendance	
School Age Program Attendance	
Total Children's Program Attendance (Pre-School + School Age)	
YA Program Attendance	
Adult Program Attendance	
Family Program Attendance	
Elderly Program Attendance	
General Program Attendance	
Total Attendance at Library Programs	

Section 7: Technology

Public computers, computer use and Wi-Fi sessions.

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

Section 8: Income and Expenditures

Library revenue sources and expenditures.

E-Rate discount amounts should not be treated as revenue. Report any revenue minus the E-Rate discount in the appropriate revenue line. E-Rate discount amounts should also not be treated as expenditures. Report any expenditure minus the E-Rate discount in the appropriate expenditure lines. If the E-Rate discount is used for OSL fees (i.e., internet service) then report the expenditure for OSL fees minus the E-Rate discount under data element, Other Operating Expenditures. If the E-Rate funds are used to purchase a file server or internal wiring for a LAN, the library may treat these expenditures as capital expenditures and subtract the discount from the cost reported. Construction (e.g., wiring) is usually treated as a capital expenditure. Local accounting practices shall determine whether a specific item is a capital or an operating expenditure. How these expenditures are defined should be consistent from year to year
If the library receives an E-Rate discount or reimbursement only report the amount of money the library actually spent, NOT the amount before the discount or reimbursement.

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.)

Local Government Revenue	
State Government Revenue	
Federal Government Revenue	
Other Operating Revenue	
Describe Other Operating Revenue	
Total 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) new vehicles; and (f) 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.

Local Government Capital Revenue	
State Government Capital Revenue	
Federal Government Capital Revenue	
Other Capital Revenue	
Describe Other Capital Revenue	
Total Capital Revenue	

Total Operating and Capital Revenue

Total Revenue	
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Breakdown of Other Revenue

Non-Government Grant Revenue	
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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.

Salaries and Wage Expenditures	
Employee Benefits Expenditures	
Total Staff Expenditures	

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Collection Expenditures

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

Print Materials Expenditures	
Electronic Materials Expenditures	
Other Materials Expenditures	
Describe Other Materials Expenditures	
Total Collection Expenditures	

Other Operating Expenditures

Other Operating Expenditures	
Describe Other Operating Expenditures	
Total Operating Expenditure	

Capital Expenditures

Total Capital Expenditures	
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Total Operating and Capital Expenditures

Total Expenditures	
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Section 9: Qualifying Questions for Grant in Aid

Long Range Plan

A current Long Range Plan is required for Standards Compliance and to be eligible for GIA. Libraries that have updated or developed a new Long Range Plan since the last Annual Report must submit that plan to OLIS no later than September 14, 2018. Email Long Range Plans to Karen Andrews (karen.andrews@olis.ri.gov). The subject line of the email message should include the library's 3 letter code followed by "Long Range Plan" followed by the active years of the plan, e.g., DSL Long Range Plan, 2015-2020. In the body of the email, please include the name of the contact person for the library's Long Range Plan. The month and year when the plan begins and ends must be clearly noted on the cover page of the plan. Do not send a hard copy.

dPlan-RI (Disaster and Preservation)

Public libraries must have a current dPlan-RI (updated in the last year) to be eligible for GIA. Public library preservation and disaster preparedness plans must be prepared online with dPlan-RI (<http://ri.dplan.org/>). Please contact Donna Longo DiMichele (donna.dimichele@olis.ri.gov) if you need more information about dPlan-RI.

Does OLIS have an up-to-date Long Range Plan for your library?	
What Year does the Long Range Plan expire	
Is the library's dPlan-RI. complete and up to date?	
If there are one or more library branches, is each branch covered by an up-to-date dPlan-RI.?	
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 expenditures (Section II) must match the GIA allocation specified on the prior year's GIA Application (Section I.) The GIA allocations (Section I below) have been prefilled based on your library's the Application for Tax-Based GIA submitted in the prior year's survey.

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.

After entering data you can download the form to print. Instructions are at the bottom of the section. Original signatures of each Library Director, Chair of the Board of Trustees and Municipal Finance Officer are required on the Certification of Tax-Based Grant-in-Aid. Forms containing errors, handwritten alterations, cross outs, or whiteouts will not be accepted and will be returned for correction, delaying processing of your GIA application.

GIA must be spent or encumbered by the city/town by June 30, 2018. If not all funds have been expended by that date, proof of encumbrance and subsequent payment must be submitted with the annual survey. 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, 2017 to June 30, 2018. Also report total expenditures of tax-based operating funds for the Library from July 1, 2017 to June 30, 2018.

Salaries	
Materials	
OSL Fees	
Increased Service Hours	
Other	
Describe Other	
Total Allocated Tax-Based Grant in Aid	

Section II

GIA expenditures (Section II) on the Certification of Tax-Based Appropriation and Expenditure MUST match the GIA allocation specified on the prior year GIA Application (Section I.) The GIA allocations (Section I) have been prefilled based on the library's Application for Tax-Based GIA submitted in the prior year's survey.

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.

Salaries	
Materials	
OSL Fees	
Increased Service Hrs	
Other	
Describe Other	
Total Expended Tax-Based Grant in Aid	
City/Town Tax-Based Operating Funds Appropriated for the library during the FY	
City/Town Tax-Based Operating Funds Expended by the Library during the FY	

Download Completed Tax-Based Grant-in-Aid Certification Form

[Download Tax-Based Grant-in-Aid Certification Form](#)

Printing Instructions:

1. Complete all data entry
2. Click on the download link below. You will be taken to a new screen
3. Click "Print" at the top of the page in the green navigation bar
4. Click on "Template" in the window that pops up. Your file will download
5. After downloading the form use the Back button to get back to the data input screen

Section 11: Application for Tax-Based Grant in Aid

Submit only one tax-based application for each city/town. The amount of available Tax-Based Grant in Aid to the city/town has been provided below. visit the [OLIS website](#). Note that tax-based and endowment-based grants are itemized in separate columns. Do not apply for a larger grant than is listed.

List the allocation of GIA for library operating expenses in FY2019. 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 entered 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.

Maintenance of Effort

The Application for Tax-Based GIA and the Certification of Tax-Based Appropriation and Expenditure are used to determine Maintenance of Effort (MOE). In order to be eligible for GIA, the local city/town tax-based operating appropriation for public library services for the current year, as reported in Section II of the Application for Tax-Based GIA, must be equal to or greater than the local city/town tax-based operating appropriations and expenditures for public library services for the previous year, as reported in Section II of the Certification of Tax-Based Appropriation and Expenditure (Section 10.) The appropriation and expenditure amount is determined by taking the lower of the two amounts in Section II of the Certification of Tax-Based Appropriation and Expenditure. All municipalities must demonstrate MOE in order to be eligible for GIA, per Rhode Island General Law (RIGL) 29-6-3.

After entering data you can download the form to print. Instructions are at the bottom of the section. 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. All eligible libraries of a city/town must sign the application.

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 2019, pursuant to the General Laws of Rhode Island as amended.

Tax-Based Grant in Aid Available to City/Town	
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Grant in Aid Allocation

Name of Library A	
Salaries	
Materials	
OSL Fees	
Increased Service Hours	
Other	
Describe Other	
Library A Total	
Name of Library B	
Salaries	
Materials	
OSL Fees	
Increased Service Hours	
Other	
Describe Other	
Library B Total	
Name of Library C	
Salaries	
Materials	
OSL Fees	
Increased Service Hours	
Other	
Describe Other	
Library C Total	
Total Tax-Based Grant in Aid	

FY2018 local city/town tax-based appropriation for the library operations:

List the city/town tax-based appropriation for library operations. The local city/town tax-based appropriation entered 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.

Library A	
Library B	
Library C	
Total FY2018 city/town tax-based appropriations for library operations	
Total Unique Public Service Hours per Week	

Download Completed Tax-Based Grant-in-Aid Application Form

[Download Application for Tax-Based Grant-in-Aid Form](#)

Printing Instructions:

1. Complete all data entry
2. Click on the download link below. You will be taken to a new screen
3. Click "Print" at the top of the page in the green navigation bar
4. Click on "Template" in the window that pops up. Your file will download
5. After downloading the form use the Back button to get back to the data input screen

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.

Endowment GIA expenditures must match the Endowment GIA allocation specified on the prior year's Endowment GIA Application. The GIA allocations have been prefilled based on your library's the Application for Endowment based GIA submitted in the prior year's survey.

[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.

After entering the data below you can print your Certification of Endowment Value and Expenditure Form. The link and instructions are at the bottom of teh section.

The original signatures of the Library Director, Chair of the Board of Trustees, and the Library Fiscal Agent are required on the certification. The Library Fiscal Agent is the individual responsible for the accounting of the library endowment, e.g., the Treasurer for the Board of Trustees, the Library Accountant, the Town Finance Officer, etc.

Along with the form you must also submit to OLIS 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 past year, unless this is the first year the library is applying for endowment-based GIA. If this is the first year you will need to contact OLIS to enter the amount for the first year.

Section I

In Section I enter the expenditure of Endowment-based Grant-in-Aid funds for library operations in FY2017 (July 1, 2016 through June 30, 2017). 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.

GIA expenditures MUST match the GIA allocation originally reported on the prior year GIA Application. The GIA allocations have been prefilled from the Application for Endowment-Based Grant-in-Aid submitted in last year's survey. Written requests describing changes in endowment 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.

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

Section II

In Section II, report the value of the endowment investments at the end of the calendar year (December 31, 2017.) December 31, 2016, and December 31, 2015 have been prefilled base on last year's survey. Also provide the expenditure of endowment funds for library operations between July 1, 2017 and June 30, 2018.

You must include 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 past year, unless this is the first year the library is applying for endowment-based GIA. If this is the first year you will need to contact OLIS to enter the amount for the first year. For the last question in Section II enter the lesser of 25% of the Grant Year expenditure of endowment funds for library operations or 25% of 6% of the average market value.

December 31, 2015	
December 31, 2016	
December 31, 2017	
Three year average market value	
6% of average market value	
25% of 6% of average market value	
Grant Year expenditure of endowment funds for library operations	
25% of grant expenditure of endowment funds for library operations	
The lessor of 25% of 6% of average market value or 25% of grant expenditure of endowment funds.	

Download Completed Endowment Expenditure and Value Certification Form

[Download Certification of Endowment Expenditure and Value Form](#)

Printing Instructions:

1. Complete all data entry
2. Click on the download link below. You will be taken to a new screen
3. Click "Print" at the top of the page in the green navigation bar
4. Click on "Template" in the window that pops up. Your file will download
5. After downloading the form use the Back button to get back to the data input screen

State of Rhode Island Office of Library and Information Services 2018

Section 13: Application for Endowment Grant in Aid

The total Endowment Grant in Aid available has been provided below. For the complete State Aid to Libraries, Fiscal Year 2019 visit the [OLIS website](#). Note that tax-based and endowment-based grants are itemized in separate columns. Do not apply for a larger grant than is listed.

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.

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 2019, pursuant to the General Laws of Rhode Island as amended.

Endowment-Based Grant in Aid Available	
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Library A

Name of Library A	
Salaries	
Materials	
OSL Fees	
Increased Service Hours	
Other	
Describe Other	
Library A Total	

Library B

Name of Library B	
Salaries	
Materials	
OSL Fees	
Increased Service Hours	
Other	
Describe Other	
Library B Total	
Total endowment-based GIA	

Download Completed Endowment Grant-in-Aid Application

[Print Application for Endowment Grant-in-Aid Form](#)

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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 FY2019 GIA, libraries must certify compliance with the Minimum Standards for Rhode Island Public Libraries (2013 edition) on July 1, 2018. Complete information regarding minimum standards is available on the OLIS website at <http://www.olis.ri.gov/grants/gia/regs/index.php>

Click the check box for every standards with which the library complies. The definition of each standard is linked to their respective number. 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).

Waivers
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. 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 the OLIS website at <http://www.olis.ri.gov/stats/pls/instructions/index.php>

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	

Download Completed Standards Certification Form

[Standards Certification Combined Libraries Municipality Form](#)

[Standards Certification Single Library Municipality Form](#)

Note: Libraries in municipalities with more than one library system (e.g. Providence, North Kingstown) select the Standards Certification for Combined Libraries Municipality Form. Libraries which are the sole library operating in their municipality select the Standards Certification Single Library Municipality Form

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