

providence public library

the library



May 21, 2007

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Chair

Oliver H. Bennett
Raymond T. Bush
Malcolm Chace, Jr.
Earl D. Chambers
Lisa Churchville
Sussy DeLeon
Jonathan Duffy
Pam Faulkner

Thomas A. Gaines, M.Ed
Maria J. Goncalves
Juana Horton
Melissa Husband
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James H. Leach
Tobias Lederberg
Ruth K. Mullen
James M. Nagle
Mary B. Olenn
Janet Pichardo
Moses Saygbe
William S. Simmons
Joel N. Stark
Kimberly G. P. Sutton
Robert K. Taylor
James Vincent
Howard E. Walker

TRUSTEES EMERITUS

Frederick R. Griffiths
Martha P. Sherman
Sheldon S. Sollosy

TRUSTEES EX OFFICIO

Honorable Donald L. Carcieri
Governor of Rhode Island

Mark McKenney
*Representing Governor
of Rhode Island*

Honorable David N. Cicilline
Mayor of Providence

Kas DeCarvalho
Representing Mayor of Providence

LIBRARY DIRECTOR

Dale Thompson

Councilman John Igliazzi
Chair, Finance Committee
Providence City Hall
25 Dorrance Street
Providence, RI 02903

HAND DELIVERED

Dear Councilman Igliazzi,

The Providence Public Library is pleased to submit these activity reports for your review. There are Program and Service statistical reports for each branch for April 2007. The Consolidated Operating Budget through April 30, 2007 is the latest. I am also including a Branch Operations budget, by branch, through April 30, 2007.

There is also a list of Branches, the address and the number of hours per week each is open.

Sincerely,

Dale Thompson
Director

Cc: John Simmons
Gary Bliss
Kas DeCarvalho

IN CITY COUNCIL
JUN 7 2007

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.

CLERK

2007 MAY 22 A 11:00
DEPT. OF CITY CLERK
PROVIDENCE, R.I.

FILED

Providence Public Library

Consolidated Operating Budget through April 30, 2007

Level Service Budget	Revised '07 Budget	Steinberg's Recommendations	Approved '07 Budget	Y-T-D Apr07	Projected	Total	Variance
City of Providence	3,000,000	0	3,000,000	2,250,000	750,000	3,000,000	0
State of RI RRC	970,322		970,322	485,161	485,161	970,322	0
State of RI GIA	1,285,939		1,285,939	964,454	321,485	1,285,939	0
Transfer from Foundation	2,172,433	0	2,172,433	1,086,216	1,086,217	2,172,433	0
Other Income	419,840		419,840	198,894	220,946	419,840	0
Budget Surplus Carryover		140,000	140,000	0	140,000	140,000	0
Total Income	7,848,534	140,000	7,988,534	4,984,726	3,003,808	7,988,534	0
Salaries	4,707,969		4,707,969	3,782,437	925,532	4,707,969	0
FICA	360,160		360,160	274,602	85,558	360,160	0
Total Salaries	5,068,129		5,068,129	4,057,040	1,011,089	5,068,129	0
Pension	347,585	(240,000)	107,585	2,333	105,253	107,585	0
Other Benefits	591,419		591,419	370,341	221,078	591,419	0
Total Benefits	939,004		699,004	372,674	326,330	699,004	0
Total Personnel	6,007,133	(240,000)	5,767,133	4,429,714	1,337,419	5,767,133	0
Library Materials	665,713		665,713	578,156	120,407	698,563	(32,850)
Binding	20,000		20,000	5,222	14,778	20,000	0
Supplies	73,811		73,811	35,333	38,478	73,811	0
Printing	46,500		46,500	17,027	5,473	22,500	24,000
Marketing	20,000		20,000	42,598	5,402	48,000	(28,000)
Furniture & Fixtures	5,000		5,000	10,339	11	10,350	(5,350)
Equipment Rental & Repair	10,000		10,000	4,729	5,271	10,000	0
Equipment Contracts	15,000		15,000	6,573	8,428	15,000	0
Telephone	110,000		110,000	60,821	34,179	95,000	15,000
CLAN Expense	234,602		234,602	188,939	45,663	234,602	0
Postage	31,000		31,000	2,831	3,169	6,000	25,000
Travel & Conference	12,000		12,000	8,766	3,234	12,000	0
Memberships	7,200		7,200	5,785	1,415	7,200	0
Building Maintenance	305,603		305,603	219,202	86,401	305,603	0
Building Contingency	15,000		15,000	0	15,000	15,000	0

Providence Public Library

Consolidated Operating Budget through April 30, 2007

Level Service Budget	Revised '07 Budget	Steinberg's Recommendations	Approved '07 Budget	Y-T-D Apr07	Projected	Total	Variance
Capital Repairs	300,000	(140,000)	160,000	14,314	145,686	160,000	0
Electricity	250,000		250,000	147,470	82,530	230,000	20,000
Fuel	133,000		133,000	67,634	40,366	108,000	25,000
Water & Sewer	21,000		21,000	13,027	7,973	21,000	0
Insurance	76,000		76,000	75,569	431	76,000	0
Vehicle Expense	8,000		8,000	4,262	3,738	8,000	0
Payroll Service	28,000		28,000	21,900	6,100	28,000	0
Hospitality	3,250		3,250	3,603	647	4,250	(1,000)
Outside Services	15,000		15,000	33,710	11,538	45,248	(30,248)
Security	140,000		140,000	103,487	36,513	140,000	0
Audit Fee	20,000		20,000	31,625	4,375	36,000	(16,000)
Legal Expense	25,000		25,000	26,667	0	26,667	(1,667)
Fox Point & Wash Park Rent	42,118		42,118	44,198	10,520	54,718	(12,600)
Life Income	2,500		2,500	22,371	7,457	29,828	(27,328)
Miscellaneous	7,500		7,500	3,464	7,036	10,500	(3,000)
Total Operating	1,977,084	(140,000)	1,837,084	1,221,465	631,812	1,853,277	(16,193)
Total Expense	8,649,930		8,269,930	6,229,334	2,089,639	8,318,973	(49,043)
Surplus/(Deficit)	(801,396)		(281,396)	(1,244,609)	914,170	(330,439)	(49,043)

Prepared by: Carinda S. Palumbo, CPA
 Approved 5/9/07 by the Finance Committee

Providence Public Library

Branch Operations through April 30, 2007 (see note below)

	Rochambeau	South Providence	Smith Hill	Wanskuck	Knight Memorial	Washington Park	Mt. Pleasant	Olneyville	Fox Point
Salaries	753,517	194,309	165,169	188,221	403,303	81,437	587,000	205,106	194,139
FICA	54,705	14,107	11,991	13,665	29,280	5,912	42,616	14,891	14,094
Total Salaries	808,222	208,415	177,161	201,886	432,583	87,350	629,616	219,997	208,234
Pension	465	120	102	116	249	50	362	126	120
Other Benefits	73,777	19,025	16,172	18,429	39,488	7,974	57,474	20,082	19,008
Total Benefits	74,242	19,145	16,274	18,545	39,736	8,024	57,836	20,209	19,128
Total Personnel	882,464	227,560	193,434	220,431	472,319	95,374	687,452	240,206	227,362
Library Materials	67,529	16,651	15,726	12,951	49,317	16,940	52,554	16,015	15,379
Binding	990	222	173	182	413	106	779	238	257
Supplies	6,699	1,502	1,173	1,230	2,795	717	5,272	1,608	1,738
Printing	3,228	724	565	593	1,347	346	2,540	775	838
Marketing	8,077	1,810	1,414	1,482	3,370	865	6,356	1,938	2,096
Furniture & Fixtures	0	0	0	0	0	0	0	0	0
Equipment Rental & Repair	0	0	0	334	0	0	0	270	0
Equipment Contracts	0	0	0	0	0	0	0	0	0
Telephone	3,477	1,123	601	602	2,300	605	2,147	549	400
CLAN Expense	35,823	8,030	6,273	6,575	14,945	3,835	28,190	8,597	9,296
Postage	537	120	94	99	224	57	422	129	139
Travel & Conference	1,662	373	291	305	693	178	1,308	399	431
Memberships	1,097	246	192	201	458	117	863	263	285
Building Maintenance	23,275	15,265	10,194	8,487	20,686	5,744	11,534	10,202	7,690
Building Contingency	0	0	0	0	0	0	0	0	0
Capital Repairs	0	0	1,780	0	0	0	2,875	0	0
Electricity	20,987	13,028	2,391	5,665	6,967	(22)	6,727	7,569	0
Fuel	6,466	3,660	6,288	3,725	12,721	14	6,603	3,269	0
Water & Sewer	1,273	502	589	2,840	630	37	436	817	0
Insurance	14,328	3,212	2,509	2,630	5,978	1,534	11,275	3,438	3,718
Vehicle Expense	808	181	141	148	337	87	636	194	210
Payroll Service	4,152	931	727	762	1,732	445	3,267	996	1,077
Hospitality	683	153	120	125	285	73	538	164	177
Outside Services	6,391	1,433	1,119	1,173	2,666	684	5,030	1,534	1,659
Security	1,348	19,728	12,873	10,797	17,841	3,617	12,059	9,345	11,379

Providence Public Library

Branch Operations through April 30, 2007 (see note below)

	Rochambeau	South Providence	Smith Hill	Wanskuck	Knight Memorial	Washington Park	Mt. Pleasant	Olneyville	Fox Point
Audit Fee	5,996	1,344	1,050	1,101	2,502	642	4,718	1,439	1,556
Legal Expense	5,056	1,133	885	928	2,109	541	3,979	1,213	1,312
Fox Point & Wash Park Rent	0	0	0	0	0	9,500	0	0	34,698
Life Income	4,242	951	743	779	1,770	454	3,338	1,018	1,101
Miscellaneous	657	147	115	121	274	70	517	158	170
Total Operating	157,251	75,816	52,301	50,884	103,042	30,248	121,408	56,121	80,227
Total Expense	1,107,244	320,027	261,461	284,266	624,678	142,562	861,414	312,341	322,968

Note: This document represents a combination of direct and allocated costs. Allocations are based on a weighted average of use at each location. Use factors include circulation, reference, added titles, and door count.

Prepared by: Carinda S. Palumbo, CPA
Approved 5/9/07 by the Finance Committee

Providence Public Library
Monthly Branch Service Totals
April 2007

	Fox Point	Knight Memorial	Mt. Pleasant	Olneyville	Rochambeau	Smith Hill	South Providence	Wanskuck	Washington Park
Total Circulation	3,173	4,694	7,205	1,591	15,086	1,019	2,317	890	588
Items Borrowed From Others	1,455	762	1,390	357	3,559	277	576	317	197
Reference Questions	463	1,051	573	825	1,660	220	517	304	84
E-Library Usage	232	580	136	325	203	104	88	96	35
Computer Use	1,210	2,655	2,749	1,120	2,970	1,217	1,486	1,208	659
Door Count	5,179	8,200	12,453	4,911	n/a	5,153	n/a	7,200	1,001
Items Added	108	524	473	106	553	135	146	133	5
Patrons Registered	15	77	89	24	99	16	29	1	10

APRIL PROGRAM STATISTICS										
		Fox Point	Knight	Mt.Pleasant	Olneyville	Rochambeau	SmithHill	South Prov.	Wanskuck	Wash.Pk
Early Childhood										
No.		4	19	13	8	17	18	26	6	-----
Att.		111	232	207	131	393	488	298	49	-----
School Age										
No.		48	59	46	48	11	73	65	51	12
Att.		351	360	165	261	111	346	719	309	179
Teens										
No.		-----	12	1	-----	2	10	3	-----	5
Att.		-----	151	25	-----	24	111	38	2	13
Adult										
No.		-----	17	10	9	16	8	13	-----	6
Att.		124	146	194	182	482	163	223	18	17
Family										
No.		-----	1	-----	-----	-----	-----	-----	-----	-----
Att.		-----	100	-----	-----	-----	-----	-----	-----	-----
Books/Mats. Used		77	317	171	134	139	203	54	144	12

PROVIDENCE PUBLIC LIBRARY
PROGRAMS

BRANCH / DEPT. Fox Point
MONTH April 2007

TYPE	EC-NUM	EC-ATT	SC-NUM	SC-ATT	YA-NUM	YA-ATT	A-NUM	A-ATT	F-NUM	F-ATT	SR-NUM	SR-ATT	# Books In
Performers													
Schools Coming In			10	151				12					12
2nd Grade Campaign Preschools / Daycares / Headstarts Coming In													
Agencies Coming In													
Tours													
LEAP			3	16									4
Whiz Kids			1	1									
Creating Readers Weekly			17	17									28
Creating Readers Special Other Child Programs By Staff		17	1	103				85					
Story Hours													
	Ages 0-2												
	Ages 3-5												
	Cradle to Crayons Weekly	3	32					19					10
Cradle to Crayons Special													
Reading Aloud			10	14									10
Family Literacy													
e.library													
Book & Discussion Programs													
Other Family or Adult Programs													
Community Meetings													
Other Child Programs Non- Staff													
Homework Help Non-Staff			3	9									
School Visits			3	40									7
Preschools / Daycares / Headstarts Visits	1	62						8					6
Mother Goose Asks Why													
Agency Visits													
Total minus Community Meetings	4	111	48	351	-	-	-	124	-	-	-	-	77

PROVIDENCE PUBLIC LIBRARY
PROGRAMS

BRANCH / DEPT. Knight Memorial
MONTH April 2007

TYPE	EC-NUM	EC-ATT	SC-NUM	SC-ATT	YA-NUM	YA-ATT	A-NUM	A-ATT	F-NUM	F-ATT	SR-NUM	SR-ATT	# Books In
Performers			2	14		6		6					4
Schools Coming In			2	29									36
2nd Grade Campaign Preschools / Daycares / Headstarts Coming In	3	69											19
Agencies Coming In					2	9	3	50					40
Tours													
LEAP			1	6									
Whiz Kids			2	14									
Creating Readers Weekly			29	29									45
Creating Readers Special Other Child Programs By Staff					9	123							54
Story Hours	Ages 0-2												
	Ages 3-5	3	85					6					21
	Cradle to Crayons Weekly	2	5					6					5
	Cradle to Crayons Special												
Reading Aloud	10	12	4	5									14
Family Literacy		21		21			13	73					42
e.library							1	3					
Book & Discussion Programs													
Other Family or Adult Programs					1	8		2	1	100			
Community Meetings													
Other Child Programs Non- Staff			10	212		4							2
Homework Help Non-Staff			8	16									8
School Visits			1	14		1							9
Preschools / Daycares / Headstarts Visits													
Mother Goose Asks Why													
Agency Visits	1	40											18
Total minus Community Meetings	19	232	59	360	12	151	17	146	1	100	-	-	317

PROVIDENCE PUBLIC LIBRARY
PROGRAMS

BRANCH / DEPT. Mt. Pleasant
MONTH April 2007

TYPE	EC-NUM	EC-ATT	SC-NUM	SC-ATT	YA-NUM	YA-ATT	A-NUM	A-ATT	F-NUM	F-ATT	SR-NUM	SR-ATT	# Books In
Performers			2	33				10					12
Schools Coming In													
2nd Grade Campaign Preschools / Daycares / Headstarts Coming In													
Agencies Coming In													
Tours													
LEAP			1	7									15
Whiz Kids			4	15									
Creating Readers Weekly			26	26									45
Creating Readers Special													
Other Child Programs By Staff													
Story Hours	Ages 0-2												
	Ages 3-5	8	80					38					32
	Cradle to Crayons Weekly	3	65					51					6
	Cradle to Crayons Special												
Reading Aloud		32		32			6	62					38
Family Literacy							4	16					
e.library													
Book & Discussion Programs													
Other Family or Adult Programs			1	27	1	25		17					15
Community Meetings													
Other Child Programs Non- Staff													
Homework Help Non-Staff			12	25									
School Visits													
Preschools / Daycares / Headstarts Visits	2	30											8
Mother Goose Asks Why													
Agency Visits													
Total minus Community Meetings	13	207	46	165	1	25	10	194	-	-	-	-	171

PROVIDENCE PUBLIC LIBRARY
PROGRAMS

BRANCH / DEPT. Olneyville
MONTH April 2007

TYPE	EC-NUM	EC-ATT	SC-NUM	SC-ATT	YA-NUM	YA-ATT	A-NUM	A-ATT	F-NUM	F-ATT	SR-NUM	SR-ATT	# Books In
Performers													
Schools Coming In			13	146				31					20
2nd Grade Campaign Preschools / Daycares / Headstarts Coming In													
Agencies Coming In	3	48											15
Tours													
LEAP			5	28				6					45
Whiz Kids			3	13									
Creating Readers Weekly			16	16									16
Creating Readers Special Other Child Programs By Staff	1	23						15					2
<u>Story Hours</u>	Ages 0-2												
	Ages 3-5												
	Cradle to Crayons Weekly												
	2	16						6					15
Cradle to Crayons Special													
Reading Aloud													
Family Literacy		12		13			7	98					21
e.library							2	4					
Book & Discussion Programs													
Other Family or Adult Programs													
Community Meetings													
Other Child Programs Non- Staff			6	29				11					
Homework Help Non-Staff			5	16				5					
School Visits													
Preschools / Daycares / Headstarts Visits	2	32						6					
Mother Goose Asks Why													
Agency Visits													
Total minus Community Meetings	8	131	48	261	-	-	9	182	-	-	-	-	134

**PROVIDENCE PUBLIC LIBRARY
PROGRAMS**

BRANCH / DEPT. Rochambeau
MONTH April 2007

TYPE	EC-NUM	EC-ATT	SC-NUM	SC-ATT	YA-NUM	YA-ATT	A-NUM	A-ATT	F-NUM	F-ATT	SR-NUM	SR-ATT	# Books In
Performers													
Schools Coming In			2	32				2					
2nd Grade Campaign Preschools / Daycares / Headstarts Coming In													
Agencies Coming In													
Tours													
LEAP													
Whiz Kids			3	11									
Creating Readers Weekly													
Creating Readers Special Other Child Programs By Staff			2	10	1	9							20
Story Hours	Ages 0-2	6	152					130					30
	Ages 3-5	7	182					168					35
	Cradle to Crayons Weekly	4	59					52					20
	Cradle to Crayons Special												
Reading Aloud													
Family Literacy							6	70					34
e.library							10	60					
Book & Discussion Programs													
Other Family or Adult Programs													
Community Meetings							1	19					
Other Child Programs Non- Staff			4	58	1	15							
Homework Help Non-Staff													
School Visits Preschools / Daycares / Headstarts Visits													
Mother Goose Asks Why													
Agency Visits													
Total minus Community Meetings	17	393	11	111	2	24	16	482	-	-	-	-	139

**PROVIDENCE PUBLIC LIBRARY
PROGRAMS**

BRANCH / DEPT. Smith Hill
MONTH April 2007

TYPE	EC-NUM	EC-ATT	SC-NUM	SC-ATT	YA-NUM	YA-ATT	A-NUM	A-ATT	F-NUM	F-ATT	SR-NUM	SR-ATT	# Books In
Performers													
Schools Coming In													
2nd Grade Campaign			1	22				2					1
Preschools / Daycares / Headstarts Coming In	3	38						7					17
Agencies Coming In													
Tours													
LEAP			9	35	3	29							25
Whiz Kids			4	15									
Creating Readers Weekly			11	11									15
Creating Readers Special													
Other Child Programs By Staff		2		24	2	35		20					
Story Hours	Ages 0-2												
	Ages 3-5												
	Cradle to Crayons Weekly	2	5					2					6
	Cradle to Crayons Special	1	7					3					
Reading Aloud													
Family Literacy		10		11			7	70					42
e.library													
Book & Discussion Programs													
Other Family or Adult Programs							1	3					
Community Meetings			3	26	3	10	8	63					
Other Child Programs Non- Staff			3	16	4	41							
Homework Help Non-Staff			39	119									22
School Visits			6	93	1	6		9					31
Preschools / Daycares / Headstarts Visits	12	426						47					44
Mother Goose Asks Why													
Agency Visits													
Total minus Community Meetings	18	488	73	346	10	111	8	163	-	-	-	-	203

PROVIDENCE PUBLIC LIBRARY
PROGRAMS

BRANCH / DEPT. South Providence
MONTH April 2007

TYPE	EC-NUM	EC-ATT	SC-NUM	SC-ATT	YA-NUM	YA-ATT	A-NUM	A-ATT	F-NUM	F-ATT	SR-NUM	SR-ATT	# Books In
Performers													
Schools Coming In			30	617	2	23		46					
2nd Grade Campaign Preschools / Daycares / Headstarts Coming In													
Agencies Coming In													
Tours					1	15	1	8					
LEAP			1	11									
Whiz Kids			3	8									
Creating Readers Weekly			20	20									30
Creating Readers Special Other Child Programs By Staff			7	42									
Story Hours	Ages 0-2												
	Ages 3-5												
		4	19					16					
Reading Aloud													
Family Literacy		8		9			6	57					24
e.library							4	12					
Book & Discussion Programs							1	22					
Other Family or Adult Programs							1	5					
Community Meetings							14	237					
Other Child Programs Non- Staff			4	12									
Homework Help Non-Staff													
School Visits Preschools / Daycares / Headstarts Visits	22	271						57					
Mother Goose Asks Why													
Agency Visits													
Total minus Community Meetings	26	298	65	719	3	38	13	223	-	-	-	-	54

PROVIDENCE PUBLIC LIBRARY
PROGRAMS

BRANCH / DEPT. Wanskuck
MONTH April 2007

TYPE	EC-NUM	EC-ATT	SC-NUM	SC-ATT	YA-NUM	YA-ATT	A-NUM	A-ATT	F-NUM	F-ATT	SR-NUM	SR-ATT	# Books In
Performers													
Schools Coming In			5	105									17
2nd Grade Campaign Preschools / Daycares / Headstarts Coming In													
Agencies Coming In													
Tours													
LEAP			8	121				6					86
Whiz Kids			4	14									
Creating Readers Weekly			12	12									17
Creating Readers Special Other Child Programs By Staff			20	44		2		2					
Story Hours	Ages 0-2												
	Ages 3-5	2	6					2					8
	Cradle to Crayons Weekly	3	19					8					12
	Cradle to Crayons Special												
Reading Aloud			1	5									
Family Literacy													
e.library													
Book & Discussion Programs													
Other Family or Adult Programs													
Community Meetings							1	11					
Other Child Programs Non- Staff													
Homework Help Non-Staff			1	8									
School Visits													
Preschools / Daycares / Headstarts Visits	1	24											4
Mother Goose Asks Why													
Agency Visits													
Total minus Community Meetings	6	49	51	309	-	2	-	18	-	-	-	-	144

PROVIDENCE PUBLIC LIBRARY
PROGRAMS

BRANCH / DEPT. Washington Park
MONTH April 2007

TYPE	EC-NUM	EC-ATT	SC-NUM	SC-ATT	YA-NUM	YA-ATT	A-NUM	A-ATT	F-NUM	F-ATT	SR-NUM	SR-ATT	# Books In
Performers													
Schools Coming In													
2nd Grade Campaign													
Preschools / Daycares / Headstarts Coming In													
Agencies Coming In													
Tours													
LEAP													
Whiz Kids			3	9									
Creating Readers Weekly													
Creating Readers Special													
Other Child Programs By Staff			4	161		8							
Story Hours	Ages 0-2												
	Ages 3-5												
	Cradle to Crayons Weekly												
	Cradle to Crayons Special												
Reading Aloud													
Family Literacy		3		4			6	17					12
e.library													
Book & Discussion Programs													
Other Family or Adult Programs													
Community Meetings													
Other Child Programs Non- Staff													
Homework Help Non-Staff			5	5	5	5							
School Visits													
Preschools / Daycares / Headstarts Visits													
Mother Goose Asks Why													
Agency Visits													
Total minus Community Meetings	-	3	12	179	5	13	6	17	-	-	-	-	12

**Report to City of Providence
City Council Finance Committee**

Providence Public Library

LIBRARY LOCATIONS

- Fox Point Branch Library
90 Ives Street
30.5 hours per week
- Knight Memorial Library
275 Elmwood Avenue
45 hours per week
- Mount Pleasant Branch Library
315 Academy Avenue
45 hours per week
- Olneyville Branch Library
One Olneyville Square
30.5 hours per week
- Rochambeau Branch Library
708 Hope Street
45 hours per week
- Smith Hill Branch Library
31 Candace Street
30.5 hours per week
- South Providence Branch Library
441 Prairie Avenue
30.5 hours per week
- Wanskuck Branch Library
233 Veazie Street
30.5 hours per week
- Washington Park Foundation
1380 Broad Street
20 hours per week

September 27, 2006