

# 2009 New Jersey Public Library Survey

## GENERAL INFORMATION

\*Institute of Museum and Library Services questions are marked with as asterisk.

A \* County Code

B \* Population

1 Municipality/County

\*Street Address

2 Address

3 City

4 Zip

5 +4

\*Mailing Address

6 Address

7 City

8 Zip

9 +4

10 \* County

11 \* Telephone Number  
(key numbers only)

## CONTACT PERSON

12 Name

13 Title

14 Telephone Number

15 Email

## PART I - LIBRARY OPERATING INCOME

### BROUGHT FORWARD

1.1 Municipal Funds Brought Forward

1.2 Other Funds Brought Forward

1.3 **TOTAL BALANCE BROUGHT FORWARD (1.1 + 1.2)**

### LOCAL TAX SUPPORT

1.4 Municipal Appropriation

1.5 Additional Tax Support

1.6 **\* TOTAL LOCAL TAX SUPPORT (1.4 + 1.5)**

1.7 Funding from other municipal and county taxing units (contracts for service, purchase of library cards)

### STATE AID

1.8 Per Capita  
(Received Survey Year)

1.9 Emergency & Incentive Grant and Library Network

1.10 **\* TOTAL STATE AID (1.8 + 1.9)**

### FEDERAL

1.11 LSTA (if more than one grant was received, report the total)

1.12 Other Federal, not LSTA

1.13 **\* TOTAL FEDERAL (1.11 + 1.12)**

OTHER INCOME

- 1.14 \* Operating income from gifts, fees etc. \_\_\_\_\_
  - 1.15 \* TOTAL AVAILABLE FUNDS, Survey Year (1.3 + 1.6 + 1.7 + 1.10 + 1.13 + 1.14) \_\_\_\_\_
  - 1.16 \* OPERATING INCOME LESS BROUGHT FORWARD INCOME(1.15-1.3) \_\_\_\_\_
- CAPITAL BUDGET INCOME FOR CURRENT YEAR (include budget transfers from prior year)
- 1.17 \* Local Government Capital Income \_\_\_\_\_
  - 1.18 \* State Government Capital Income \_\_\_\_\_
  - 1.19 \* Federal Government Capital Income \_\_\_\_\_
  - 1.20 \* Other Capital Income \_\_\_\_\_
  - 1.21 \* CAPITAL INCOME ALL SOURCES (1.17 + 1.18 + 1.19 + 1.20) \_\_\_\_\_
  - 1.22 Capital Funds Brought Forward \_\_\_\_\_

**Municipality/County Application for State Aid**

(Amounts must be copied exactly from copy of 2009 NJSL11 APP from municipality)

If you wish, click [here](#) to print a copy of the Municipality/County Application for State Library Aid. Your municipality/county should fill it in and mail a copy to NJSL and a copy to you. Items 2a-7a in this report must agree with items 2-7 on the form your municipality submitted to NJSL.

**Part 1: Category of Expenditure**

- 1.a Library Name \_\_\_\_\_
- 2.a Municipal budget expenditures to the library board: \_\_\_\_\_
- 3.a County Library dedicated Tax paid: \_\_\_\_\_
- 4.a Additional amounts expended from municipal or county budgets for library purposes (Itemized statement detailing amounts must be attached to Certification Sheet). \_\_\_\_\_
- 5.a TOTAL (2.a + 3.a + 4.a) \_\_\_\_\_

**Part 2: State Aid Balances as of December 31 of the Survey Year**

- 6a State Aid balances, all years \_\_\_\_\_
- 7a State Aid Balances in #6.a held for more than two years from receipt of funds \_\_\_\_\_

**PART II - LIBRARY OPERATING EXPENDITURES**

SALARIES AND WAGES (include all staff)

- 2.1 \* (Local, Grants, and all Other Income) \_\_\_\_\_
  - 2.2 \* (Per Capita St. Aid) \_\_\_\_\_
- FRINGE BENEFITS (include all staff)
- 2.3 \* (Local, Grants, and all Other Income) \_\_\_\_\_
  - 2.4 \* (Per Capita St. Aid) \_\_\_\_\_
  - 2.5 \* TOTAL PERSONNEL, ALL SOURCES (2.1 + 2.2 + 2.3 + 2.4) \_\_\_\_\_

BOOKS (include microform books; exclude serials, binding & rebinding and nonprint)

- 2.6 \* (Local, Grants, and all Other Income) \_\_\_\_\_
- 2.7 \* (Per Capita St. Aid) \_\_\_\_\_

SERIALS (Subscriptions to newspapers, magazines and other serials, include print and microforms; exclude binding & rebinding and items in electronic format)

- 2.8 \* (Local, Grants, and all Other Income) \_\_\_\_\_
- 2.9 \* (Per Capita St. Aid) \_\_\_\_\_

AUDIOVISUAL MATERIALS (exclude microforms listed elsewhere and items in electronic format)

- 2.10 \* (Local, Grants, and all Other Income) \_\_\_\_\_
- 2.11 \* (Per Capita St. Aid) \_\_\_\_\_

OTHER LIBRARY MATERIALS (include binding & rebinding; exclude microforms)

2.12 \* (Local, Grants, and all Other Income) \_\_\_\_\_

2.13 \* (Per Capita St. Aid) \_\_\_\_\_

COMPUTER-READABLE MATERIALS (software, CD-ROM, downloadable video and audio, electronic services)

2.14 \* (Local, Grants, and all Other Income) \_\_\_\_\_

2.15 \* (Per Capita St. Aid) \_\_\_\_\_

2.16 \* **TOTAL MATERIALS, ALL SOURCES (2.6 through 2.15)** \_\_\_\_\_

ALL OTHER LIBRARY OPERATING EXPENDITURES (Exclude items 2.19 to 2.22)

2.17 (Local, Grants, and all Other Income) \_\_\_\_\_

2.18 (Per Capita St. Aid) \_\_\_\_\_

COMPUTER COSTS (not hardware - see definition)

2.19 (Local, Grants, and all Other Income) \_\_\_\_\_

2.20 (Per Capita St. Aid) \_\_\_\_\_

PLANT OPERATION AND MAINTENANCE

2.21 (Local, Grants, and all Other Income) \_\_\_\_\_

2.22 (Per Capita St. Aid) \_\_\_\_\_

2.23 \* **TOTAL ALL OTHER OPERATING EXPENDITURES (2.17 + 2.18 + 2.19 + 2.20 + 2.21 + 2.22)** \_\_\_\_\_

2.24 \* **TOTAL OPERATING EXPENDITURES (2.5 + 2.16 + 2.23)** \_\_\_\_\_

CAPITAL - BUDGET EXPENDITURES

2.25 \* (Local, Grants, and all Other Income) \_\_\_\_\_

2.26 \* (Per Capita St. Aid) \_\_\_\_\_

2.27 **TOTAL PCSA SPENT SURVEY YEAR (2.2 + 2.4 + 2.7 + 2.9 + 2.11 + 2.13 + 2.15 + 2.18 + 2.20 + 2.22 + 2.26)** \_\_\_\_\_

**PART III - LIBRARY STAFF**

NUMBER OF EMPLOYEES WORKING 35 HOURS PER WEEK OR MORE

3.1 Certified Professional Staff, Including Director \_\_\_\_\_

3.2 Janitorial Custodial, Security Staff Only \_\_\_\_\_

3.3 All Other Staff Not Included in 3.1 and 3.2 \_\_\_\_\_

3.4 **TOTAL STAFF WORKING 35 OR MORE HOURS PER WEEK (3.1+3.2+3.3)** \_\_\_\_\_

TOTAL YEARLY HOURS OF ALL EMPLOYEES. For each category, list all the budgeted hours of employees (full time and part time) for the year (example, two employees at 35 hours per week is equal to 3640 hours per year).

3.5 \* Yearly Hours Professional Staff \_\_\_\_\_

3.6 \* Yearly Hours Janitorial, Custodial, Security \_\_\_\_\_

3.7 \* Yearly Hours All Other Staff Not Included in 3.5 and 3.6 \_\_\_\_\_

3.8 \* **TOTAL ANNUAL STAFF HOURS (3.5+3.6+3.7)** \_\_\_\_\_

3.13 HOURS IN FULL-TIME WORK WEEK \_\_\_\_\_

VOLUNTEERS

3.17 Number of Volunteers per typical week \_\_\_\_\_

3.18 Volunteer hours per typical week \_\_\_\_\_

MINIMUM STANDARDS FOR FULL-TIME PROFESSIONAL DIRECTOR/EMPLOYEE MET (YES = 1; NO = 0; TOTAL OF 3.19 THROUGH 3.22 MAY BE "0", BUT NOT MORE THAN "1")

3.19 Population 7,500 or more employs director with NJ Librarian certification whose workweek is at least 35 hours. \_\_\_\_\_

3.20 Population between 7,500 and 9,999 exempted from above as current director (minimum 30 hour workweek) was hired before 2000 as per NJAC 15:21-2.4: 2: i. \_\_\_\_\_

- 3.21 Population between 5,000 and 7,499 employs at least one person working a minimum of 30 hours per week. \_\_\_\_\_
- 3.22 Population under 5,000 has at least one 30 hour per week position filled by one or two people with neither working less than 10 hours per week. \_\_\_\_\_
- 3.50 **FTE Professional Staff (3.5/1820) (Automatic sum)** \_\_\_\_\_
- 3.51 **FTE All Other Paid Staff (3.6 + 3.7)/1820 (Automatic sum)** \_\_\_\_\_
- 3.52 **FTE Total Paid Staff (3.50+3.51) (Automatic sum)** \_\_\_\_\_

**PART IV - LIBRARY COLLECTIONS**

Purchased Survey Year

- 4.51 Print Books Purchased Survey Year (Volumes) \_\_\_\_\_
- 4.52 E-Books Purchased Survey Year/Access Rights (VOLUMES) (count only items appearing in library's OPAC) \_\_\_\_\_
- 4.53 Audio Purchased Survey Year - Music (Volumes) \_\_\_\_\_
- 4.54 Audio Purchased Survey Year - Spoken (Volumes) \_\_\_\_\_
- 4.55 Video Purchased Survey Year (Volumes) \_\_\_\_\_
- 4.56 Serial Subscriptions Purchased Survey Year - Print (Titles) \_\_\_\_\_
- 4.57 Serial Subscriptions Purchased Survey Year - Electronic (Titles) (must be cataloged to count) \_\_\_\_\_
- 4.58 Databases Purchased Survey Year \_\_\_\_\_
- 4.59 Other Materials Purchased Survey Year (Volumes) \_\_\_\_\_
- 4.60 **TOTAL VOLUMES PURCHASED (4.51:4.59)** \_\_\_\_\_
- 4.61 Total volumes purchased for another administrative entity \_\_\_\_\_

Owned End of Survey Year

- 4.62 Print Books Owned End of Survey Year (Volumes) \_\_\_\_\_
- 4.63 E-Books Owned/Access Rights End of Survey Year (Volumes) (count only items appearing in library's OPAC) \_\_\_\_\_
- 4.64 Audio Owned End of Survey Year - Music (Volumes) \_\_\_\_\_
- 4.65 Audio Owned End of Survey Year - Spoken (Volumes) \_\_\_\_\_
- 4.66 Video Owned End of Survey Year (Volumes) \_\_\_\_\_
- 4.67 Serial Back Files Owned End of Survey Year - Print (Volumes) \_\_\_\_\_
- 4.68 \* Databases Owned/Access Rights End of Survey Year \_\_\_\_\_
- 4.69 Other Materials (Volumes) \_\_\_\_\_
- 4.70 **TOTAL VOLUMES Owned End of Survey Year (4.62:4.69)** \_\_\_\_\_
- 4.71 **TOTAL TITLES OWNED (OPTIONAL)** \_\_\_\_\_
- 4.72 Total volumes on long-term loan to another administrative entity \_\_\_\_\_
- 4.73 \* Databases Purchased Through Cooperative (breakout of 4.68 for IMLS) \_\_\_\_\_

**PART V - LIBRARY CIRCULATION**

DIRECT CIRCULATION OF ALL MATERIALS TO LIBRARY USERS (Exclude materials provided to other libraries)

- 5.1 Total Adult Circulation \_\_\_\_\_
- 5.2 \* Total Children's Circulation \_\_\_\_\_
- 5.3 **\* TOTAL CIRCULATION (exclude materials provided to other libraries) (5.1 + 5.2)** \_\_\_\_\_
- 5.4 Reciprocal Borrowing Circulation (optional) \_\_\_\_\_

INTERLIBRARY LOANS (Books, photocopies, and other materials) LENT TO OTHER LIBRARIES (different trustee board)

- 5.5 \*Interlibrary Loans Provided to Other Libraries (include consortia loans) \_\_\_\_\_

INTERLIBRARY LOANS RECEIVED FROM OTHER LIBRARIES (different trustee board)

- 5.7 \* Interlibrary Loans Received From Other Libraries (include consortia loans) \_\_\_\_\_
- 5.12 % of circulation of non-print materials \_\_\_\_\_
- 5.13 % Circulation of Electronic Material (optional) \_\_\_\_\_

**PART VI - LIBRARY HOURS**

PUBLIC SERVICE HOURS

- 6.1 TOTAL HOURS PER WEEK THE MAIN LIBRARY IS OPEN TO PUBLIC (whole numbers only) \_\_\_\_\_
- 6.3 TOTAL DAYS PER WEEK THE MAIN LIBRARY IS OPEN TO THE PUBLIC \_\_\_\_\_
- 6.5 EVENINGS (6:00 p.m. to 8:00 p.m. minimum) PER WEEK THE MAIN LIBRARY IS OPEN TO THE PUBLIC \_\_\_\_\_
- 6.7 MAIN LIBRARY OPEN SOME WEEKEND HOURS? \_\_\_\_\_
- WHAT WEEKEND DAYS ARE YOU OPEN?
- 6.8 Saturday \_\_\_\_\_
- 6.9 Sunday \_\_\_\_\_
- 6.10 \* TOTAL ANNUAL PUBLIC SERVICE HOURS (All Outlets) \_\_\_\_\_

**PART VII - LIBRARY SERVICES**

- 7.1 \* LIBRARY VISITS PER YEAR (do not count virtual) \_\_\_\_\_
- 7.2 \* REFERENCE TRANSACTIONS PER YEAR \_\_\_\_\_

SUMMER READING

- 7.9 SUMMER READING CLUB PARTICIPANTS \_\_\_\_\_
- 7.10 TOTAL BOOKS READ \_\_\_\_\_

REGISTERED BORROWERS

- 7.21 Number of Registered Borrowers - Resident \_\_\_\_\_
- 7.22 Number of Registered Borrowers - Non-resident \_\_\_\_\_

COMPUTERS

- 7.23 NUMBER OF COMPUTERS FOR PUBLIC USE (INCLUDE OPAC, INTERNET ETC.) \_\_\_\_\_
- 7.24 NUMBER OF COMPUTERS WITH INTERNET ACCESS FOR PUBLIC USE \_\_\_\_\_
- 7.25 NUMBER OF USERS OF PUBLIC INTERNET COMPUTERS PER YEAR \_\_\_\_\_

PROGRAMS AND PRESENTATIONS

- 7.50 \* NUMBER OF LIBRARY PROGRAMS FOR CHILDREN (AGE 14 AND UNDER) \_\_\_\_\_
- 7.51 Number of Library-sponsored Programs for Adults \_\_\_\_\_
- 7.52 \* **TOTAL LIBRARY-SPONSORED PROGRAMS (7.50 + 7.51)** \_\_\_\_\_
- 7.53 \* Attendance at Library-sponsored Children's Programs \_\_\_\_\_
- 7.54 Attendance at Library-sponsored Adult Programs \_\_\_\_\_
- 7.55 \* **TOTAL ATTENDANCE AT LIBRARY-SPONSORED PROGRAMS (7.53 + 7.54) (automatic sum)** \_\_\_\_\_

The following are optional questions regarding the use of the library facilities for non-library meetings and events including tutoring, meetings, programs, passport issuances etc.

- 7.56 Number of Community-sponsored Programs for Children Age 14 and Under \_\_\_\_\_
- 7.57 Number of Community-sponsored Programs for Adults \_\_\_\_\_
- 7.58 **TOTAL COMMUNITY-SPONSORED PROGRAMS (7.56 + 7.57) (automatic sum)** \_\_\_\_\_
- 7.59 Attendance at Community-Sponsored Programs for Children Age 14 and Under \_\_\_\_\_

- 7.60 Attendance at Community-sponsored Adult Programs \_\_\_\_\_
- 7.61 **TOTAL ATTENDANCE AT COMMUNITY-SPONSORED PROGRAMS (7.59 + 7.60) (automatic sum)** \_\_\_\_\_
- 7.62 **TOTAL LIBRARY AND COMMUNITY-SPONSORED PROGRAMS (7.52 +7.58) (automatic sum)** \_\_\_\_\_
- 7.63 **TOTAL ATTENDANCE AT LIBRARY AND COMMUNITY-SPONSORED PROGRAMS (7.55+7.61) (automatic sum)** \_\_\_\_\_

**PART VIII - SERVICE OUTLETS**

- 8.1 \* MAIN LIBRARY \_\_\_\_\_
- 8.2 \* NUMBER OF BRANCHES \_\_\_\_\_
- 8.3 \* NUMBER OF BOOKMOBILES \_\_\_\_\_
- 8.4 NUMBER OF BOOKMOBILES STOPS ANNUALLY \_\_\_\_\_
- 8.5 \* SQUARE FOOTAGE (MAIN LIBRARY) \_\_\_\_\_
- 8.6 \* NAME OF BRANCH \_\_\_\_\_
- 8.7 \* SQUARE FOOTAGE (BRANCH) \_\_\_\_\_

**PART IX - SALARY AND HOURLY INFORMATION BUDGETED**

(May not be zero. Please put "NA" if any question does not apply)

- 9.1 Director's Annual Salary \_\_\_\_\_
- 9.2 ANNUAL Full Time (35 hours or more per week) Entry-level M.L.S. SALARY \_\_\_\_\_
- 9.3 HOURLY Starting wage for Library Assistant \_\_\_\_\_
- 9.10 Director's Annual Salary if ALA Accredited and full time \_\_\_\_\_

**PART X - ADDITIONAL PER CAPITA STATE AID QUESTIONS**

- 10.1 Magazine and Newspaper Subscriptions Purchased Survey Year (Titles) (exclude digital; exclude duplicates) \_\_\_\_\_
- 10.2 Does the library provide free access all hours the library is open from public PCs and the library's webpage to the JerseyClicks icon (or direct links to the JerseyClicks database)? \_\_\_\_\_
- 10.3 Does the library offer interlibrary loan to patrons through current technology? \_\_\_\_\_
- 10.4 Does the library provide children's programming? \_\_\_\_\_
- 10.5 Is the library a member of a regional library cooperative? \_\_\_\_\_
- 10.6 Report the Total Hours of Library-related training for the Library Board \_\_\_\_\_
- 10.7 Report the Total Hours of Library-related training for the Professional Staff \_\_\_\_\_
- 10.8 Report the Total Hours of Library-related training for All Other Staff \_\_\_\_\_
- 10.9 Is the library reporting income and expenditures on a January to December fiscal year? \_\_\_\_\_
- 10.10 Web address of library \_\_\_\_\_
- 10.11 Type of library (A = Association; C = County; J = Joint; M = Municipal) \_\_\_\_\_
- 10.12 Did the library have an audit conducted during the survey year for the prior year? \_\_\_\_\_
- 10.13 Did library administration receive a copy of the municipality's/county's application? \_\_\_\_\_
- 10.13 Does the information input into the section "Municipality/County Application for State Aid" (between Part I and Part II) match the municipality's/county's application? \_\_\_\_\_

**PART XI - TRUSTEE/COMMISSIONER INFORMATION**

- 11.1 NAME OF DIRECTOR \_\_\_\_\_
- 11.2 FSCS LIBNAME \_\_\_\_\_
- 11.3 ALTERNATE NAME OF APPLICATE LIBRARY (optional) \_\_\_\_\_
- 11.4 E-MAIL ADDRESS OF DIRECTOR \_\_\_\_\_
- 11.5 Director's phone number \_\_\_\_\_
- 11.6 Director's phone extension \_\_\_\_\_

**BOARD OF TRUSTEES OR COUNTY LIBRARY COMMISSIONERS FOR CURRENT YEAR ( not Survey Year )**

- 11.7 Name of President: \_\_\_\_\_
- 11.8 Term Expires: \_\_\_\_\_
- 11.9 Home Address: \_\_\_\_\_
- 11.10 City, State, Zip \_\_\_\_\_
- 11.11 Telephone Number \_\_\_\_\_

**OTHER BOARD MEMBERS SERVING IN CURRENT YEAR ( not Survey Year )**

- 11.12 Name \_\_\_\_\_
- 11.13 Home Address \_\_\_\_\_
- 11.14 City, State, Zip \_\_\_\_\_
- 11.15 Term Expires \_\_\_\_\_

**Mayor And/Or Alternate**

- 11.16 Name \_\_\_\_\_
- 11.17 Home Address \_\_\_\_\_
- 11.18 City, State, Zip \_\_\_\_\_

**Superintendent of Schools And/Or Alternate**

- 11.19 Name \_\_\_\_\_
- 11.20 Home Address \_\_\_\_\_
- 11.21 City, State, Zip \_\_\_\_\_

**PART XII - MISCELLANEOUS AUTOMATIC SUMS**

**INCOME**

- 12.1 \*LOCAL GOVERNMENT REVENUE (1.6 + 1.7 for national reporting purposes) \_\_\_\_\_

**EXPENDITURES**

- 12.2 TOTAL EXPENDITURES SALARY AND WAGES (2.1 +2.2) \_\_\_\_\_
- 12.3 TOTAL EXPENDITURES EMPLOYEE BENEFITS (2.3 +2.4) \_\_\_\_\_
- 12.4 PRINT MATERIAL EXPENDITURES (2.6 +2.7 +2.8 +2.9) \_\_\_\_\_
- 12.5 ELECTRONIC MATERIALS EXPENDITURES (2.14 +2.15) \_\_\_\_\_
- 12.6 OTHER MATERIAL EXPENDITURES (2.10 +2.11 +2.12 + 2.13) \_\_\_\_\_
- 12.7 TOTAL CAPITAL EXPENDITURES (2.25 + 2.26) \_\_\_\_\_
- 12.8 PCSA SALARY & BENEFITS (2.2+2.4) \_\_\_\_\_
- 12.9 PCSA MATERIALS (2.7 + 2.9 + 2.11 + 2.13 + 2.15) \_\_\_\_\_
- 12.10 PCSA OTHER (includes capital) (2.18 + 2.20 +2.22 +2.26) \_\_\_\_\_

**COLLECTION**

- 12.11 TOTAL PRINT MATERIALS (4.62 + 4.67) \_\_\_\_\_
- 12.12 TOTAL AUDIO MATERIALS (4.64 +4.65) \_\_\_\_\_
- 12.13 \* TOTAL DATABASES (4.68 + 22) \_\_\_\_\_

**PROGRAMS**

- 12.14 TOTAL LIBRARY AND COMMUNITY-SPONSORED CHILDREN'S PROGRAMS (7.50+7.56) \_\_\_\_\_
- 12.15 TOTAL LIBRARY AND COMMUNITY-SPONSORED ADULT PROGRAMS (7.51+7.57) \_\_\_\_\_

- 12.16 TOTAL ATTENDANCE AT LIBRARY AND COMMUNITY-SPONSORED CHILDREN'S PROGRAMS (7.53+7.59) \_\_\_\_\_
- 12.17 TOTAL ATTENDANCE AT LIBRARY AND COMMUNITY-SPONSORED ADULT PROGRAMS (7.54+7.60) \_\_\_\_\_
- 12.18 TOTAL REGISTERED BORROWERS (7.21+7.22) \_\_\_\_\_
- 12.19 CHILDREN'S CIRCULATION AS A PERCENTAGE OF TOTAL CIRCULATION (5.2/5.3) \_\_\_\_\_
- STAFF
- 12.20 FTE Professional Staff for national statistics (3.5/2080) \_\_\_\_\_
- 12.21 FTE All other paid Staff for national statistics (3.6 + 3.7)/2080 \_\_\_\_\_
- 12.22 FTE Total Paid Staff for national statistics (12.20 + 12.21) \_\_\_\_\_

**PART XIII - OPTIONAL QUESTIONS**

- 13.1 Report the total amount expended for materials purchased to provide materials for populations using non-English materials (all formats) \_\_\_\_\_
- 13.2 Percentage of materials budget used to purchase materials in languages other than English (13.1 divided by 2.16) \_\_\_\_\_
- 13.3 Does the library offer password-free Web access via Wi-Fi? \_\_\_\_\_

**PART XIV - ACCURACY CERTIFICATION**

IMPORTANT! Click [here](#) to print a copy of the ACCURACY CERTIFICATION form - fill-out and mail with appropriate attachments.