

MARCH 15, 2019 IS THE LAST DAY TO FILE THE ANNUAL REPORT

INSTRUCTIONS FOR COMPLETING THE 2018 NEW JERSEY PUBLIC LIBRARY STATISTICAL REPORT

REQUIRED BY LAW: The completion of the annual statistical report by public libraries is required for the receipt of State Library Aid (**N.J.S.A. 18A:74 -11**).

IMPORTANT NOTES:

If your population is 7,500 or more, you are required to submit **ONLY** a copy of the certificate of the director. If the population is over 20,000, include a list of names of all certified librarians. Copies of certificates of librarians who are not the director are not required for this year's data submission.

While in the survey, by clicking on the name of the survey question, you will get a help note with a definition of the item. If this is not sufficient, please see the instructions or contact the Data Coordinator at the State Library. It is important for the accuracy of the data that questions be answered with consistent interpretation both through the years and among the participants.

Documentation supporting any of the PCSA application, including the continuing education portion of the regulations, should be kept for 7 years. For continuing education, a minimum of the name of the participant, participant's title, activity, date, length, a few sentences about the content and a few sentences about what was learned and if anything was applicable/implemented is sufficient.

DEFINITION CHANGES AND CLARIFICATIONS FOR DATA YEAR 2018

New Questions

Part XIII – Optional Questions

13.1 Successful Retrieval of Electronic Information - Local

GENERAL INSTRUCTIONS

TIME PERIOD COVERED: All data are to cover 12 months of either the calendar year of **2018**, or if on the State fiscal year (SFY), **July 1, 2017** to **June 30, 2018**. The exception is the section, SALARY INFORMATION BUDGETED FOR CURRENT YEAR, which is based on **2018** budgeted salary information.

NOTE: If the municipality reports on the SFY when it submits the annual application for Per Capita State Aid, the library should also report income and expenditures on the SFY. SFY libraries may report their service statistics on either a calendar year or SFY, but must pick one and be consistent.

REQUIRED ANSWERS: All items must be completed to fulfill the requirements of State Library Aid unless they are marked "Optional". **Do not leave any items blank.** Enter "0" only if the appropriate entry for an item is zero or none. If the question does not apply, use "-1".

WHOLE DOLLARS: For parts I (Library Income) and II (Library Expenditures), dollar amounts must be rounded to the nearest whole dollar. The software will not accept any values except whole dollars.

LINE NUMBERS: This annual report is designed to permit computer analysis of the data. The instructions are keyed to the line numbers of the report.

RETURN TO: Return the signed **ACCURACY CERTIFICATION** form and, for populations over 7,500, a copy of the New Jersey librarian's certificate for the director (unless exempted). If your population is 20,000 or more, you are required to submit a list of all certified librarians claimed in Line 3.10, **CERTIFIED PROFESSIONAL STAFF, INCLUDING DIRECTOR.**

Bob Keith
Data Coordinator
New Jersey State Library
P.O. Box 520
Trenton, NJ 08625-0520

DUE DATE: It is preferred that surveys and supporting documentation be completed and mailed by **March 1, 2019**; however the final deadline for receipt is **March 15, 2019**.

QUESTIONS: If you have any questions, please contact Bob Keith at rkeith@njstatelib.org or call (609) 278-2640 ext. 192.

LINE-ITEM INSTRUCTIONS

PART I -- LIBRARY OPERATING INCOME, Survey Year

GENERAL: Do **not** include under Library Income (Lines 1.1 to 1.15):

- (1) receipts for capital outlay (e.g., building sites, buildings, or other capital items not a part of the operating budget) **BUT SEE LINES 1.17-1.20**;
- (2) the value of any volunteer or contributed services, or
- (3) the value of gifts of materials or equipment from any source.

REPORT ALL INCOME IN WHOLE DOLLARS ONLY, OMIT CENTS.

Line 1.1, Municipal or County Funds: Report here any unexpended appropriations that are under control of the library, regardless of the year of receipt. **Do not include funds** that have been transferred to a building or capital reserve account. **Capital funds** should **only** be included in Line 1.17.

Line 1.2, Other Funds: Report here all other funds remaining from prior years. This line should include per capita state aid balances as well as other miscellaneous revenues. **Capital funds** should **only** be included in Line 1.18, 1.19 or 1.20 as appropriate.

Line 1.3, TOTAL BALANCE BROUGHT FORWARD: Automatic sum.

Line 1.4, LOCAL TAX SUPPORT - Municipal or County Appropriation: Enter the amount of tax support during survey year from county/municipal tax funds. This is the sum expended to the library during the last completed fiscal year as certified by the governing body of the municipality or county to NJSL, excluding PCSA. Joint libraries should report the total tax support from both municipalities here. **If the municipality holds the library's funds in a reserve account, count the amount expended by the municipality to the reserve account during the Survey year.**

Line 1.5, LOCAL TAX SUPPORT - Additional Tax Support: Report here additional income from tax sources in support of library operations. This amount **MUST** equal that claimed by the municipality/county as expended during the Survey year on Line 4 of the **Application for State Library Aid (Per Capita)** and itemized in the statement required. The municipality/county mails this form directly to the New Jersey State Library and must provide you with a copy of this form. **Examples** of eligible additional expenditures include: payment of library fringe benefits, insurance, building maintenance, utilities, gasoline, etc. Member libraries of county library systems should **not** report the county library dedicated tax on this line. **ALL** amounts included here should be reported in Part II.

Line 1.6, TOTAL LOCAL TAX SUPPORT – Automatic sum.

Line 1.7, Funding from other municipal and county taxing units (contracts for service, purchase of library cards) : Enter here income amounts from municipal and county taxing units. Do not report any State or Federal grant income here. Use Line 1.9 for any income distributed under the Library Network Law.

Line 1.8, STATE AID - Per Capita: Include here only the per-capita State Aid amount received in the Survey Year. **Exclude** Federal money distributed by State Library.

Line 1.9, STATE AID - Other (Emergency and Incentive Grant or Library Network Law): Include only the categories listed here. If your library received money under multiple contracts report the total received. **Exclude** Federal money distributed by the State Library.

Line 1.10, TOTAL – Automatic sum.

Line 1.11, FEDERAL - LSTA: List total of all LSTA amounts received from the State Library.

Line 1.12, OTHER FEDERAL, NOT LSTA - Include other Federal cash grants received directly, or through another agency, which came originally from Federal government sources. If you received more than one grant, enter the total.

Line 1.13, TOTAL FEDERAL – Automatic sum.

Line 1.14, Operating income from gifts, fees, etc. - Include total of all other income sources such as: income from trust funds or bequests, gifts of money, fines, fees returned by municipality or county to the library, and photocopy fees. Do not include the value of gifts and donations of books and other library materials and equipment. Do not report the principal amounts of cash donations or bequests unless the funds were transferred to the operating budget during the Survey year. Grants received from sources other than federal or state agencies should be included here.

Line 1.15, TOTAL AVAILABLE FUNDS, Survey Year (1.3 + 1.6 + 1.7 + 1.10 + 1.13 + 1.14) – Automatic sum.

Line 1.16, OPERATING INCOME LESS BROUGHT FORWARD INCOME (1.15-1.3)

CAPITAL INCOME FOR SURVEY YEAR (including budget transfers from prior year) While the expenditure of such capital amounts is ineligible for earning Per Capital State Library Aid, the income and expenditure data will be added to the statistical database for reporting purposes. Any transfers from prior year's operational accounts to building or capital reserves should be reported here. Lines 1.21 and 2.25 do not have to equal each other.

Report all income to be used for major capital expenditures, by source of income. 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 major projects. Exclude income 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 another agency and funds unspent in previous fiscal years. 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 income to be used for major capital expenditures in the following categories:

Line 1.17, LOCAL GOVERNMENT CAPITAL INCOME: Report all governmental funds designated by the community, district or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.

Line 1.18, STATE GOVERNMENT CAPITAL INCOME: Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.

Line 1.19, FEDERAL GOVERNMENT CAPITAL INCOME: Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.

Line 1.20, OTHER CAPITAL INCOME: Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.

Line 1.21, CAPITAL BUDGET INCOME ALL SOURCES (1.17 + 1.18 + .119 + 1.20): Automatic Sum. This line and lines 2.25 plus 2.26 of the expenditures section will show library funds available and expended for capital outlay purposes.

Line 1.22 Capital Funds Brought Forward: Please provide the amount of capital funds that are carried forward from prior years.

Municipality/County Application for Per Capita State Library Aid.

If you wish to have a copy of the blank form supplied to your municipality/county by NJSL, use the link provided.

Item 2-7: Your municipality/county should have received notice of the availability of the Application through the Department of Community Affairs' "GovConnect" listserv and posting. The chief financial officer is required to send the original, completed form to NJSL and to provide a copy to the library. Enter the data in Items 2-7 from the Application into the corresponding Lines 2-7 (a,b,c and/or d) on this survey.

PART II - LIBRARY OPERATING EXPENDITURES FROM ALL SOURCES, Survey Year

GENERAL: Report only funds **expended** during the Survey year, regardless of when the funds may have been received from Federal, State, local or other sources.

Lines 2.1- 2.24, 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 library. 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.

Lines 2.25-2.26 - CAPITAL - BUDGET EXPENDITURES: Enter total of all LIBRARY expenditures made through the library's budget during survey year for capital outlay purposes. **Include:** Building-site acquisition, new buildings, additions to existing buildings, major structural changes, architect/engineer's fees, furnishings, equipment, and any other capital budget expenditures. Expenses may be reported without a corresponding entry on Line 1.16 (CAPITAL BUDGET INCOME) if the funds were reported as income prior to the survey year. **Municipal libraries must be in compliance with N.J.A.C. 15:21-12.**

REPORT ALL EXPENDITURES IN WHOLE DOLLARS ONLY, OMIT CENTS.

AMOUNTS: All expenditure amounts for Lines 2.1 through 2.26 are to be shown in one of two categories: Local, Grants and All Other Income or Per Capita State Aid. The first category includes state grants for Emergency / Incentive Aid and Library Network grants.

In this section, the second line of each pair is to be used to report Per Capita State Aid expenses in any of the categories. The purpose of identifying how Per Capita State Library Aid has been expended is to provide data to the Executive Branch and the Legislature.

Line 2.1 -2.2, SALARIES AND WAGES: Report the total amount of salaries and wages paid to library employees including janitorial and maintenance personnel. Include salaries and wages before deductions, but exclude employee benefits paid.

Line 2.3 -2.4, FRINGE BENEFITS: Enter personnel costs paid from the library budget, or by the municipality in addition to salaries and wages, such as: Social Security, pension, health insurance, unemployment insurance, etc. Exclude retirement benefits paid during the survey year and report this expenditure in Line 2.17 -2.18, ALL OTHER LIBRARY OPERATING EXPENDITURES. If the library reimburses/pays the municipality/county for these expenses

or the library permits the municipality/county to retain funding in the municipality/county budget to pay these expenses, count only the exact cost of these expenses. Any processing expenses charged by the municipality/county is not entered here but is entered on Line 2.3a.

2.3a Fringe Benefits Processing Expenses/Overhead Paid to Municipality or County: Enter amount, if any, charged by the municipality/county above the documented actual cost of benefits.

Line 2.5, TOTAL PERSONNEL, ALL SOURCES (2.1 + 2.2 + 2.3 + 2.4) - Automatic sum

For libraries that are members of county libraries, if the county library provided the funds for purchases, the county library funds should be added to the library funds. County libraries should report the total cost during the Survey year to purchase materials for the county library as well as for long-term loan items to member libraries.

Line 2.6 -2.7, MATERIALS - BOOKS: Enter the cost of purchase during the survey year for books reported on Line 4.51. Include here hard cover, paperbacks and microforms of books purchased **but not electronic form. Electronic materials are counted in Line 2.14 and 2.15.** If library books are purchased pre-processed, include commercial processing service charges under Lines 2.17 and 2.18, (All Other Operating Expenditures). If using a commercial book rental plan, report those expenses here.

Line 2.8 -2.9, MATERIALS - PRINT SERIALS: Enter amounts expended during the survey year for current and/or retrospective print serials subscriptions reported on Line 4.56. Include serials in microform **but not electronic form. Electronic materials are counted in Lines 2.14 and 2.15.**

Line 2.10 -2.11, MATERIALS - AUDIOVISUAL MATERIALS: Enter the cost of purchase during the survey year for audiovisual materials reported on Lines 4.53 - 4.55. Audio materials are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically or both. Include records, audiocassettes, audio cartridges, audio discs (including audio CD-ROMs), audio reels, talking books and other sound recordings. Video materials are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc. If using a commercial AV rental plan, report those expenses here.

Line 2.12 -2.13, OTHER LIBRARY MATERIALS: Enter amounts paid to commercial binderies for all binding and rebinding of books and periodicals during the survey year. Include amounts paid for such items such as maps, pictures, documents, sheet music and catalogs.

Line 2.14 -2.15, COMPUTER – READABLE MATERIALS: Report here the amount spent on items designed to be read by computer such as CD-ROM or computer software. Include the expenditures for materials whether used by the library staff members or the library's patrons. This line should be used for electronic reference services such as InfoTrac, online database costs (Dialog, Orbit, etc.), E-books, downloadable audio and video, and computer programs (word-processing, spreadsheet, etc.). Do not use this line to report telecommunications costs, hardware purchases or maintenance agreements, or other computer-related overhead. (See Lines 2.19 and 2.20: COMPUTER COSTS).

Line 2.16, TOTAL MATERIALS, ALL SOURCES (2.6 through 2.15) – Automatic sum

Line 2.17 -2.18, ALL OTHER LIBRARY OPERATING EXPENDITURES: Enter total of expenditures made for all other library operations. **Exclude** the cost of operation of the library physical plant and maintenance and computer costs (Lines 2.19-2.23). **Include** such items as: amounts paid to commercial book jobbers or other processing services for book processing service charges (excluding the net prices of the books processed), service contracts, fees paid to a consultant, auditor, architect, attorney, telecommunications, supplies and printing, travel, conferences, library equipment rental or purchase (unless from capital budget), interest paid on loans, retirement benefits paid, and all other operating expenditures made.

Line 2.19 -2.20, COMPUTER COSTS (not capital – show capital purchases on Lines 2.25 and 2.26): Enter here the total expenditures for operating expenses related to electronic access. **Include** costs for on-line circulation systems, OCLC, RLIN, staff and public-use personal computers, on-line public catalogs, Internet, etc. Those costs would include maintenance contracts, dedicated telephone line charges, printer supplies, etc. Do not include telecommunications costs already reported in Line 2.17-2.18. Include all fees and usage costs associated with

services such as OCLC FirstSearch or electronic document delivery. This line is not used for software purchases (see Lines 2.14-2.15).

Line 2.21 -2.22, PLANT OPERATION AND MAINTENANCE: Enter total expended during survey year for housekeeping activities concerned with keeping the physical plant open and ready for use. Include cleaning, heating, lighting, power, water, caring for grounds, insurance and other housekeeping activities as are repeated somewhat regularly on a daily, weekly, monthly or seasonal basis. Include expenses for repairs and replacement of facilities and equipment only if part of the operating budget; exclude capital budget expenditures. Rent may be included if charged by a school board or private entity, but the library may not pay rent to the municipality. If the library reimburses/pays the municipality/county for these expenses or the library permits the municipality/county to retain funding in the municipality/county budget to pay these expenses, count only the exact cost of these expenses. Any processing expenses charged by the municipality/county is not entered here but is entered on Line 2.21 a.

Line 2.21a Plant Operation and Maintenance Processing Expenses/Overhead Paid to Municipality or County: Enter amount, if any, charged by the municipality/county above the documented actual cost of expenses in Line 2.21.

Line 2.23, TOTAL ALL OTHER OPERATING EXPENDITURES (2.17 + 2.18 + 2.19 + 2.20 + 2.21 + 2.22) –
Automatic sum

Line 2.24, TOTAL OPERATING EXPENDITURES (2.5 + 2.16 + 2.23) – Automatic sum

Line 2.25 -2.26, CAPITAL - BUDGET EXPENDITURES: Enter total of all Library expenditures made through the library's budget during survey year for capital outlay purposes. **Include:** Building-site acquisition, new buildings, additions to existing buildings, major structural changes, architect/engineer's fees, furnishings, equipment, and any other capital budget expenditures. Expenses may be reported without a corresponding entry on Line 1.16 (CAPITAL BUDGET INCOME) if the funds were reported as income prior to the survey year. Municipal libraries must be in compliance with N.J.A.C. 15:23-12.

Line 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) - Automatic Sum

Line 2.30 Report the total amount expended for materials purchased to provide materials for populations using non-English materials (all formats)

Line 2.40 Percentage of materials budget used to purchase materials in languages other than English

PART III -- LIBRARY STAFF

GENERAL: The data should account for all the POSITIONS funded in the library's budget, including those positions that are vacant for any reason. Unless you have added or eliminated positions or permanently changed the average amount of hours a part time employee works per year, the figures should be consistent from one year to the next. For example, if a staff member worked 35 hours per week but resigned in November and you didn't hire anyone until February of the following year, you would still report 1,820 (35 X 52) hours for that position. The following year you would report the same 1,820 hours even though the position was vacant for one month. The same is true for someone on sick leave, whether paid or not. The budgeted position is still to be reported as though the person worked the entire year.

In lines 3.1-3.7 there are three entries for each category:

Certified Professional Staff, Including Director - Librarians (including the director if a certified librarian) with a master's degree from a program of library and information studies who hold professional librarian certification from the state of New Jersey.

Janitorial Custodial, Security Staff Only - Plant operation, security and maintenance staff.

All Other Staff Not Included above - all other paid titles such as page, clerical, library assistant, driver, etc.

Line 3.1-3.3, NUMBER OF EMPLOYEES WORKING 35 HOURS PER WEEK OR MORE: For each category, list the number of employees who work at least 35 hours per week. For example, a library employing 3 librarians working 30, 35 and 40 hours per week puts "2" in line 3.1.

Line 3.4, TOTAL STAFF WORKING 35 OR MORE HOURS PER WEEK (3.1+3.2+3.3) - Automatic sum

Line 3.5 - 3.7, TOTAL YEARLY HOURS OF EMPLOYEES: For each category, list all the budgeted hours of employees (full time and part time) for the year. For example, a library employing 3 librarians working 30, 35 and 40 hours per week puts "5,460" in line 3.5.

Lines 3.8, TOTAL ANNUAL STAFF HOURS (3.5 + 3.6 + 3.7) Automatic sum

Line 3.13, STANDARD HOURS IN A FULL -TIME WORK WEEK: Report the number of hours that full time (local definition) staff works during a typical week. Do not include hours worked beyond the normal schedule.

Line 3.17 -3.18, VOLUNTEERS: Report the number of volunteers working during a typical week. For line 3.18, add together the total weekly hours of these volunteers.

Line 3.19 -3.22, MINIMUM STANDARDS FOR FULL -TIME PROFESSIONAL DIRECTOR / EMPLOYEE MET: For each population category, answer "Yes" with a "1" or "No" with a zero. Please note that lines 3.19 to 3.22 may add to zero, but may **not be more than 1**.

Line 3.30 Certified Professional Staff Working Less Than 35 Hours Per Week (Part-Time)

Line 3.31 Janitorial, Custodial, Security Staff Working Less Than 35 Hours Per Week (Part-Time)

Line 3.32 All Other Staff Working Less Than 35 Hours Per Week (Part-Time)

Line 3.33 Total Staff Working Less Than 35 Hours Per Week (Part-Time)

Line 3.40 Total staff

Line 3.50 – 3.52: Automatic sums

PART IV - LIBRARY COLLECTION, Survey Year

This section is divided into "Volumes Purchased Survey Year" and "Volumes Owned End of Survey Year"

For libraries that are members of county libraries, if the county library provided the funds for these purchases, the volumes purchased with county library funds should be added to the volumes the library purchased. County libraries should report the total volumes purchased during the Survey year including purchases for long-term loan to member libraries.

VOLUMES : For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hard bound or paperbound, which has been cataloged and/or classified. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

BOOK STOCK: Report the library's cataloged collection(s) of books and other printed and microform-equivalent materials that are cataloged in the same manner as books and are interfiled with, or that may be interfiled with, books. For example, a government document or a yearbook that has been cataloged as a book and shelved with books is to be reported as book stock. Collections of government documents, pamphlets, technical reports, manuscripts, proceedings, transactions of societies, monographic and publishers' series, etc., that are **NOT** cataloged in the same manner as books should **NOT** be reported as book stock. Paperback books, which are cataloged for use, may be included.

MICROFORMS are materials that have been photographically reduced in size and which must be read with the help of enlarging instruments. Examples of microforms are: microfilm, microcard, and microfiche. These are also called microcopy and microtext. For reporting purposes, each physical unit of microfiche, microfilm and microcards should be counted as "one" for the "volume" count.

NOTE: For libraries that are members of county libraries, if the county library provided the funds for these purchases, the volumes purchased with county library funds should be added to the volumes the library purchased. County libraries should report the total volumes of this type purchased during the Survey year including purchases for long-term loan to member libraries.

Line 4.51, Print Books Purchased Survey Year (Volumes): - Enter here the volume count of books purchased during the Survey Year. If your library participates in a McNaughton plan, report on this line the total of the inventory plus one monthly allotment. For example: if during the year your library had a base collection of 400 volumes each month, you would add 400 to the total of the library's book purchases. Do not report the sum of all monthly shipments. For libraries that are members of county libraries, if the county library funded McNaughton plans or book purchases, the totals should be added to the regular purchases reported on this line.

Line 4.52, E-Books Purchased Survey Year: E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items the library has selected as part of the collection (exclude public domain / uncopyrighted e-books that have unlimited access).

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units"

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

Line 4.53, Audio Purchased Survey Year - Music (Volumes): Audio (music) materials are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically or both. Include records, audiocassettes, audio cartridges, audio discs (including audio CD-ROMs), audio reels, and other music recordings.

Line 4.54, Audio Purchased Survey Year - Spoken (Volumes): Audio (spoken) materials are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically or both. Include talking books, audiocassettes, audio discs and other sound recordings.

Line *4.55, Video Purchased Survey Year (Volumes): Video materials are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc.

Line 4.56, Serial Subscriptions Purchased Survey Year - Print (Titles): Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers,

annuals, some government documents, some reference tools and numbered monographic series. This number will include (and may be the same as) the amount reported in Line 10.1 "Magazine and Newspaper Subscriptions."

Line 4.57, Serial Subscriptions Purchased Survey Year - Electronic (Titles): Report the number of current electronic serial subscriptions (e-serials, e-journals), including duplicates for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: via the Internet, on CD-ROM or other portable digital carrier, on databases such as locally mounted databases, and on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g. EBSCO Host, ProQuest, OCLS FirstSearch).

Line 4.58, Databases Purchased Survey Year (count only vendor interface, not number included in interface): Report the number of licensed databases - including locally mounted or remote (full-text or not) for which temporary or permanent access rights were acquired through payment by the library (include databases acquired through shared payment through cooperative). A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data (e.g. EBSCO Host, ProQuest, OCLC FirstSearch). The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Each database is counted individually even if access to several databases is supported through the same vendor interface. (For example, a poetry database and a history database in the same vendor interface would count as two databases.) Notes: The funds to pay for these items were reported in line 2.14 and 2.15, but subscriptions to individual electronic serial titles are reported elsewhere in the survey. Include all cataloged items.

Line 4.59, Other Materials Purchased Survey Year (Volumes): Report only materials purchased with reporting library's funds (including partial cost) and not reported above. Include only items for public use such as software programs for public PCs.

Line 4.60, TOTAL VOLUMES PURCHASED (4.51:4.59) Automatic sum

Line 4.61, TOTAL VOLUMES PURCHASED FOR ANOTHER ADMINISTRATIVE ENTITY: County libraries should report here the total volumes purchased for their member libraries during the Survey Year.

VOLUMES OWNED END OF SURVEY YEAR

NOTE: Libraries that are members of county libraries should count the items owned by the library and on long-term loan from the county library. County libraries should count the items owned by the library and on long-term loan to the member library.

Line *4.62, Print Books Owned End of Survey Year (Volumes): Books are non-serial printed publications (including music scores and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. Paperback books, which are cataloged for use, may be included. If volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit. Include all cataloged items including duplicates and gifts.

Line 4.63, Electronic Books Owned End of Survey Year: E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items the library has selected as part of the collection (exclude public domain / uncopyrighted e-books that have unlimited access.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

Line 4.64, Audio Owned End of Survey Year - Music (Volumes): Audio (music) materials are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically or both. Include records, audiocassettes, audio cartridges, audio discs (including audio CD-ROMs), audio reels, and other music recordings. Include all cataloged items including duplicates and gifts.

Line 4.65, Audio Owned End of Survey Year - Spoken (Volumes): Audio (spoken) materials are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically or both. Include talking books, audiocassettes and other sound recordings. Include all cataloged items including duplicates and gifts.

Line *4.65a – Audio Owned/Access Rights End of Survey Year – Downloadable (Units): These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of units. Report only items that the library has selected as part of the collection.

Note: For the purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

Line 4.66, Video Owned End of Survey Year (Volumes): - Video materials are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc. Include all cataloged items including duplicates and gifts.

Line *4.66a – Video Owned/Access Rights End of Survey Year – Downloadable (Units): These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Report the number of units. Report only items the library has selected as part of the collection.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a

single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units".

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

Line 4.67, Serial Back Files Owned End of Survey Year - Print (Volumes): Count only print serial publications. Serials are issued in successive parts, usually at regular intervals that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. If volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph and checked out as a unit are counted as one physical unit.

NOTE: Do not count the number of issues. For example, a magazine may be issued 50 times during the year and is counted as one volume.

Line 4.68, Databases Owned/Access Rights End of Survey Year (count only vendor interface, not number included in interface): Do not count databases available through NJSL or consortia. Report the number of licensed databases - including locally mounted or remote (full-text or not) for which temporary or permanent access rights were acquired through payment by the library (include databases acquired through shared payment through cooperative). A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data (e.g. EBSCO Host, ProQuest, OCLS FirstSearch). The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Each database is counted individually even if access to several databases is supported through the same vendor interface. (For example, a poetry database and a history database in the same vendor interface would count as two databases.) Notes: The funds to pay for these items were reported in line 2.14 and 2.15, but subscriptions to individual electronic serial titles are reported elsewhere in the survey. Include all cataloged items and duplicates and gifts.

Line 4.69, Other Materials (Volumes): Report only materials not reported above. Include only items for public use such as software programs for public PCs. Do not count downloadable audio and video.

Line 4.70, TOTAL VOLUMES Owned End of Survey Year (Lines 4.62 to 4.69): Automatic sum

Line 4.71, TOTAL TITLES OWNED (OPTIONAL)

Line 4.72, Total volumes on long-term loan to another administrative entity: County libraries should report here the total volumes on long-term loan to another library.

Line 4.73, Databases Purchased Through Cooperative: Report the number of databases paid for through cooperative purchasing. Count only the vendor interface and not the number included in the interface. Databases the library pays for in part should also be included in Line 4.68. This is a breakout for national statistics reporting.

PART V - LIBRARY CIRCULATION, INCLUDING LOAN TRANSACTIONS, DURING SURVEY YEAR

GENERAL: Report only the types of loan transactions specified. If exact data are not available, please **estimate** the number of loans in each category. If you use your circulation system to schedule use of the library's computers, do **NOT** include that data as circulation even if the system "checks out" the computers.

ADULT AND CHILDREN'S COLLECTIONS (Lines 5.1 -5.10): Report the total annual circulation of all library materials of all types, including renewals. Report circulation of adult and children's materials, as defined by your library. If separate adult and children's circulation statistics were not maintained during survey year, please **estimate** using the total circulation as a basis for your estimate.

Lines 5.1 and 5.2, DIRECT CIRCULATION OF ALL MATERIALS TO LIBRARY USERS INCLUDING RENEWALS:

Report the total annual number of transactions of all materials charged out to library users by members of your staff. Count all renewals made by staff or online by patrons. Materials received from other libraries are counted at time of checkout to the patron. Count all materials in all formats that are charged out for use outside the library. **Materials charged out include collections the library owns, collections on permanent or temporary deposit in the library, materials borrowed on interlibrary loan and materials checked out via reciprocal borrowing agreements. Do NOT report loans made to branches of the library. Include renewals and reciprocal borrowing, but do not include items checked out to another library.** Include circulation of the main library, branches, other auxiliary outlets, and bookmobiles. **If the library makes bulk loans,** report the loan of rotating collections and other **TEMPORARY** loans of book stock, periodicals and audiovisual materials at the time they were sent to other libraries or organizations for their use and circulation. **DO NOT REPORT THE ACTUAL OR EXPECTED CIRCULATION WITHIN THE OTHER LIBRARIES OR ORGANIZATIONS.** Therefore six collections of fifty books each, lent to a hospital during 2008, is reported as 300 volumes lent.

Lines 5.3, TOTAL (Lines 5.1 + 5.2): Automatic Sum

Line 5.3a – Total Circulation of Electronic Materials: Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit.

Note: Do not include databases.

Lines 5.4, RECIPROCAL BORROWING CIRCULATION: Report the number of transactions of all materials charged out to library users from other municipalities with whom your library has a reciprocal borrowing agreement.

Lines 5.5, INTERLIBRARY LOANS - PROVIDED TO OTHER LIBRARIES: These are materials, or copies of materials, sent in answer to specific title, author or subject requests made between libraries or library agencies that are **NOT** under the same administration. Photocopies supplied instead of circulation of books and periodicals may be counted. However, one specific request requiring several pages of photocopy should be counted as only one loan transaction. This amount should **NOT** be included in any other line in this section.

Lines 5.7, INTER LIBRARY LOANS - RECEIVED FROM OTHER LIBRARIES: These are library materials, or copies of materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration.

Line 5.12, NON-PRINT CIRCULATION: Report the percentage of your total circulation that is for non-print items such as audio books, videotapes, CD ROMs, etc. If you do not have a precise count of this number, please provide your best estimate of the percentage.

Line 5.13, ELECTRONIC MATERIAL CIRCULATION (OPTIONAL): Report the estimated percent of circulation of items such as e-books, software, etc.

PART VI - LIBRARY HOURS, SURVEY YEAR

GENERAL: Minimum hours of service are part of the regulations for receipt of State Library Aid. See N.J.A.C.15:21-2.6 (a-c). As stipulated in these regulations, "seasonal variations are permitted for three months per year." Therefore, it is **NOT** necessary to list summer or other seasonal hours. Also, exclude weeks with holidays in computing the library's schedule.

Line 6.1, TOTAL HOURS PER WEEK THE MAIN LIBRARY IS OPEN TO PUBLIC (WHOLE NUMBERS ONLY): Report the number of hours the main library is open weekly for service to the public during at least nine months of the Survey year. Minor variations in scheduled public service hours such as a holiday need not be counted as a reduction. Report the total in whole hours only, omit fractions. Include non-duplicative hours across branches.

Line 6.3, TOTAL DAYS PER WEEK THE MAIN LIBRARY IS OPEN TO THE PUBLIC: Report the total number of days the library was open per week during the Survey year. Report the total in whole days only, omit fractions.

Line 6.5, EVENINGS (6:00 p.m. to 8:00 p.m. minimum) PER WEEK THE MAIN LIBRARY IS OPEN TO THE PUBLIC Report the number of evenings (at least two hours past six o'clock p.m.) per week library service was available to the public during the Survey year.

Line 6.7, WAS THE LIBRARY OPEN SOME WEEKEND HOURS?: Enter as appropriate, "Yes" or "No".

Lines 6.8 and 6.9, WHAT WEEKEND DAYS ARE YOU OPEN?: Enter as appropriate.

Line 6.10, TOTAL ANNUAL PUBLIC SERVICE HOURS (All Outlets): This is the sum of annual public service hours for all outlets. Include all hours open for public service for the main library, branches and bookmobiles using the following method. If the main library is open 60 hours per week, report 3,120 hours. If you also have 3 branch libraries open the same number of hours as the main library (regardless of whether or not all facilities are open at the same time), the annual total for the library would be 4 times 60 times 52 = 12,480 hours. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disaster or other events should be excluded even if the staff is scheduled to work.

PART VII - LIBRARY SERVICES

Line 7.1, ATTENDANCE IN LIBRARY PER YEAR: Report the total number of persons entering the library during the Survey year for whatever purpose. If the actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours and count the weekday, weekend and evening hours for that week.

Line 7.2, REFERENCE TRANSACTIONS PER YEAR: Report the total reference transactions during the Survey year. A reference transaction is an information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogs and other holdings records, and, through communication of referral, other libraries and institutions and persons both inside and outside the library. When a staff member uses information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during this transaction. **DO NOT COUNT** directional transactions or questions of rules or policies. Examples of questions that should not be counted: "Where are the cookbooks? Where will I find 811.2G? What time do you close?"

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does not involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those, which describe that library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction for locating, within the library, staff, library users, or physical features, etc., and giving assistance of a non-bibliographic nature with machines.

Lines 7.9, SUMMER READING CLUB PARTICIPANTS. Enter here the number of children who enrolled in your summer reading program during the Survey year.

Lines 7.10, BOOKS READ DURING SUMMER READING CLUB. Enter here the number of books that were read by the participants. If you collected your statistics in minutes or hours read by the participants, please convert your data in the following manner: 15 minutes equals one book, one hour equals four books. While this conversion will not produce the most accurate data, it will provide some uniformity in the data reported by all the libraries of the state.

Line 7.21, NUMBER OF REGISTERED BORROWERS - RESIDENT: A registered borrower is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. (Output Measures for Public Libraries, 2nd edition). Note: Files should have been purged within the past three (3) years. If the library has not purged records of patrons that have not used the library within the last 3 years, the library's software may allow the library to determine how many borrowers have used their cards in the last 3 years. Also, if you purge more frequently than every 3 years, that number is acceptable.

Line 7.22, NUMBER OF REGISTERED BORROWERS – NON-RESIDENT: A registered borrower is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. (Output Measures for Public Libraries, 2nd edition). Note: Files should have been purged within the past three (3) years.

Line 7.23, NUMBER OF COMPUTERS FOR PUBLIC USE (INCLUDE OPAC, INTERNET ETC.)

Line 7.24, NUMBER OF COMPUTERS WITH INTERNET ACCESS FOR PUBLIC USE: Report the number of Internet computers (personal computers (PCs) and laptops), whether purchased, leased or donated, used by the general public in the library.

Line 7.25, NUMBER OF USERS OF PUBLIC INTERNET COMPUTERS PER YEAR: Report the total number of individuals that have used Internet computers in the library during the last year. Only count the number of users at public terminals, not remote users or staff. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. The number of users may be counted manually, using registration logs. A typical week or other reliable estimate may be used to determine the annual number. Web-log tracking software can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage.

Line 7.26 Wireless Sessions per Year: Report the number of wireless sessions provided by the library service annually.

Line 7.50, NUMBER OF LIBRARY PROGRAMS FOR CHILDREN (AGE 11 AND UNDER): A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Line 7.501, Number of Programs for Young Adults (Age 12-18): A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events. Count all young adult programs, whether held on- or offsite, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600). Note: Young Adult age is defined as 12 through 18 years and includes 18 year olds. Click on the following link to view information: [The Young Adult Services Association \(YASLA\)](#) defines young adults as age 12 through 18.

Line 7.51, NUMBER OF LIBRARY-SPONSORED PROGRAMS FOR ADULTS: 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 lectures; licensed film showings, 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 cosponsored 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. Exclude library activities delivered on a one-to-one basis,

rather to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Line 7.52, TOTAL LIBRARY-SPONSORED PROGRAMS (7.50 +7.51): Automatic sum

Line 7.53, ATTENDANCE AT LIBRARY-SPONSORED CHILDREN'S PROGRAMS: Enter here the number of persons, including adults, who attended the library-sponsored children's programs reported in Line 7.50. If the actual counts are not available, please provide a reasonable estimate.

Line 7.531, Attendance at Library Sponsored Programs for Young Adults: The count of the audience at all programs for which the primary audience is young adults 12 to 18 years and includes 18 year olds. Include adults* who attend programs intended primarily for young adults. Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. *Please count all patrons that attend the young adult programs regardless of age.

Line 7.54, ATTENDANCE AT LIBRARY-SPONSORED ADULT PROGRAMS: Enter here the number of persons who attended the functions reported in Line 7.51. If the actual counts are not available, please provide a reasonable estimate.

Line 7.55, TOTAL ATTENDANCE AT LIBRARY-SPONSORED PROGRAMS (Lines 7.53 + 7.54): Automatic sum

7.56 to 7.60 are optional questions regarding the use of the library facilities for non-library meetings and events including tutoring, meetings, programs, passport issuances etc.

Line 7.56, NUMBER OF COMMUNITY-SPONSORED PROGRAMS FOR CHILDREN AGE 11 AND UNDER

Line 7.561, Number of Community-sponsored Programs for Young Adults Age 12 to 18

Line 7.57, NUMBER OF COMMUNITY-SPONSORED PROGRAMS FOR ADULTS

Line 7.58, TOTAL COMMUNITY-SPONSORED PROGRAMS (Lines 7.56 + 7.57): Automatic sum

Line 7.59, ATTENDANCE AT COMMUNITY-SPONSORED PROGRAMS FOR CHILDREN AGE 11 AND UNDER

Line 7.591, Attendance at Community-sponsored Programs for Young Adults Age 12 to 18

Line 7.60, ATTENDANCE AT COMMUNITY-SPONSORED ADULT PROGRAMS

Line 7.61, TOTAL ATTENDANCE AT COMMUNITY-SPONSORED PROGRAMS (Lines 7.59 + 7.60): Automatic sum

Line 7.62, TOTAL LIBRARY AND COMMUNITY-SPONSORED PROGRAMS (Lines 7.52 +7.58): Automatic sum

Lines Line 7.63, TOTAL ATTENDANCE AT LIBRARY AND COMMUNITY-SPONSORED PROGRAMS (Lines 7.55+7.61): Automatic sum

PART VIII, LIBRARY OUTLETS

Line 8.1, MAIN LIBRARY: The single outlet library, or the library which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here. Synonymous with the central library. Each administrative entity may report either no main library or one main library. No administrative entity may report more than one central library. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not main libraries. Some systems may have an administrative center that is separate from the principal collections and is not open to the public. That type of building should not be reported.

Line 8.2, BRANCH LIBRARIES: Branch libraries are auxiliary units that have all of the following:

- (1) separate quarters
- (2) a permanent basic collection of books
- (3) a permanent paid staff, and
- (4) a regular schedule for opening to the public.

They are, however, administered from a central unit. Regional centers are reported as branches.

Line 8.3, BOOKMOBILES: A bookmobile is a traveling branch library. It consists of at least all of the following:

- (1) A truck or van that carries an organized collection of library materials;
- (2) Paid staff; and
- (3) Regularly scheduled hours (bookmobile stops) for being open to the public.

NOTE: Count the number of vehicles in use, not the number of stops the vehicle makes.

Line 8.4, NUMBER OF BOOKMOBILE STOPS ANNUALLY: Report here the number of unique locations at which your bookmobile or bookmobiles stop during the year. Do **not report the total** number of times that the bookmobile stops at all the locations during the year. For example: if the bookmobile has a regular route during the school year that makes 30 different stops during the week and then adds 10 different stops for the summer, you would report a total of 40.

Line 8.5, SQUARE FOOTAGE OF THE LIBRARY REPORTED ON LINE 8.1: This is the area on all floors enclosed by the outer walls of the library building. Include all area occupied by the library, including those areas not open to the public. Include any areas shared with another agency or agencies if the library has use of that space.

Line 8.6, NAME OF BRANCH: If your library has more than one outlet, enter the name of each branch as necessary.

Line 8.7, SQUARE FOOTAGE OF BRANCH: Report the square footage for the corresponding building/s.

Line 8.10 Year Built

Line 8.11 Year Last Renovated

PART IX, SALARY AND HOURLY INFORMATION BUDGETED FOR 2018

Line 9.1, Director's Annual: Report the budgeted salary for the director's position. Add longevity payments to the reported figure if applicable.

Line 9.2, ANNUAL Full Time Entry-level M.L.S. SALARY: Annual full time (at least 35 hours per week) starting salary that the library would pay for an entry-level professional (M.L.S.) without experience. If the library would not hire this title at full time, or the amount is unknown, put "NA"

Line 9.3, HOURLY Starting wage for Library Assistant: Report the hourly rate that your library budgets for a newly hired library assistant. Do not report the amount paid to pages. If the library would not hire this title or the amount is unknown, put "NA".

Line 9.10, Director's Annual Salary if ALA accredited and full time: If the director is not ALA accredited and full time, put "NA." Report the budgeted salary for the director's position. Add longevity payments to the reported figure if applicable. This number will agree with 9.1 if the director is ALA accredited and full time.

PART X - ADDITIONAL PER CAPITA STATE AID QUESTIONS

Line 10.1, Magazine and Newspaper Subscriptions Purchased Survey Year (Titles): Report number of paid titles subscribed to, not the number of individual issues (exclude duplicate subscriptions and donations). Format may be paper, fiche, film but not digital. Paid digital subscriptions will be counted elsewhere. Titles subscribed to by a county library in the name of a member library may be counted by the member library. For Regulation compliance information, see State Library Aid regulation N.J.A.C.15:21-2.5(c).

Line 10.2, Does the public have free access to the Internet: All hours the library is open including access to the databases offered by the NJ State Library via the JerseyClicks icon (or direct links to the JerseyClicks databases) and any free databases offered by the library cooperative, and are the links accessible from the PC desktop and on the library's webpage?: If "no" is the answer, please contact the Data Coordinator if the library keeps paper backfiles of periodicals and indexes.

Line 10.3, Does the library offer interlibrary loan to patrons through current technology?

Line 10.4, Does the library provide children's programming?

Line 10.5, Is the library a member of a regional library cooperative?

Lines 10.6, 10.7 and 10.8 - "Library-related education" means a program or programs designed to educate participant(s) in the activities and knowledge necessary to provide library service and to support management activities including governance and legal information.

- A program may be a workshop, course, video, etc. An individual, the library, regional cooperative, state library, etc. may present it.
- Staff library-related education may include such areas as: library theory, principles, objectives and techniques; knowledge of technology and /or software used to assist the public or expedite library business (includes OPAC); ability to plan, organize and present programs; prepare reports; deal harmoniously with public and coworkers; perform duties; understand library rules, regulations policies and procedures; etc.
- Trustee/Commissioner library-related education may include such areas as: common law and regulations pertaining to libraries and library law; duties of trustees/commissioners; budget creation and implementation; fund-raising workshops; tour of a library to gain an understanding of operations; etc.

It should be noted that library-related education hours are distinct from Continuing Education credit hours. The annual NJ Public Library Survey *does not require* that staff and trustees participate in training that is eligible for CE credit, which is granted through the Department of Education. Library directors are encouraged to determine which activities are eligible for attainment of library-related education hours; the guidelines listed below may be useful in that determination."

Line 10.6, Report the Total Hours of Library-related training for the Library Board

Report the total combined hours of library board member/s library-related education. "Library-related education" means a program or programs designed to educate participant (s) in the activities and knowledge necessary to provide library service and to support management activities including governance and legal information.

Line 10.7, Report the Total Hours of Library-related training for the Professional Staff

Report the total combined hours of library-related education for all staff holding a New Jersey Professional Librarian Certificate. "Library-related education" means a program or programs designed to educate participant (s) in the activities and knowledge necessary to provide library service and to support management activities including governance and legal information.

Line 10.8, Report the Total Hours of Library-related training for All Other Staff

Report the total combined hours of library-related education for all staff not reported in Line 10.7. "Library-related education" means a program or programs designed to educate participant(s) in the activities and knowledge necessary to provide library service and to support management activities including governance and legal information.

Line 10.9, Is the library reporting income and expenditures on a January 1 to December 31 fiscal year?

(Yes=1; No=0)

Line 10.10, Web Address of the Library

Line 10.11, Type of library (A = Association; C = County; J = Joint; M = Municipal) Report the legal status of the library.

Line 10.12 Did the library have an audit conducted during the survey year for the prior year? As part of the general law regarding government units, all municipal, county and joint libraries are required to have an annual audit. Municipal, joint and county libraries should have an audit conducted by a registered municipal accountant, and in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States government and should follow NJAC 5:30-6.1.

In some cases all budget appropriations, fines, fees and all other income of the library are retained in the custody of the municipal treasurer in an account reserved for the library and disbursed by the municipal treasurer after approval by the board of trustees of the free public library. If the municipal audit includes a thorough audit of the library's finances, the library need not conduct a separate audit as long as the municipal audit has been filed with Local Government Services.

An Association library's audit is conducted in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants.

Line 10.13, Did library administration receive a copy of the municipality's/county's application? 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?

Line 10.14 Does the library offer password-free Web access via Wi-Fi?

PART XI – TRUSTEE/COMMISSIONER INFORMATION FOR CURRENT YEAR (NOT SURVEY YEAR)

Please note that only one position on the trustee board may be an employee or elected official of the municipality and that position is the mayor or his/her alternate. For both county and municipal libraries, terms should all end on December 31 unless the library can document that the first trustee' terms had some other ending date. The year ending dates of the terms must be staggered so that the mayor/freeholder has an opportunity to appoint at least one trustee/commissioner each year (3 consecutive years out of 5 for joint libraries). Terms are for 5 years unless the position is vacated before the term expires. Vacancies are filled for the unexpired term only, in the same manner as the original appointments are made. Municipal libraries should have 5 to 7 appointed trustees and the mayor/alternate and superintendent/alternate for a 7, 8 or 9 member board. Joint libraries have 3 appointed trustees from each municipality plus the mayor/alternate and superintendent/alternate.

CERTIFICATIONS: This section must be completed and signed.

PART XII – MISCELLANEOUS AUTOMATIC SUMS

PART XIII - OPTIONAL QUESTIONS

Line 13.1 Successful Retrieval of Electronic Information – Local

Report the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to the user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully

displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.

Include use both inside and outside the library. Do not include use of the OPAC or website.

Report only usage from electronic resources that the library has licensed itself. Usage for statewide databases will be provided in another data element by the State Library.

PART XIV - ACCURACY CERTIFICATION

Print a copy of the **ACCURACY CERTIFICATION**, as it will **not** be available from the survey after the survey has been sent. A copy will be posted to the NJSL Webpage at

http://www.njstatelib.org/services_for_libraries/resources/per_capita_state_aid/

NOTE TO LIBRARIES FAILING TO MEET ADMINISTRATIVE CODE CRITERIA: Please do not request an exception for Administrative Code requirements at this time. After reviewing your annual statistical report, the Library Development Bureau of the State Library will notify you if additional information is required.

Additional information for municipal libraries whose municipality holds library funds until expended by the library:

N.J.S.A.

40:54-13. Trustees; treasurer; bond and duties

The treasurer of the board shall give bond in an amount to be fixed by the mayor in cities and by the governing body in municipalities other than cities, payable to the municipality by its corporate name, conditioned for the faithful performance and discharge of his duties. The board shall, by its treasurer, upon its warrant signed by its president, receive from the disbursing officer of the municipality the money raised therein for library purposes, as provided in section 40:54-8 of this title

N.J.S.A.

40:54-18. Use of money paid by library to municipal treasury

The governing body of any municipality may appropriate in the annual budget for the use of the free public library of such municipality a sum equal to the amount of the money paid into the general treasury by the free public library in the preceding fiscal year. The sum so appropriated shall be available for expenditure by the board of trustees of the free public library of the municipality for library purposes, shall be in addition to sums otherwise appropriated by law for library purposes and shall be controlled by the same laws as other budget appropriations.