

2018 New Jersey Public Library Survey

GENERAL INFORMATION

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

- 1 * County Code _____
2 * Population _____
3 Municipality/County _____

***Street Address**

- 4 Address _____
5 City _____
6 Zip _____

***Mailing Address**

- 7 Address _____
8 City _____
9 Zip _____

- 10 * County _____
11 * Telephone Number _____

Contact Person

- 12 Name _____
13 Title _____
14 Telephone Number _____
15 Email _____

PART I - LIBRARY OPERATING INCOME

BROUGHT FORWARD

- 1.1 Municipal or County 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 or County 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 _____

STATE AID

- 1.8 Per Capita (Received Survey Year) _____
1.9 Other (Emergency & Incentive Grant and Library Network) _____
1.10 * **TOTAL STATE GOVERNMENT REVENUE** (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 GOVERNMENT REVENUE** (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 SURVEY 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 * **TOTAL CAPITAL INCOME ALL SOURCES** (1.17 + 1.18 + 1.19 + 1.20)

1.22 Capital Funds Brought Forward _____

Municipal/Joint/County Application for State Aid

(Amounts must be copied exactly from copy of 2017NJSL19APP 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

6.a State Aid balances, all years _____

7.a State Aid Balances in Line 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 * Salaries and Wages - Local, Grants, and all Other Income _____

2.2 * Salaries and Wages - Per Capita State Aid _____

FRINGE BENEFITS (include all staff)

2.3 * Fringe Benefits - Local, Grants, and all Other Income _____

2.3a Fringe Benefits Processing Expenses/Overhead Paid to Municipality or County

2.4 * Fringe Benefits - Per Capita State 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 * Books - Local, Grants, and all Other Income _____

2.7 * Books - Per Capita State Aid _____

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

2.8 * Serials - Local, Grants, and all Other Income _____

2.9 * Serials - Per Capita State Aid _____

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

2.10 * Audiovisual Materials - Local, Grants, and all Other Income _____

2.11 * Audiovisual Materials - Per Capita State Aid _____

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

2.12 * Other Library Materials - Local, Grants, and all Other Income _____

2.13 * Other Library Materials - Per Capita State Aid _____

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

2.14 * Computer-Readable Materials - Local, Grants, and all Other Income _____

2.15 * Computer-Readable Materials - Per Capita State 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 All Other Library Operating Expenditures - Local, Grants, and all Other Income

2.18 All Other Library Operating Expenditures - Per Capita State Aid _____

COMPUTER COSTS (not hardware - see definition)

2.19 Computer Costs - Local, Grants, and all Other Income _____

2.20 Computer Costs - Per Capita State Aid _____

PLANT OPERATION AND MAINTENANCE

2.21 Plant Operation and Maintenance - Local, Grants, and all Other Income _____

2.21a Plant Operation and Maintenance Processing Expenses/Overhead Paid to Municipality or County _____

2.22 Plant Operation and Maintenance - Per Capita State 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 * Capital Budget Expenditures - Local, Grants, and all Other Income _____

2.26 * Capital Budget Expenditures - Per Capita State 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) _____

NON-ENGLISH MATERIALS

2.30 Total amount expended for non-English materials purchased

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

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

(May have no more than one "Yes" answer or all "No")

- 3.19 Population 7,500 or more employs director with NJ Librarian certification whose work week is at least 35 hours. _____
3.20 Population between 7,500 and 9,999 exempted from above as current director (minimum 30 hour work week) 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. _____

NUMBER OF EMPLOYEES WORKING LESS THAN 35 HOURS PER WEEK (PART-TIME)

- 3.30 Certified Professional Staff Working Less Than 35 Hours Per Week (Part-Time)
3.31 Janitorial, Custodial, Security Staff Working Less Than 35 Hours Per Week (Part-Time)
3.32 All Other Staff Working Less Than 35 Hours Per Week (Part-Time)
3.33 Total Staff Working Less Than 35 Hours Per Week (Part-Time) (3.30+3.31+3.32)

TOTAL STAFF

- 3.40 Total Staff (3.4+3.33)

PAID STAFF (FTE)

- 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 (VOLUMES) (count only items selected as part of the collection) _____
- 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 selected as part of the collection) _____
- 4.64 Audio Owned End of Survey Year - Music (Volumes) _____
- 4.65 Audio Owned End of Survey Year - Spoken (Volumes) _____
- 4.65a * Audio Owned/Access Rights End of Survey Year – Downloadable (Units) _____
- _____
- 4.66 Video Owned End of Survey Year (Volumes) _____
- 4.66a * Video Owned/Access Rights End of Survey Year – Downloadable (Units) _____
- _____
- 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 LENT TO OTHER LIBRARIES

(Books, photocopies, and other materials; different trustee board)

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

INTERLIBRARY LOANS RECEIVED FROM OTHER LIBRARIES

(Books, photocopies, and other materials; different trustee board)

5.7 * Interlibrary Loans Received From Other Libraries (include consortia loans)

5.12 Per cent of circulation of non-print materials _____

5.13 Per cent 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 _____

7.26 WIRELESS SESSIONS PER YEAR _____

LIBRARY SPONSORED PROGRAMS & ATTENDANCE

7.50 * Number of programs for children (AGE 14 AND UNDER) _____

7.501 Number of programs for young adults (Age 15-17) _____

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 _____

7.531 Attendance at Library Sponsored Programs for Young Adults _____

7.54 Attendance at Library-sponsored Adult Programs _____

7.55 * **TOTAL ATTENDANCE AT LIBRARY-SPONSORED PROGRAMS** (7.53 + 7.54) (automatic sum) _____

COMMUNITY SPONSORED PROGRAMS & ATTENDANCE

7.56 Number of Community-sponsored Programs for Children Age 14 and Under _____

7.561 Number of Community-sponsored Programs for Young Adults Age 15 to 17 _____

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 _____

7.591 Attendance at Community-sponsored Programs for Young Adults Age 15 to 17 _____

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) _____
- 8.8 PUBLIC SERVICE HOURS PER YEAR _____
- 8.9 NUMBER OF WEEKS OPEN _____
- 8.10 YEAR BUILT _____
- 8.11 YEAR LAST RENOVATED _____

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 public have free access to the Internet? _____

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?
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? _____

10.14 Does the library offer password-free Web access via Wi-Fi all the hours the library is open?

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 Successful Retrieval of Electronic Information – Local _____

PART XIV - ACCURACY CERTIFICATION

Have you printed out a copy of the Accuracy Certification form?