2019 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 Owned (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 _____________________________
13.2 Website Visits - ____________________________

PART XIV - ACCURACY CERTIFICATION

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