### 2020 New Jersey Public Library Survey

**GENERAL INFORMATION**

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

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<td>* County Code ____________________</td>
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<td>* Population ____________________</td>
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<td>Municipality/County ____________________</td>
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*Street Address*

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*Mailing Address*

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<td>* County ____________________</td>
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<td>* Telephone Number ____________________</td>
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**Contact Person**

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**Governmental Districts**

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<tr>
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<td>State Legislative District _____________</td>
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<td>Federal Congressional District _____________</td>
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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 2020NJSL22APP 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) ____________________
7.1a LIBRARY VISITS REPORTING METHOD _____________________
7.2 * REFERENCE TRANSACTIONS PER YEAR ______________________
7.2a REFERENCE TRANSACTIONS REPORTING METHOD _____________

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 ______________________
7.26 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 YEAR BUILT ____________________
8.9 YEAR LAST RENOVATED ____________________
8.10 PUBLIC SERVICE HOURS PER YEAR ____________________
8.11 NUMBER OF WEEKS OPEN ____________________
8.12 NUMBER OF WEEKS OUTLET CLOSED DUE TO COVID-19 ____________________
8.13 NUMBER OF WEEKS OUTLET HAD LIMITED OCCUPANCY DUE TO COVID-19

_____________
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? ____________________

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 APPLYING 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)

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### 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 - _____________________________
13.3 Virtual Programs (subset of total programs) ______________
13.4 Virtual Program Attendance (subset of total program attendance) ______________
13.5 Total recordings of program content ______________
13.6 Total views of recorded program content ______________
13.7 Total views of recorded program content ______________
13.8 Closed Outlets Due to COVID-19 ______________
13.9 Public Services During COVID-19 ______________
13.10 Electronic Materials Added Due to COVID-19 ______________
13.11 Electronic Library Cards Issued Before COVID-19 ______________
13.12 Electronic Library Cards Issued During COVID-19 ______________
13.13 Reference Service During COVID-19 ______________
13.14 Outside Service During COVID-19 ______________
13.15 Live Virtual Programs During COVID-19 ______________
13.16 Recordings of Program Content During COVID-19 ______________
13.17 External WiFi Access Before COVID-19 ______________
13.18 External WiFi Access Added During COVID-19 ______________
13.19 External WiFi Access Increased During COVID-19 ______________
13.20 Staff Re-Assigned During COVID-19 ______________

PART XIV - ACCURACY CERTIFICATION

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