

2011 New Jersey Public Library Survey

GENERAL INFORMATION

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

A * County Code _____

B * Population _____

1 Municipality/County _____

*Street Address

2 Address _____

3 City _____

4 Zip _____

5 +4 _____

*Mailing Address

6 Address _____

7 City _____

8 Zip _____

9 +4 _____

10 * County _____

11 * Telephone Number _____

CONTACT PERSON

12 Name _____

13 Title _____

14 Telephone Number _____

15 Email _____

PART I - LIBRARY OPERATING INCOME

BROUGHT FORWARD

1.1 Municipal Funds Brought Forward _____

1.2 Other Funds Brought Forward _____

1.3 TOTAL BALANCE BROUGHT FORWARD (1.1 + 1.2) _____

LOCAL TAX SUPPORT

1.4 Municipal Appropriation _____

1.5 Additional Tax Support _____

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

Funding from other municipal and county taxing units (contracts for service,

1.7 purchase of library cards) _____

STATE AID

Per Capita

1.8 (Received Survey Year) _____

1.9 Emergency & Incentive Grant and Library Network _____

1.10 * TOTAL STATE AID (1.8 + 1.9) _____

FEDERAL

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

1.12 Other Federal, not LSTA _____

1.13 * TOTAL FEDERAL (1.11 + 1.12) _____

OTHER INCOME

1.14 * Operating income from gifts, fees etc. _____

* TOTAL AVAILABLE FUNDS, Survey Year (1.3 + 1.6 + 1.7 + 1.10 + 1.13 +

1.15 _____ 1.14) _

1.16 * OPERATING INCOME LESS BROUGHT FORWARD INCOME(1.15-1.3)

CAPITAL BUDGET INCOME FOR CURRENT YEAR (include budget transfers from prior year)

1.17 * Local Government Capital Income _____

1.18 * State Government Capital Income _____

1.19 * Federal Government Capital Income _____

1.20 * Other Capital Income _____

1.21 * CAPITAL INCOME ALL SOURCES (1.17 + 1.18 + 1.19 + 1.20)

1.22 Capital Funds Brought Forward _____

Municipality/County Application for State Aid

(Amounts must be copied exactly from copy of 2011 NJSL13 APP from municipality)

If you wish, [click here](#) to print a copy of the Municipality/County Application for State Library Aid.

Your municipality/county should fill it in and mail a copy to NJSL and a copy to you. Items 2a-7a in this report must agree with

items 2-7 on the form your municipality submitted to NJSL.

Part 1: Category of Expenditure

1.a Library Name _____

2.a Municipal budget expenditures to the library board: _____

3.a County Library dedicated Tax paid: _____

Additional amounts expended from municipal or county budgets for library

4.a purposes (Itemized statement detailing amounts must be attached to Certification

Sheet).

5.a TOTAL (2.a + 3.a + 4.a) _____

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

6a State Aid balances, all years _____

7a State Aid Balances in #6.a held for more than two years from receipt of funds

PART II - LIBRARY OPERATING EXPENDITURES

SALARIES AND WAGES (include all staff)

2.1 * (Local, Grants, and all Other Income) _____

2.2 * (Per Capita St. Aid) _____

FRINGE BENEFITS (include all staff)

2.3 * (Local, Grants, and all Other Income) _____

2.4 * (Per Capita St. Aid) _____

2.5 * TOTAL PERSONNEL, ALL SOURCES (2.1 + 2.2 + 2.3 + 2.4)

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

2.6 * (Local, Grants, and all Other Income) _____

2.7 * (Per Capita St. Aid) _____

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

2.8 * (Local, Grants, and all Other Income) _____

2.9 * (Per Capita St. Aid) _____

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

2.10 * (Local, Grants, and all Other Income) _____

2.11 * (Per Capita St. Aid) _____
OTHER LIBRARY MATERIALS (include binding & rebinding; exclude microforms)
2.12 * (Local, Grants, and all Other Income) _____
2.13 * (Per Capita St. Aid) _____
COMPUTER-READABLE MATERIALS (software, CD-ROM, downloadable video and audio, electronic services)
2.14 * (Local, Grants, and all Other Income) _____
2.15 * (Per Capita St. Aid) _____
2.16 * TOTAL MATERIALS, ALL SOURCES (2.6 through 2.15) _____
ALL OTHER LIBRARY OPERATING EXPENDITURES (Exclude items 2.19 to 2.22)
2.17 (Local, Grants, and all Other Income) _____
2.18 (Per Capita St. Aid) _____
COMPUTER COSTS (not hardware - see definition)
2.19 (Local, Grants, and all Other Income) _____
2.20 (Per Capita St. Aid) _____
PLANT OPERATION AND MAINTENANCE
2.21 (Local, Grants, and all Other Income) _____
2.22 (Per Capita St. Aid) _____
* TOTAL ALL OTHER OPERATING EXPENDITURES (2.17 + 2.18 + 2.19 + 2.20 + 2.21 + 2.22) _____
2.23 _____
2.24 * TOTAL OPERATING EXPENDITURES (2.5 + 2.16 + 2.23) _____
CAPITAL - BUDGET EXPENDITURES
2.25 * (Local, Grants, and all Other Income) _____
2.26 * (Per Capita St. Aid) _____
TOTAL PCSA SPENT SURVEY YEAR (2.2 + 2.4 + 2.7 + 2.9 + 2.11 + 2.13 + 2.27 + 2.15 + 2.18 + 2.20 + 2.22 + 2.26) _____
PART III - LIBRARY STAFF
NUMBER OF EMPLOYEES WORKING 35 HOURS PER WEEK OR MORE
3.1 Certified Professional Staff, Including Director _____
3.2 Janitorial Custodial, Security Staff Only _____
3.3 All Other Staff Not Included in 3.1 and 3.2 _____
3.4 TOTAL STAFF WORKING 35 OR MORE HOURS PER WEEK (3.1+3.2+3.3) _____

TOTAL YEARLY HOURS OF ALL EMPLOYEES. For each category, list all the budgeted hours of employees (full time and part time) for the year (example, two employees at 35 hours per week is equal to 3640 hours per year).
3.5 * Yearly Hours Professional Staff _____
3.6 * Yearly Hours Janitorial, Custodial, Security _____
3.7 * Yearly Hours All Other Staff Not Included in 3.5 and 3.6 _____
3.8 * TOTAL ANNUAL STAFF HOURS (3.5+3.6+3.7) _____
3.13 HOURS IN FULL-TIME WORK WEEK _____
VOLUNTEERS
3.17 Number of Volunteers per typical week _____
3.18 Volunteer hours per typical week _____
MINIMUM STANDARDS FOR FULL-TIME PROFESSIONAL DIRECTOR/EMPLOYEE MET (YES = 1; NO = 0;
TOTAL OF 3.19 THROUGH 3.22 MAY BE "0", BUT NOT MORE THAN "1")

Population 7,500 or more employs director with NJ Librarian certification whose
3.19 workweek is at least 35 hours. _____
Population between 7,500 and 9,999 exempted from above as current director
3.20 (minimum 30 hour workweek) was hired before 2000 as per NJAC 15:21-2.4: 2: i.

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

PART IV - LIBRARY COLLECTIONS

Purchased Survey Year
4.51 Print Books Purchased Survey Year (Volumes) _____
E-Books Purchased Survey Year/Access Rights (VOLUMES) (count only items
4.52 appearing in library's OPAC) _____
4.53 Audio Purchased Survey Year - Music (Volumes) _____
4.54 Audio Purchased Survey Year - Spoken (Volumes) _____
4.55 Video Purchased Survey Year (Volumes) _____
4.56 Serial Subscriptions Purchased Survey Year - Print (Titles) _____
Serial Subscriptions Purchased Survey Year - Electronic (Titles) (must be cataloged
4.57 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) _____
E-Books Owned/Access Rights End of Survey Year (Volumes) (count only items
4.63 appearing in library's OPAC) _____
4.64 Audio Owned End of Survey Year - Music (Volumes) _____
4.65 Audio Owned End of Survey Year - Spoken (Volumes) _____
4.66 Video Owned End of Survey Year (Volumes) _____
4.67 Serial Back Files Owned End of Survey Year - Print (Volumes) _____

4.68 * Databases Owned/Access Rights End of Survey Year _____
4.69 Other Materials (Volumes) _____
4.70 TOTAL VOLUMES Owned End of Survey Year (4.62:4.69) _____
4.71 TOTAL TITLES OWNED (OPTIONAL) _____
4.72 Total volumes on long-term loan to another administrative entity _____

4.73 * Databases Purchased Through Cooperative (breakout of 4.68 for IMLS)

PART V - LIBRARY CIRCULATION

DIRECT CIRCULATION OF ALL MATERIALS TO LIBRARY USERS (Exclude materials
provided to other libraries)
5.1 Total Adult Circulation _____

5.2 * Total Children's Circulation _____

* TOTAL CIRCULATION (exclude materials provided to other libraries) (5.1 + 5.3 5.2) _____

5.4 Reciprocal Borrowing Circulation (optional) _____

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

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

INTERLIBRARY LOANS RECEIVED FROM OTHER LIBRARIES (different trustee board)

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

5.12 % of circulation of non-print materials _____

5.13 % Circulation of Electronic Material (optional) _____

PART VI - LIBRARY HOURS

PUBLIC SERVICE HOURS

TOTAL HOURS PER WEEK THE MAIN LIBRARY IS OPEN TO PUBLIC

6.1 _____ (whole numbers only) _

6.3 TOTAL DAYS PER WEEK THE MAIN LIBRARY IS OPEN TO THE PUBLIC

EVENINGS (6:00 p.m. to 8:00 p.m. minimum) PER WEEK THE MAIN

6.5 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

NUMBER OF COMPUTERS FOR PUBLIC USE (INCLUDE OPAC, INTERNET

7.23 ETC.) _____

7.24 NUMBER OF COMPUTERS WITH INTERNET ACCESS FOR PUBLIC USE

7.25 NUMBER OF USERS OF PUBLIC INTERNET COMPUTERS PER YEAR

PROGRAMS AND PRESENTATIONS

* NUMBER OF LIBRARY PROGRAMS FOR CHILDREN (AGE 14 AND

7.50 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 _____

* TOTAL ATTENDANCE AT LIBRARY-SPONSORED PROGRAMS (7.53 +

7.55 7.54) (automatic sum) _____

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

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

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

7.57 Number of Community-sponsored Programs for Adults _____

TOTAL COMMUNITY-SPONSORED PROGRAMS (7.56 + 7.57) (automatic

7.58 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 _____

TOTAL ATTENDANCE AT COMMUNITY-SPONSORED PROGRAMS (7.59 +

7.61 _____ 7.60) (automatic sum) _

TOTAL LIBRARY AND COMMUNITY-SPONSORED PROGRAMS (7.52

7.62 +7.58) (automatic sum) _____

TOTAL ATTENDANCE AT LIBRARY AND COMMUNITY-SPONSORED

7.63 PROGRAMS (7.55+7.61) (automatic sum) _____

PART VIII - SERVICE OUTLETS

8.1 * MAIN LIBRARY _____

8.2 * NUMBER OF BRANCHES _____

8.3 * NUMBER OF BOOKMOBILES _____

8.4 NUMBER OF BOOKMOBILES STOPS ANNUALLY _____

8.5 * SQUARE FOOTAGE (MAIN LIBRARY) _____

8.6 * NAME OF BRANCH _____

8.7 * SQUARE FOOTAGE (BRANCH) _____

PART IX - SALARY AND HOURLY INFORMATION BUDGETED

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

9.1 Director's Annual Salary _____

9.2 ANNUAL Full Time (35 hours or more per week) Entry-level M.L.S. SALARY

9.3 HOURLY Starting wage for Library Assistant _____

9.10 Director's Annual Salary if ALA Accredited and full time _____

PART X - ADDITIONAL PER CAPITA STATE AID QUESTIONS

Magazine and Newspaper Subscriptions Purchased Survey Year (Titles) (exclude

10.1 digital; exclude duplicates) _____

Does the library provide free access all hours the library is open from public PCs

10.2 and the library's webpage to the JerseyClicks icon (or direct links to the
JerseyClicks database)? _____

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

10.4 Does the library provide children's programming? _____

10.5 Is the library a member of a regional library cooperative? _____

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

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

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

Is the library reporting income and expenditures on a January to December fiscal
10.9 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?

Did library administration receive a copy of the municipality's/county's application?
Does the information input into the section "Municipality/County Application for

10.13 State Aid" (between Part I and Part II) match the municipality's/county's application?

PART XI - TRUSTEE/COMMISSIONER INFORMATION

11.1 NAME OF DIRECTOR _____

11.2 FSCS LIBNAME _____

11.3 ALTERNATE NAME OF APPLICATE LIBRARY (optional) _____

11.4 E-MAIL ADDRESS OF DIRECTOR _____

11.5 Director's phone number _____

11.6 Director's phone extension _____

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

11.7 Name of President: _____

11.8 Term Expires: _____

11.9 Home Address: _____

11.10 City, State, Zip _____

11.11 Telephone Number _____

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

11.12 Name _____

11.13 Home Address _____

11.14 City, State, Zip _____

11.15 Term Expires _____

Mayor And/Or Alternate

11.16 Name _____

11.17 Home Address _____

11.18 City, State, Zip _____

Superintendent of Schools And/Or Alternate

11.19 Name _____
11.20 Home Address _____
11.21 City, State, Zip _____

PART XII - MISCELLANEOUS AUTOMATIC SUMS
INCOME

12.1 *LOCAL GOVERNMENT REVENUE (1.6 + 1.7 for national reporting purposes) _____

EXPENDITURES

12.2 TOTAL EXPENDITURES SALARY AND WAGES (2.1 +2.2) _____

12.3 TOTAL EXPENDITURES EMPLOYEE BENEFITS (2.3 +2.4) _____

12.4 PRINT MATERIAL EXPENDITURES (2.6 +2.7 +2.8 +2.9) _____

12.5 ELECTRONIC MATERIALS EXPENDITURES (2.14 +2.15) _____

12.6 OTHER MATERIAL EXPENDITURES (2.10 +2.11 +2.12 + 2.13) _____

12.7 TOTAL CAPITAL EXPENDITURES (2.25 + 2.26) _____

12.8 PCSA SALARY & BENEFITS (2.2+2.4) _____

12.9 PCSA MATERIALS (2.7 + 2.9 + 2.11 + 2.13 + 2.15) _____

12.10 PCSA OTHER (includes capital) (2.18 + 2.20 +2.22 +2.26) _____

COLLECTION

12.11 TOTAL PRINT MATERIALS (4.62 + 4.67) _____

12.12 TOTAL AUDIO MATERIALS (4.64 +4.65) _____

12.13 * TOTAL DATABASES (4.68 + 22) _____

PROGRAMS

TOTAL LIBRARY AND COMMUNITY-SPONSORED CHILDREN'S

12.14 PROGRAMS (7.50+7.56) _____

TOTAL LIBRARY AND COMMUNITY-SPONSORED ADULT PROGRAMS

12.15 (7.51+7.57) _____

TOTAL ATTENDANCE AT LIBRARY AND COMMUNITY-SPONSORED

12.16 _____ CHILDREN'S PROGRAMS (7.53+7.59) _____

TOTAL ATTENDANCE AT LIBRARY AND COMMUNITY-SPONSORED

12.17 ADULT PROGRAMS (7.54+7.60) _____

12.18 TOTAL REGISTERED BORROWERS (7.21+7.22) _____

CHILDREN'S CIRCULATION AS A PERCENTAGE OF TOTAL

12.19 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

Report the total amount expended for materials purchased to provide materials for

13.1 populations using non-English materials (all formats) _____

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

13.2 English (13.1 divided by 2.16) _____

13.3 Does the library offer password-free Web access via Wi-Fi? _____

PART XIV - ACCURACY CERTIFICATION

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