



## New Jersey 2012 Annual Data Collection

### General Information

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**



	Current Year	Previous Year
1.1 Municipal Funds Brought Forward		
1.2 Other Funds Brought Forward		
1.3 Total Balance Brought Forward		
<b>Local Tax Support</b>		
1.4 Municipal Appropriation		
1.5 Additional Tax Support		
1.6 Total Local Tax Support		
1.7 Funding from other municipal and county taxing units		
<b>State Aid</b>		
1.8 Per Capita (Received Survey Year)		
1.9 Emergency & Incentive Grant and Library Network		
1.10 State Government Revenue		
<b>Federal Aid</b>		
1.11 LSTA		
1.12 Other Federal, not LSTA		
1.13 Federal Government Revenue		
<b>Other Income</b>		
1.14 Operating income from gifts, fees, etc.		
1.15 Total Available Funds, Survey Year		
1.16 Operating Income less Brought Forward Income		
<b>Capital Budget Income from Current Year (Include Budget transfers from prior year)</b>		
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		



1.22 Capital Funds Brought Forward		
<b>Joint/County/Municipal Library</b>		
1a. Library Name		
2.a Municipal Budget Expenditures for Library Purposes		
3.a County Library Dedicated Tax Paid		
4.a Additional Amounts Expended		
5.a Total Expenditures		
6.a Joint Lib - State Aid balances, all years		
7.a Total Aid Balances held for more than 2 years		
1b. Library Name		
2.b Municipal Budget Expenditures for Library Purposes		
3.b County Library Dedicated Tax Paid		
4.b Additional Amounts Expended		
5.b Total Expenditures		
6.b Joint Lib - State Aid balances, all years		
7.b Total Aid Balances held for more than 2 years		
1c. Library Name		
2.c Municipal Budget Expenditures for Library Purposes		
3.c County Library Dedicated Tax Paid		
4.c Additional Amounts Expended		
5.c Total Expenditures		
6.c State Aid balances, all years		
7.c Total Aid Balances held for more than 2 years		
1d. Library Name		
2.d Municipal Budget Expenditures for Library Purposes		
3.d County Library Dedicated Tax Paid		
4.d Additional Amounts Expended		



5.d Total Expenditures		
6.d State Aid balances, all years		
7.d Total Aid Balances held for more than 2 years		
<b>Part II - Library Operating Expenditures</b>		
<b>Salary &amp; Wages (Include all staff)</b>		
2.1 Local, Grants, and all Other Income		
2.2 Per Capita State Aid		
<b>Fringe Benefits Aid</b>		
2.3 Local, Grants, and all Other Income		
2.3a Fringe Benefits Processing Expenses/Overhead Paid to Municipality or County		
2.4 Per Capita State Aid		
<b>Staff Expenditures</b>		
2.5 Total Personnel, All Sources		
<b>Books (Include microform books; excludes serials, binding &amp; rebinding and nonprint)</b>		
2.6 Books - Local, grants, other		
2.7 Books - Per Capita State Aid		
<b>Serials (Subscriptions to newspapers, magazines and other serials, include print and microforms; exclude binding &amp; rebinding and items in electronic format. )</b>		
2.8 Serials - Local, grants, other		
2.9 Serials - Per Capita State Aid		
<b>Audiovisual Materials (Exclude microforms listed elsewhere and items in electronic format)</b>		
2.10 Audiovisual Mats - Local, grants, other		
2.11 Audiovisual Mats - Per Capita State Aid		
<b>Other Library Materials (Include binding &amp; rebinding; exclude microforms)</b>		
2.12 Other Mats - Local, grants, other		
2.13 Other Mats - Per Capita State Aid		



<b>Computer-Readable Materials (Software, CD-ROM, downloadable video and audio, electronic services)</b>		
2.14 Computer Readable Mats - Local, grants, other		
2.15 Computer Readable Mats - Per Capita State Aid		
<b>Total materials, all sources. (2.6 through 2.15)</b>		
2.16 Total Materials, all sources		
<b>All Other Library Operating Expenditures (Exclude items 2.19 to 2.22)</b>		
2.17 All Other Expenditures - Local, grants, other		
2.18 All Other Expenditures - Per Capita State Aid		
<b>Computer Costs</b>		
2.19 Computer Costs - Local, grants other		
2.20 Computer Costs - Per Capita State Aid		
<b>Plant Operation and Maintenance</b>		
2.21 Plant Operation and Maintenance - Local, grants, other		
2.21a Plant Operation and Maintenance Processing Expenses/Overhead Paid to Municipality or County		
2.22 Plant Operation and Maintenance - Per Capita State Aid		
<b>Operating Expenditures Total</b>		
2.23 Other Operating Expenditures		
2.24 Total Operating Expenditures		
<b>Capital - Budget Expenditures</b>		
2.25 Capital Budget Expenditures - Local, grants, other		
2.26 Capital Budget Expenditures - Per Capita State Aid		
<b>Total PSCA Spent Survey Year</b>		
2.27 Total PSCA Spent Survey year		
<b>Part III - Library Staff (Number of Employees Working 35 Hours per Week or More)</b>		
3.1 FT - Certified Professional Staff		



3.2 FT - Janitorial, Custodial, Security Staff Only		
3.3 FT - ALL Other Staff		
3.4 FT - Total Staff		
<b>Total Yearly Hours of All Employees</b>		
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 Total Yearly hrs - Certified Professional Staff		
3.6 Total Yearly hrs - Janitorial, Custodial, Security Staff Only		
3.7 Total Yearly hrs - All Other Staff Not included in Certified Staff or Custodial Staff		
3.8 Total Annual Staff Hours		
3.13 Hours in Full-time work week		
<b>Volunteers</b>		
3.17 Number of Volunteers in typical work week		
3.18 Volunteer hours in a typical work week		
<b>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')</b>		
3.19 Meets full time director status (yes/no) 7,500 pop		
3.20 Meets full time director status (yes/no) 7,500 to 9,999 pop		
3.21 Meets full time director status (yes/no) 5,000 to 7,499 pop		
3.22 Meets full time director status (yes/no) under 5,000 pop		
<b>Paid Staff (FTE)</b>		
3.50 FTE Professional Staff		
3.51 FTE All Other Paid Staff		
3.52 FTE Total Paid Staff		



<b>Part IV - Library Collections (Purchased Survey Year)</b>		
4.51 Print Books Purchased Survey Year		
4.52 E-books Purchased Survey Year		
4.53 Audio Purchased Survey Year - Music		
4.54 Audio Purchased Survey Year - Spoken		
4.55 Video Purchased Survey Year		
4.56 Serial Subscriptions Purchased Survey Year - Print		
4.57 Serial Subscriptions Purchased Survey Year- Electronic		
4.58 Databases Purchased Survey Year		
4.59 Other Materials Purchased Survey Year		
4.60 Total Volumes Purchased		
4.61 Total volumes purchased for other administrative entity		
<b>Owned End of Survey Year</b>		
4.62 Print Books Owned End of Survey Year		
4.63 E-Books Owned/Access Rights End of Survey Year		
4.64 Audio Owned End of Survey Year - Music		
4.65 Audio Owned End of Survey Year - Spoken		
4.66 Video Owned End of Survey Year		
4.67 Serial Back Files Owned End of Survey Year - Print		
4.68 Databases Owned/Access Rights End of Survey Year		
4.69 Other Materials (Volumes)		
4.70 Total Volumes Owned End of Survey Year		
4.71 Total Titles Owned		
4.72 Total volumes on Long-term loan to another administrative entity		



4.73 Databases Purchased Through Cooperative		
<b>Part V - Circulation (Direct Circulation of all Materials to Library Users. Exclude materials provided to other libraries.)</b>		
5.1 Total Adult Circulation		
5.2 Total Children's Circulation		
5.3 Total Circulation		
5.4 Reciprocal Borrowing Circulation		
<b>InterLibrary Loans Lent to Other Libraries (Books, photocopies, and other materials)</b>		
5.5 Interlibrary Loans Provided To Other Libraries		
<b>InterLibrary Loans Received from Other Libraries</b>		
5.7 Interlibrary Loans Received From Other Libraries		
<b>Circulation Percentages</b>		
5.12 % of circulation of non-print materials		
5.13 % Circulation of Electronic Materials		
<b>Part VI - Library Service Hours</b>		
<b>Public Service Hours</b>		
6.1 Total Hours Per Week the Main Library is Open to Public		
6.3 Total Days per Week Library is Open to Public		
6.5 Evenings (6:00 p.m. to 8:00 p.m. minimum) per Week the Main Library is Open to Public		
6.7 Main Library Open Some Weekend Hours?		
<b>What Weekend Days Are You Open?</b>		
6.8 Saturday		
6.9 Sunday		
<b>Total</b>		
6.10 Total Annual Public Service Hours		
<b>Part VII - Library Services</b>		





7.1 Library Visits Per Year		
7.2 Reference Transactions Per Year		
<b>Summer Reading</b>		
7.9 Summer Reading Club Participants		
7.10 Total Books Read		
<b>Registered Borrowers</b>		
7.21 Number of Registered Borrowers -Resident		
7.22 Number of Registered Borrowers- Non-resident		
<b>Computers</b>		
7.23 Number of Computers for Public Use		
7.24 Number of Computers with Internet Access for Public Use		
7.25 Number of Users of Public Internet Computers Per Year		
<b>Library Sponsored Programs &amp; Attendance</b>		
7.50 Number of Programs for Children		
7.501 Number of Programs for Young Adults		
7.51 Number of Programs for Adults		
7.52 Total Library Sponsored Programs		
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		
<b>Community Sponsored Programs &amp; Attendance</b>		
7.56 Number of Community Sponsored Programs for Children		



7.561 Number of Community Sponsored Programs for Young Adults		
7.57 Number of Community Sponsored Programs for Adults		
7.58 Total Community Sponsored Programs		
7.59 Attendance at Community Sponsored Programs for Children		
7.591 Attendance at Community Sponsored Programs for Young Adults		
7.60 Attendance at Community Sponsored Programs for Adults		
7.61 Total Attendance at Community Sponsored Programs		
<b>Library and Community Sponsored Program Totals</b>		
7.62 Total Library and Community Sponsored Programs		
7.63 Total Attendance at Library and Community-Sponsored Programs		
<b>Part VIII - Service Outlets</b>		
<b>Main Library</b>		
8.1 Main Library		
8.2 Number of Branches		
8.3 Number of Bookmobiles		
8.4 Number of Bookmobile stops annually		
8.5 Square Footage (Main Library)		
<b>Outlets</b>		
8.6 Name of Branch		
8.7 Square Footage (Branch)		
<b>Part IX - Salary and Hourly Information Budgeted</b>		
9.1 Director's Annual Salary		



9.2 Annual Full Time (35 hours or more per week) Entry-level MLS Salary		
9.3 Hourly Starting wage for Library Assistant		
9.10 Director's Annual Salary if ALA Accredited & Full Time		
<b>Part X - Additional Per Capita State Aid Questions</b>		
10.1 Magazine and Newspaper Subscriptions Purchased Survey Year		
10.2 Does the Library Provide free access to the JerseyClicks Icon?		
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 the regional cooperative?		
10.6 Report the Total Hours of the 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 on a January to December fiscal year?		
10.10 Web Address of Library		
10.11 Type of library		
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?		
<b>Part XI - Trustee/Comissioner Information</b>		



11.2 FSCS LIBNAME		
11.3 Alternate Name of Applicate Library		
<b>Library Director</b>		
11.1 Name of Director		
11.4 Email address of director		
11.5 Director's phone number		
11.6 Phone extension		
<b>Board of Trustees or County Library Commissioners for Current Year Not Survey Year</b>		
11.7 Name of President:		
11.9 Home Address		
11.10 City, State, Zip		
11.8 Term Expires:		
11.11 Telephone Number		
<b>Other Board Members</b>		
11.12 Name		
11.13 Home Address		
11.14 City, State, Zip		
11.15 Term Expires		
11.12 Name		
11.13 Home Address		
11.14 City, State, Zip		
11.15 Term Expires		
11.12 Name		
11.13 Home Address		
11.14 City, State, Zip		
11.15 Term Expires		
11.12 Name		





11.12 Name		
11.13 Home Address		
11.14 City, State, Zip		
11.15 Term Expires		
11.12 Name		
11.13 Home Address		
11.14 City, State, Zip		
11.15 Term Expires		
<b>Mayor &amp; Superintendent of Schools And/Or Alternates</b>		
11.16 Name		
11.17 Home Address		
11.18 City, State, Zip		
11.19 Name		
11.20 Home Address		
11.21 City, State, Zip		
<b>Part XII - Miscellaneous Automatic Sums</b>		
<b>Income</b>		
12.1 Local Government Revenue		
<b>Expenditures</b>		
12.2 Salaries & Wages Expenditures		
12.3 Employee Benefits Expenditures		
12.4 Print Materials Expenditures		
12.5 Electronic Materials Expenditures		
12.6 Other Materials Expenditures		
12.7 Total Capital Expenditures		
12.8 PCSA Salary and Benefits		
12.9 PCSA Materials		



12.10 PCSA Other		
<b>Collection</b>		
12.11 Total Print Materials		
12.12 Total Audio Materials		
12.13 Total Databases		
<b>Programs</b>		
12.14 Total Library and Community sponsored Children's programs		
12.15 Total Library and Community Sponsored Adult Programs		
12.16 Total Attendance at Library and Community Sponsored Children's programs		
12.17 Total Attendance at Library and Community Sponsored Adult Programs		
12.18 Total Registered Borrowers		
12.19 Children's Circulation as a Percentage of Total Circulation		
<b>Staff (FTE)</b>		
12.20 FTE Professional Staff for national statistics		
12.21 FTE All other paid Staff for national statistics		
12.22 FTE Total Paid Staff for national statistics		
<b>Part XIII - Optional Questions</b>		
13.1 Report the total amount expended for materials purchased to provide materials for populations using non-English materials (all formats)		
13.2 Percentage of materials budget used to purchase materials in languages other than English		
13.3 Does the library offer password-free Web access via Wi-Fi?		



13.4 Report the total number of furlough days		
13.5 Answer YES if the library received funding from the municipality/county and is responsible for the payment of all bills/expenses by issuing a check. Answer No if the municipality/county issues any check on behalf of the trustees.		

Annotations





<b>Outlets</b>	
8.6 Name of Branch	
8.7 Square Footage (Branch)	