

ANNUAL REPORT

State Aid	Yes
Are you a district consultant?	No

GENERAL INFORMATION

1. Library AUN/LIBID Number	924152045
2. Library Legal Name	CHESTER SPRINGS LIBRARY
3. Report Period Start Date	01/01/2019
4. Report Period End Date	12/31/2019
5. Mailing Address	1709 ART SCHOOL ROAD
6. City/Town	CHESTER SPRINGS
7. State	PA
8. Zip	19425
9. Street Address	1709 ART SCHOOL ROAD
10. City/Town	CHESTER SPRINGS
11. State	PA
12. Zip	19425
13. Library Telephone Number	6108279212
14. Year Library Founded	1977
15. Current Library Director's Name	Nancy Niggel
16. Current Library Director's Certification Level	PA Dept. of Education-Professional
17. PA Dept. of Education Professional Personnel ID (PPID) Number	3126107
18. Appointment Date of Current Library Director (MM/YYYY)	09/2018
19. Current Library Director's Email Address	nniggel@ccls.org
20. Library Region	SOUTHEAST
21. Library District	CHESTER
22. County	CHESTER
23. If the Library is Part of a Library System, Select the Library System Name	Chester County Library System
24. Is the Library Incorporated as a Pennsylvania Not-For-Profit Corporation?	Yes
25. Does the Library have 501(c)(3) tax-exempt status under IRS Code of 1986?	Yes
26. Is the Library a Department of County or Local Government?	No
27. WebPLUS Identification number	PA0358
28. Interlibrary Relationship Code	Member of a Federation or Cooperative
29. Legal Basis Code	Non-profit Association or Agency
30. Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
31. FSCS Public Library Definition	Yes
32. Geographic Code	Other
35. Population of all Municipalities Claimed for State Aid. System headquarters report zero unless claiming a portion of system population.	4,024

CHESTER SPRINGS LIBRARY 2019**Municipal Population - Forward changes to ra-stateaid@pa.gov**

Summary	1	4,024
	36a. Municipality name	36b. Population
	West Pikeland Township	4,024

Outlets

37. Did your Service Area Change From Previous Report? If YES contact the State Aid Office.	Yes
38. Number of Central Libraries	1
39. Number of Branches	0
40. Number of Bookmobiles.	0
41. Size of Main Library Building	2,250

Legislative Districts

Total number of State House legislative districts served ¹	1
Total number of State Senate legislative districts served ²	1
Total number of Federal House legislative districts served ³	1

State House

State House legislative district #	167
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State Senate

State Senate legislative district #	19
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Federal House

Federal House legislative district #	6
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SERVICES

42.Total registered Users at the end of the year	1,273
43.Public Service Hours Per Week for Reporting Library	50.00
44.Public Service Hours Per Weekend Period for Reporting Library	10.00
45a.Is this the Schedule For the Entire Year?	Yes
45b.If No, explain the alternate schedule. Give details of the dates, total hours and total weekend hours.	
46.Total Annual Public Service Hours For the Main Library	2,441.00
47.Total Annual Public Service Hours For All Outlets Combined. (main library, branches and bookmobiles)	2,441.00
48.Number of Weeks During the Year the Library is Open to the Public.	52
49.Reference Questions Received Annually	2,574
50.Annual Number of Library Visits	23,919

LIBRARY MATERIAL USE

51.Circulation of Children's Materials	19,343
52Circulation of Physical Items	31,147
52a.Circulation of Electronic Materials (e-books, video download, audio files)	16,776
52b.Total Circulation of Materials (Question 52 + 52a)	47,923
52c.Retrieval of Electronic Information	0
52d.Total Electronic Content Use	16,776
52e.Total Collection Use	47,923

PERSONNEL

53.What is the Base Number of Hours for Full Time Equivalent at the library? Pennsylvania library regulations require that a minimum of 35 hours per week be used in calculating full time equivalent (FTE) staff.	35.00
54.Hours Worked Per Week by all paid staff with an MLS from an ALA accredited program ⁴	37
55.Total ALA-MLS FTE Staffing (State standards)	1.06
56.Total ALA-MLS FTE Staffing (Federal reporting)	0.93
57.Hours Worked Per Week by all paid staff with MLS from a Non-ALA accredited program.	0
58.Total MLS Non-ALA FTE Staffing (State standards)	0.00
59.Total MLS Non-ALA FTE Staffing (Federal reporting)	0.00
60.Hours Worked Per Week by all paid staff with the Title of Librarian. (Do not include hours reported in Q54 and Q57)	0
61.Total FTE Staffing for Title of Librarian (State standards)	0.00
62.Total Librarian FTE Staffing (Federal reporting)	0.00
Total Librarian FTEs (State standard)	1.06
Total Librarian FTEs (Federal reporting)	0.93
63.Hours Worked Per Week by all Other Paid Staff (exclude janitorial, maintenance and security)	55
64.Total Other Paid Staff FTE Staffing (State standards)	1.57
65.Total Other Paid Staff FTE Staffing (Federal reporting)	1.38
66.Hours Worked Per Week by Volunteers whose responsibilities are related to the daily delivery of library service.	4
67.Total Volunteer FTE Staffing (State standards)	0.11
68.Total FTE Staffing for Library (State standards)	2.74
69.Hours Worked Per Week by Janitorial, Maintenance and Security Staff.	0
70.Total Janitorial, Maintenance and Security FTE Staffing (Federal reporting)	0.00
70a.Library Director - Hours Worked Weekly (New Question) ⁵	37.5
71.Total Hours of Continuing Education Attended by the Director	47.0
71a.Director's Continuing Education Documentation Upload	NNiggel_CEU_2019_ChesterSpringsLibrary_CCLS.pdf
72.All Paid Staff Working at Least 20 Hours Per Week are Required to Attend Six Hours of Continuing Education Every Two Years. Has this requirement been met?	Yes

73. Salary and Staff Information

Report filled positions as of the last day of the reporting period. If more than one staff person is responsible for more than one department, determine which responsibility is primary and report full-time data in that category, leaving the other categories blank. If there is more than one branch librarian, enter the data that most closely represents the typical branch librarian position.

AN ENTRY FOR "LIBRARY DIRECTOR - HOURS WORKED WEEKLY" IS MANDATORY.

	Current Annual Salary	PA Department of Education Certification Level	Gender	Number of Years in Position	Hours Worked Weekly
System Administrator					
Library Director	\$49,344	Professional	Female	1.25	37.50
District Consultant					
Branch Librarian					
Bookmobile Librarian					
Head of Reference					
Head of Tech. Services					
Head of Circulation					
Head of Children's Services					
Head of Interlibrary Loan					
Technology Coordinator					

Additional Staff Information

The following questions request the number of individuals that work in each category, not the calculated number of FTEs as requested above.

73a.How many individuals are employed as fulltime staff?	1
73b.How many individuals are employed as part time staff?	5
73c.How many individuals are considered to be regular volunteers at your library?	1

LIBRARY COLLECTION

This section collects data on selected types of materials. It does not cover all materials for which expenditures are reported. Report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

74.Cataloged Items at the End of the Current Annual Report Period	17,316
75.Print Materials	14,013
75a.Other Materials (Non-print) (New Question)	3,303
76.Electronic Books (E-Books)	29,663
77.Audio - Physical Units	1,384
78.Audio Downloadable Units	11,286
79.Video - Physical Units	1,881
80.Video - Downloadable Units	0
81.Current Periodical Titles - Print	18
82.Current Periodical Titles - Electronic	81
83.Total current periodical titles	99
84.Current Serial Subscriptions - Print, Including Duplicates	18
85.Local/Other Electronic Collections	21
86.State Electronic Collections	108

INTERLIBRARY LOAN

87.Interlibrary loan items provided to other libraries	27
88.Interlibrary loan items received from other libraries	51

ALL PROGRAMS

ALL PROGRAMS: Report all programs the library provided in this section, including STEM programs.

89a.Number of Annual Library Programs for Preschool Children (ages birth-5)	191
89b.Number of Annual Library Programs for Children (ages 6 - 11)	153
89.Children's Programs	344
90.Number of Annual Library Programs for Young Adults (ages 12 - 18) ⁶	16
91.Number of Annual Library Programs for Adults (ages 19+)	57
Total Annual Library Programs	417

All Program Attendance

92a.Preschool Children's Program Attendance (ages birth - 5)	3,432
92aa.Children's Program Attendance (ages 6 - 11)	2,871
92.Children's Program Attendance	6,303
93.Young Adult Program Attendance	168
94.Adult Program Attendance	548
Total Program Attendance	7,019

STEM Related Programs and Attendance

STEM PROGRAMS: STEM integrates the disciplines of Science, Technology, Engineering and Math into a learning activity.

Report all STEM programs the library provided in this section.

94a.Number of annual STEM programs for preschool children (ages birth - 5)	25
94aa.Number of annual STEM programs for children (ages 6 - 11)	89
94b.Number of annual STEM programs for young adults (ages 12 - 18)	5
94c.Number of annual STEM programs for adults (ages 19+)	2
94dChildren's STEM program attendance (ages birth - 5)	315
94ddChildren's STEM program attendance (ages 6 -11)	1,547
94e.Young adult STEM program attendance	61
94f.Adult STEM program attendance	64
Total Annual STEM Programs	121
Total Annual STEM Program Attendance	1,987

OTHER ELECTRONIC INFORMATION

95.Number of Internet Computers Provided by the Library For Use by General Public	3
96.Number of Uses (Sessions) of Public Internet Computers per Year	972
97.Does the Library Provide Wireless Internet Connection to the Public?	Yes
97a.Is a log-in required to access the wireless network?	No
98.Number of Sessions of Wireless Internet Connection per Year ⁷	640
98b.Report the "YEARLY" number of visits, by all users, to the library WEBSITE (New Question).	6,164
99.Does the Library have an "Acceptable Use Policy for the Internet" as set forth by the Child Internet Protection Act, Act 197, of the Commonwealth of Pennsylvania?	Yes
99a.Do you have a policy for the use of the wireless network?	Yes

LIBRARY BOARD

101.How Many Library Board Positions are Specified in the Library's By-laws?	7
102.Number of Current Library Board Members	7
103.Number of Current Library Board Members Appointed by Contributing Municipalities	1
103a.Name of the Library Board President	Melissa Geoghegan
103a.Board President's Address	1066 Bodine Road, Chester Springs, PA 19425
103a.Board President's Email	chesterspringslibrarytrustees@gmail.com
103a.Board President's Phone Number	(484) 639-2515

REVENUE

FEDERAL REVENUE

104.LSTA Revenue - Distributed to Other Libraries	\$0
105.LSTA Revenue - Received and Retained By Library/System	\$0
106.LSTA Revenue - Received and Retained From System or Other Libraries	\$0

Federal Employment Program

Summary		\$0
	107a. Source of Funds	107b. Amount
		\$0

Total Federal Employment Program

107c.Total Received - Federal Employment Program	\$0
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108.Total Federal Revenue Received for Major Renovations that do Not Add to Useable Floor Space, and/or for Major Furniture or Equipment Purchases	\$0
109.Total Other Federal Revenue	\$0
110.Total Federal Revenue	\$0

STATE REVENUE

111.State Aid to Public Libraries - Distributed to Other Libraries	\$0
112.State Aid to Public Libraries - Received and Retained By Library/System	\$0
112a.District Aid Received by District Library Center reported in Q112 (To be completed by DLC only)	\$0
113.State Aid to Public Libraries - Received and Retained From System or Other Libraries	\$21,710
114.Keystone Grant Revenue for Non-Routine Maintenance - Received and Retained by Library	\$0
115.Keystone Grant Revenue for Non-Routine Maintenance - Expended by Municipality on Behalf of the Library	\$0

CHESTER SPRINGS LIBRARY 2019

State Employment Program Revenue

Summary		\$0
	116a. Name of Funding Source	116b. Amount Received
		\$0

Total State Employment Program

116c.Total Received - State Employment Program	\$0
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Total State Revenue

117.Total State Revenue (Other than Keystone Funds) Received for Major Renovations that do Not Add to Useable Floor Space, and/or for Major Furniture or Equipment Purchases	\$0
118.Total Other State Revenue	\$0
119.Total State Revenue.	\$21,710

LOCAL GOVERNMENT REVENUE

Local Government Revenue - Received Directly from County, School District, or Municipality

Include all appropriations DIRECTLY received by the library from the COUNTY, SCHOOL DISTRICT, OR MUNICIPALITY (such as borough, city, or township).

SOURCE CODES (120a.iii):

AP = Direct appropriation not based on referendum or a set millage,

APM = Direct appropriation based on millage but not the result of a referendum,

TxREF = Library tax levied as a result of a referendum,

TxAUTH = Library tax levied by authority of the municipal officers without referendum.

Summary	1	1	1	0.3000	\$0	\$116,839
	120a.i Municipality, county or school district name	120a.ii Municipality type	120a.iii Source	120a.iv Millage amount received	120b. Amount distributed to other libraries	120c. Amount retained
	West Pikeland	Municipality	TxREF	0.3000	\$0	\$116,839

CHESTER SPRINGS LIBRARY 2019

Local Government Revenue - Received through System Headquarters or County library.

This section is to be completed by libraries which received local government funds through System Headquarters or a County library. Include the NAME of the System or Library, the NAME of the COUNTY where funds originated, and the AMOUNT received.

Summary	1	1	\$15,957
	121a.i Source Library Name	121a.ii Source County Name	121a.iii Amount Received
	Chester County Library	County of Chester	\$15,957

123.Total Local Government Revenue Received for Major Renovations that do Not Add to Useable Floor Space, and/or Major Furniture or Equipment Purchases	\$0
124.TOTAL LOCAL GOVERNMENT REVENUE	\$132,796
125.Revenue from School District included above	\$0

Revenue From Other Local Sources

126.Other Operating Revenue for Major Renovations that do Not Add to Useable Floor Space, and/or for Major Furniture or Equipment Purchases	\$0
127.Other Operating Revenue	\$31,993
128.Miscellaneous Revenue	\$0
129.TOTAL OTHER OPERATING REVENUE	\$31,993

TOTAL OPERATING REVENUE

130.TOTAL OPERATING REVENUE ALL ACCOUNTS	\$186,499
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BEGINNING BALANCES: Fields 131 through 136 are locked. Contact the State Aid Office with any changes.

131.LSTA Funds Beginning Balance	\$0
132.Other Federal Funds Beginning Balance	\$0
133.State Aid Funds Beginning Balance	\$0
134.Keystone Funds Beginning Balance	\$0
135.Other State Funds Beginning Balance	\$0
136.Local Operating Account Beginning Balance	\$75,436
137.TOTAL BEGINNING BALANCE	\$75,436

TRANSFER IN

138.LSTA Funds Transferred Into Operating Account From Other Accounts	\$0
139.Other Federal Funds Transferred Into Operating Account from Other Accounts	\$0
140.State Aid Funds Transferred Into Operating Account from Other Accounts	\$0
141.Keystone Funds Transferred Into Operating Account from Other Accounts	\$0
142.Other State Funds Transferred Into Operating Account from Other Accounts	\$0
143.Local Operating Funds Transferred Into Operating Account from Other Accounts	\$5,000
144.Total Funds Transferred into Operating Account from Other Accounts	\$5,000
145.TOTAL FUNDS AVAILABLE	\$266,935

EXPENDITURES

Operating expenditures are the current, on-going costs incurred in providing public library service. These include the salaries and benefits of personnel, collection expenditures, maintenance of equipment, furniture and physical plant.

SALARIES AND WAGES EXPENDITURES

146.Salary and Wage Expenditures For All Library Staff	\$81,381
147.Salary and Wage Expenditures By Employment Programs For Staff Provided to Library	\$0
148.TOTAL SALARIES AND WAGES	\$81,381

BENEFITS EXPENDITURES

149.Employee Benefit Expenditures For All Library Staff	\$17,850
150.Employee Benefit Expenditures By Employment Programs For Staff Provided to Library	\$0
151.TOTAL EMPLOYEE BENEFITS	\$17,850
152.TOTAL STAFF EXPENDITURES	\$99,231

CHESTER SPRINGS LIBRARY 2019**COLLECTION EXPENDITURES**

153.Collection Expenditures - Print Materials	\$10,347
154.Collection Expenditures - Electronic Materials	\$8,498
155.Collection Expenditures - Other Materials	\$5,686
156.Collection Expenditures - Internet Provider Connection Fees	\$0
157.Collection Expenditures - Library Collection Maintenance Supplies and Automation Costs	\$333
158.TOTAL COLLECTION EXPENDITURES (State standards)	\$24,864

OTHER OPERATING EXPENDITURES

159.Expenditures for Major Renovations that do Not Add to Useable Floor Space, and/or Major Furniture or Equipment Purchases ⁸	\$3,581
160.Other Operating Expenditures	\$33,254
161.Mortgage Principal Paid	\$0
162.Rent to Supporting Municipality and Cost of Raising Money	\$278
162a.Rent to Source that is NOT a Municipality	9,350
162b.District Expenditures included in operating expenditures (Completed by DLC ONLY - Not to exceed district funding)	\$0
163.Total Other Operating Expenditures (State Standard)	\$46,463
164.Total Other Operating Expenditures (Federal reporting)	\$43,215
165.Total Operating Expenditures (State Standards)	\$170,558
166.TOTAL OPERATING EXPENDITURES	\$166,977

ONE-TIME, NON-RECURRING EXPENDITURES

167.Did the Library Have any One-time, Non-recurring Expenditures of Local Funds During the Report Period? ⁹	Yes
167a.If YES enter total amount of non-recurring expenditures and a note of explanation.	3,581

TRANSFERS OUT

168.Funds Transferred from Operating Account to Bookmobile Replacement Fund	\$0
169.LSTA Funds Transferred from Operating Account Into Other Accounts	\$0
170.Other Federal Funds Transferred from Operating Account into Other Accounts	\$0
171.State Aid Funds Transferred from Operating Account into Other Accounts	\$0
172.Keystone Funds Transferred from Operating Account into Other Accounts	\$0
173.Other State Funds Transferred from Operating Account into Other Accounts	\$0
174.Local Operating Funds Transferred from Operating Account into Other Accounts	\$26,540
175.Total Funds Transferred from Operating into Other Accounts	\$26,540

FINANCIAL SUMMARIES

SUMMARY OF ACCOUNTS

Beginning Balance + Transfers In + Revenue - Total Expenditures - Transfers Out = Ending Balance

Please enter the total expenditure for each row. If no expenditure, enter 0.

	Beginning Balance	Transfers In	Revenue	Total Expenditures	Transfer Out	Ending Balance
LSTA	\$0	\$0	\$0	\$0	\$0	\$0
Other Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0
State Aid	\$0	\$0	\$21,710	\$21,710	\$0	\$0
Keystone	\$0	\$0	\$0	\$0	\$0	\$0
Other State Funds	\$0	\$0	\$0	\$0	\$0	\$0
Local Operating	\$75,436	\$5,000	\$164,789	\$148,848	\$26,540	\$69,837
Total	\$75,436	\$5,000	\$186,499	\$170,558	\$26,540	\$69,837

CAPITAL REVENUE

177.Capital Revenue - Federal Funds	\$0
178.Capital Revenue - State Funds - Other than Keystone	\$0
179.Capital Revenue - State Funds - Keystone	\$0
180.Capital Revenue - Local Government Funds	\$0
181.Capital Revenue - Other Local Funds	\$5,074

CHESTER SPRINGS LIBRARY 2019

CAPITAL EXPENDITURES

182.Capital Expenditures - Keystone	\$0
183.Capital Expenditures -Other	\$0
184.Total Capital Expenditures	\$3,581

OTHER ACCOUNTS

185.Total of All Trust Funds and Endowments	\$317,824
186.Total Amount of Trust Funds and Endowments that is Restricted	\$0
187.Total of All Other Local Funds	\$39,546

Certification of Estimated Costs

Certification of Estimated Costs. In instances where a library shares utilities, supplies, janitorial or other services with a municipality or some other agency, without paying for them, the value of these items may be calculated and included as part of local financial effort. 22 PA Code § 131.59 A copy of the Certification of Estimated Costs (CEC) document is available on the LibPAS login page. Print a copy of the form for each contributing entity listed and give to municipality/agency to complete. Enter the total estimated cost as calculated in column 2 of the CEC document here. Submit the completed CEC document, with original signature and seal, as part of the library's supporting documentation. (Formerly question 224.)

Summary		\$0
	188.a Name of Contributing Entity	188.b Amount
		\$0

GIFTS

Summary				\$0
	189.a Gifts Purchased Specifically for the Library - Description	189.a.i For any Gifts described as 'Other' in 189.a, please give details below.	189.b Gifts Purchased Specifically for the Library - Donor	189.c Gifts Purchased Specifically for the Library - Amount
Gifts Purchased Specifically for the Library				\$0

LOCAL FINANCIAL EFFORT CALCULATIONS

Adjusted Total Operating Figure for Local Financial Effort

A.Total Operating Expenditure	\$170,558
B.Mortgage Principal	\$0
C.10% of Total Operating Expenditure	\$17,056
D.Mortgage Adjustment	\$-17,056
E.Mortgage Allocation: If line B is greater than line C, enter the amount from line D. If line B is less than line C, enter 0	\$0
F.Bookmobile Funds	\$0
G.LFE Operating Expenditures	\$170,558

Credits Toward Local Financial Effort

H.Total Capital Expenditure	\$0
I.Capital Expenditure Credit: Enter line C or line H, whichever is less.	\$0
J.Gifts Purchased	\$0
K.Total LFE Credits	\$0

Deductions From Local Financial Effort

L.State Aid Expended	\$21,710
M.LSTA Expended	\$0
N.Keystone Funds Expended	\$0
O.Rent to Muncipalities	\$278
P.Total LFE Deductions	\$21,988

Subtotal Local Financial Effort

Q.Subtotal LFE	\$148,570
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Estimated Shared Costs Credit

R.Estimated Shared Costs	\$0
S.Maximum Allowable Shared Cost Credit	\$26,218
T.Credit for Estimated Costs: Enter line R or line S, whichever is less.	\$0

Total Local Financial Effort

U.Total Local Financial Effort	\$148,570
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BRANCH REPORT

Does the library have a branch or branches?	No
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BOOKMOBILE REPORT

Does the library have a bookmobile or bookmobiles?	No
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¹, Rep Howard, District 167(0-2020-02-18)

², Sen Dinniman, District 19(0-2020-02-18)

³, Rep Houlahan, District 6(0-2020-02-18)

⁴, 54. Library Director is required to work 37.5 hours weekly as per the personnel policy, but pay period is 35 hours per week.(0-2020-02-13)

⁵, 70a. Library Director is required to work 37.5 hours weekly as per the personnel policy, but pay period is 35 hours per week.(0-2020-02-13)

⁶, 90. Even though the amount of programs is lower, the attendance is higher. The previous programmer favored smaller groups per program.(0-2020-02-13)

⁷, 98. This is a partial year of data. July 2019 to December 2019. (July - 100, August - 77, September - 125, October - 112, November - 140, and December - 86)(0-2020-02-19)

⁸, 159. Renovation, furniture, computer equipment(0-2020-02-27)

⁹, 167. Renovation, furniture, computer equipment(0-2020-02-27)