

**REPORT DETAILS**

Complete all data elements to the best of your ability. All significant changes from the previous period must be accompanied with an external public annotation. For more information, visit the Annual Report 2023 Overview and FAQ LibGuide. Gray cells with prefilled information are locked and can only be changed by the State Aid Office. If changes are required in any of these data elements, please reach out to the State Aid Office at [ra-stateaid@pa.gov](mailto:ra-stateaid@pa.gov).

|   |  |
|---|--|
| Report Period Start Date                  | 01/01/2023   |
| Report Period End Date                    | 12/31/2023   |
| Person coordinating/completing the report | Nancy Niggel   |
| Contact Email Address                     | <a href="mailto:nniggel@ccls.org">nniggel@ccls.org</a> |
| Contact Phone Number                      | 610-827-9212   |

**A. GENERAL INFORMATION**

|   |   |
|---|---|
| A-1Library LIBID Number   | 924152045   |
| A-2Library Legal Name   | CHESTER SPRINGS LIBRARY   |
| A-3Mailing Address  | 1709 ART SCHOOL ROAD  |
| A-4City/Town  | CHESTER SPRINGS   |
| A-5State  | PA  |
| A-6Zip  | 19425   |
| A-7Physical Street Address  | 1709 ART SCHOOL ROAD  |
| A-8City/Town  | CHESTER SPRINGS   |
| A-9State  | PA  |
| A-10Zip   | 19425   |
| A-11Library Region  | SOUTHEAST   |
| A-12Library District  | CHESTER   |
| A-13County  | CHESTER   |
| A-14Library Telephone Number  | 6108279212  |
| A-15Year Library Founded  | 1977  |
| A-16Library Website URL   | <a href="https://www.chesterspringslibrary.org">https://www.chesterspringslibrary.org</a> |
| A-17Library System Status   | Chester County Library System   |
| A-18Entity Type   | Non-profit 501(c)(3) - Library has 501(c)(3) designation from IRS.                        |
| A-19Is the Library Incorporated as a Pennsylvania Not-For-Profit Corporation? | Yes   |
| A-20Library's EIN   | 232655912   |
| A-21Library's UEI Number  | UPFFBDJUZ5C8  |
| A-22WebPLUS Identification number   | PA0358  |
| A-23Interlibrary Relationship Code  | Member of a Federation or Cooperative   |
| A-24Legal Basis Code  | Non-profit Association or Agency  |
| A-25Administrative Structure Code   | Administrative Entity with a Single Direct Service Outlet                                 |
| A-26FSCS Public Library Definition  | Yes   |
| A-27Geographic Code   | Minor Civil Division [MCD] (e.g., town, township), entirety                               |
| A-28.Library Type   | System Member Library   |

**B. SERVICE AREA**

|   |       |
|---|-------|
| Population of all Municipalities Claimed for State Aid. System headquarters report zero unless claiming a portion of system population. | 4,024 |
|---|-------|

**Municipal Population - Forward changes to ra-stateaid@pa.gov**

|         |                        |                 |
|---------|------------------------|-----------------|
| Summary | 1                      | 4,024           |
|         | B-1a Municipality name | B-1b Population |
|         | West Pikeland Township | 4,024           |

**Outlets**

|   |       |
|---|-------|
| B-2Did your Service Area Change From Previous Report? | No    |
| B-3Number of Central Libraries                        | 1     |
| B-4Number of Branches                                 | 0     |
| B-5Number of Bookmobiles.                             | 0     |
| B-6Size of Main Library Building                      | 2,250 |

**Legislative Districts**

|   |     |
|---|-----|
| B-7Total number of State House legislative districts served   | 2   |
| B-7aState House legislative district #                        | 167 |
| B-7aState House legislative district #                        | 155 |
| B-8Total number of State Senate legislative districts served  | 1   |
| B-8aState Senate legislative district #                       | 44  |
| B-9Total number of Federal House legislative districts served | 1   |
| B-9aFederal House legislative district #                      | 6   |

**C. GENERAL SERVICES**

|   |  |
|---|--|
| C-1Number of Weeks During the reporting year the Library was Open to the Public.  | 52                                       |
| C-2Total Annual Public Service Hours For the Main Library <sup>1</sup>  | 2,432.00                                 |
| C-2alf the library has branches, enter the name of the library that is considered the main library.   |  |
| C-3Public Service Weekly Hours Open for Reporting Library (Monday-Sunday)   | 48.00                                    |
| C-3aPublic Service Weekend Hours Open included in Weekly Hours. (Saturday-Sunday)   | 8.00                                     |
| C-4Does the library take advantages of the ten week hour reduction option during periods when community -use patterns warrant?  | No                                       |
| C-4aStart date of ten-week reduced hours - use pop-up calendar or enter in mm/dd/yyyy format  |  |
| C-4bEnd date of ten-week reduced hours - use pop-up calendar or enter in mm/dd/yyyy format  |  |
| C-4cPublic Service Weekly Hours Open during reduced ten week period. (Monday - Sunday)  |  |
| C-4dPublic Service Weekend Hours Open during reduced ten week period included in Weekly Hours. (Saturday-Sunday)  |  |
| C-5Annual Number of Library Visits <sup>2</sup>   | 18,775                                   |
| C-5aLibrary Visits Reporting Method <sup>3</sup>  | Annual Count                             |
| C-6Reference Questions Received Annually <sup>4</sup>   | 3,068                                    |
| C-6aReference Transactions Reporting Method   | Annual Estimate Based on Typical Week(s) |
| C-7As of the end of the reporting period (December 31 or June 30), did the library charge overdue fines to any users when they failed to return physical print materials by the due date? | Yes                                      |

**D. COVID SERVICES**

As of reporting period 2023, this information is no longer being collected for national or state statistics.

Previous Description: All COVID SERVICES questions must be answered. If the library was never closed due to COVID-19 at any point in the reporting year 2022, select the N/A box for questions D-2 to D-9. A library is considered physically closed when the public cannot access any library buildings, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or "curbside" services outside the building.

**E. 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.

|   |        |
|---|--------|
| E-1Cataloged Items as of December 31, 2023 <sup>5</sup>                     | 16,264 |
| E-2Print Materials - excluding magazines/periodicals                        | 13,820 |
| E-3Number of Current Print Periodical Titles (Subscriptions) <sup>6</sup>   | 12     |
| E-4Electronic Books (E-Books) - excluding magazine/periodicals <sup>7</sup> | 56,921 |
| E-5Current Electronic Periodical Titles (Subscriptions) <sup>8</sup>        | 137    |
| E-6Audio - Physical Units <sup>9</sup>                                      | 973    |
| E-7Video - Physical Units <sup>10</sup>                                     | 1,241  |
| E-8Other Physical Materials <sup>11</sup>                                   | 230    |
| E-9TOTAL Physical Items in the Collection - excluding periodicals           | 16,264 |
| E-10TOTAL Current Periodical Titles   | 149    |
| E-11Audio Downloadable Units <sup>12</sup>                                  | 34,261 |
| E-12Video - Downloadable Units <sup>13</sup>                                | 4,127  |
| E-13Local/Other Electronic Collections <sup>14</sup>                        | 26     |
| E-14State Electronic Collections  | 115    |
| E-15TOTAL Electronic Collections  | 141    |

**F. LIBRARY USAGE**

|   |        |
|---|--------|
| F-1Registered users as of December 31, 2023   | 1,415  |
| F-2Circulation of Physical Items  | 29,403 |
| F-3Circulation of Other Physical Items (wi-fi hotspots, tools, boardgames, etc.) <sup>15</sup>                  | 80     |
| F-4Circulation of Electronic Materials (e-books, video download, audio files) <sup>16</sup>                     | 32,330 |
| F-5Total Circulation of Physical and Electronic Materials   | 61,813 |
| F-6Circulation of Children's Materials - included within Total Circulation of Physical and Electronic Materials | 19,621 |
| F-7Retrieval of Electronic Information <sup>17</sup>  | 0      |
| F-8Total Electronic Content Use   | 32,330 |
| F-9Total Collection Use   | 61,813 |

**Interlibrary Loan**

|  |       |
|--|-------|
| F-10 Interlibrary loan items provided to other libraries <sup>18</sup> | 7,113 |
| F-11 Interlibrary loan items received from other libraries             | 6,795 |

**Computer and Internet Use**

|   |              |
|---|--------------|
| F-12 Number of Internet Computers Provided by the Library For Use by General Public   | 3            |
| F-13 Number of Uses (Sessions) of Public Internet Computers per Year <sup>19</sup>  | 490          |
| F-13a Reporting Method for Number of Uses of Public Internet Computers Per Year <sup>20</sup>   | Annual Count |
| F-14 Does the Library have an Acceptable Use Policy for the Internet as set forth by the Child Internet Protection Act of the Commonwealth of Pennsylvania? | Yes          |
| F-15 Does the Library Provide Wireless Internet Connection to the Public?   | Yes          |
| F-16 Does the library have a policy for the use of the wireless network?  | Yes          |
| F-17 Is a log-in required to access the library's wireless network?   | Yes          |
| F-18 Number of Sessions of Wireless Internet Connection per Year <sup>21</sup>  | 1,900        |
| F-18a Reporting Method for Wireless Sessions  | Annual Count |
| F-19 Report the YEARLY number of visits, by all users, to the library WEBSITE. <sup>22</sup>  | 6,019        |

**G. PERSONNEL**

Report figures as of the last day of the fiscal year (December 31, 2023). Include vacant positions that are currently being advertised to fill. "Currently being advertised to fill" means that the position's job announcement has been published and the library is actively seeking to fill the position by soliciting applications, reviewing resumes, and/or conducting interviews.

|   |       |
|---|-------|
| G-1What is the base number of hours to be considered a Full-Time employee at the library?   | 37.50 |
| G-2How many individuals are employed as fulltime staff?   | 2.00  |
| G-3How many individuals are employed as part time staff? <sup>23</sup>  | 5.00  |
| G-4How many individuals are considered to be regular volunteers at your library?  | 1.00  |
| G-5Hours Worked Per Week by all paid staff with an MLS from an ALA accredited program - as of December 31, 2023. <sup>24</sup>                | 75.00 |
| G-6Hours Worked Per Week by all paid staff with MLS from a Non-ALA accredited program - as of December 31, 2023.                              | 0.00  |
| G-7Hours Worked Per Week by all paid staff with the Title of Librarian - as of December 31, 2023.   | 0.00  |
| G-8Hours Worked Per Week by all Other Paid Staff - as of December 31, 2023. (exclude janitorial, maintenance and security) <sup>25</sup>      | 58.00 |
| G-9Hours Worked Per Week by Volunteers whose responsibilities are related to the daily delivery of library service - as of December 31, 2023. | 2.00  |
| G-10Hours Worked Per Week by Janitorial, Maintenance and Security Staff - as of December 31, 2023.  | 0.00  |
| G-11Hours Worked Per Week by State or Federal Employment Program Workers.   | 0.00  |

**State Reporting Totals**

|  |      |
|--|------|
| G-12State Standard - Total ALA-MLS FTE Staffing                | 2.14 |
| G-13State Standard - Total MLS Non-ALA FTE Staffing            | 0.00 |
| G-14State Standard - Total FTE Staffing for Title of Librarian | 0.00 |
| G-15State Standard - Total Librarian FTEs                      | 2.14 |
| G-16State Standard - Total Other Paid Staff FTE Staffing       | 1.66 |
| G-17State Standard - Total Volunteer FTE Staffing              | 0.06 |
| G-18State Standard - Total Employment Program FTE Staffing     | 0.00 |
| G-19State Standard - Total FTE Staffing for Library            | 3.86 |

## CHESTER SPRINGS LIBRARY 2023

### Federal Reporting Totals

|  |      |
|--|------|
| G-20Federal Reporting - Total ALA-MLS FTE Staffing | 1.88 |
| G-21Federal Reporting - Total Librarian FTEs       | 1.88 |
| G-22Federal Reporting - Total Other paid staff     | 1.45 |
| G-23Federal Reporting - Total Staff FTE            | 3.33 |

### Library Director

Enter data for this sub-section as of the current date.

File Naming Structure for Certification extensions/progress reports:

If you do not have a certification extension request on file, please upload your certification extension request.

File Name Structures:

Certification Extension: Dir-Cert-Ext-Your Last Name-Your First Name-Current Year

Example: Dir-Cert-Ext-Doe-Jan-2024

If you have a certification extension report on file, please upload your certification progress report.

File Name Structures:

Certification Progress Report: Dir-Cert-PR-Your Last Name-Your First Name-Current Year

Example: Dir-Cert-PR-Doe-Jon-2024

|   |                                    |
|---|------------------------------------|
| G-24Current Library Director's Name   | Nancy Niggel                       |
| G-25Current Library Director's Certification Level  | PA Dept. of Education-Professional |
| G-25aCurrent Library Director's PA Dept. of Education Professional Personnel ID (PPID) Number   | 3126107                            |
| G-26Certification Extension Request or Certification Progress Report. Select Data Element number to see File Naming Structure requirements. | N/A                                |
| G-27Appointment Date of Current Library Director (MM/YYYY)  | 09/2018                            |
| G-28Current Library Director's Email Address  | NNIGGEL@CCLS.ORG                   |
| G-29Is the library director paid to work at least 35 hours per week?  | Yes                                |
| G-30How many hours does the library director work weekly, on premises, while the library is open to the public?                             | 40.0                               |
| G-31Total Hours of Continuing Education Attended by the Director  | 21.0                               |
| G-31aDirector's Continuing Education Documentation Upload   | CE-NIGGEL-NANCY-2023.pdf           |
| G-32Have all paid staff working at least 20 hours per week attended at least six hours of continuing education every two years?             | Yes                                |



**CHESTER SPRINGS LIBRARY 2023****Detailed 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.

|                             | G-33a. Current Annual Salary | G-33b. PA Department of Education Certification | G-33c. Number of Years in Position | G-33d. Hours Worked Weekly |
|-----------------------------|------------------------------|---|------------------------------------|----------------------------|
| System Administrator        |                              |   |                                    |                            |
| Library Director            | \$56,567                     | Professional                                    | 5.25                               | 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      |                              |   |                                    |                            |

**H. PROGRAMMING**

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

Include: All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event. Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school. Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library. Program sessions with attendance of zero or one if they were intended for a group.

Exclude: Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff. Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market. Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentation. Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book. Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. Passive or self-directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete - Report these items in Passive/Self-directed section.

**Live Program Sessions**

|  |     |
|--|-----|
| H-1.Number of Live Program Sessions for Preschool Children (ages birth- 5)       | 178 |
| H-2Number of Live Program Sessions for Children (ages 6 - 11)                    | 100 |
| H-3Number of Live Program Sessions for Young Adults (ages 12 - 18) <sup>26</sup> | 1   |
| H-4Number of Live Program Sessions for Adults (ages 19+)                         | 139 |
| H-5Number of Live General Interest Program Sessions <sup>27</sup>                | 0   |
| H-6Total Number of Live Program Sessions   | 418 |

**CHESTER SPRINGS LIBRARY 2023****Location of Live Program Sessions**

|   |     |
|---|-----|
| H-7Of the Total Live Program Sessions, how many were held In-Person, Onsite, with no live streaming?                                | 398 |
| H-8Of the Total Live Program Sessions, how many were held In-Person, Offsite, with no live streaming?                               | 17  |
| H-9Of the Total Live Program Sessions, how many were held either on-site or off-site with a live streaming, Virtual Program option? | 3   |
| H-10Total Live Program Sessions by Location - Should equal Total Number of Live Program Sessions.                                   | 418 |

**Attendance of Live Program Sessions**

|   |       |
|---|-------|
| H-11Attendance at Live Programs for Children (ages birth - 5)                 | 4,441 |
| H-12Attendance at Live Programs for Children (ages 6 - 11) <sup>28</sup>      | 3,399 |
| H-13Attendance at Live Programs for Young Adults (ages 12- 18). <sup>29</sup> | 18    |
| H-14Attendance at Live Programs for Adults ( ages 19 and older)               | 997   |
| H-15Attendance at Live General Interest Program (mixed or all age groups).    | 117   |
| H-16Total Attendance at Live Programs   | 8,972 |

**Attendance by Location of Live Program Sessions**

|   |       |
|---|-------|
| H-17Of the Total Live Program Attendance, how many people attended Onsite In-Person?  | 7,898 |
| H-18Of the Total Live Program Attendance, how many people attended Offsite In-Person? | 1,063 |
| H-19Of the Total Live Program Attendance, how many people attended virtually?         | 11    |
| H-20Total Attendance by Location - Should equal Total Attendance at Live Programs     | 8,972 |

**Recorded Programs**

A RECORDED (asynchronous) program presentation is any RECORDING of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming).

|  |   |
|--|---|
| H-21Total Number of Recorded Program Presentations <sup>30</sup> | 0 |
| H-22Total Views of Recorded Program Presentations within 30 Days | 0 |

**Self-Directed or Passive Learning Activities**

These activities do not meet the federal definition of a program and should not be included in the previous programming section.

A self-directed activity is a planned, independent activity available for a definite time period which introduces individuals participating to any of the broad range of library services or activities which directly provide information to participants. Activities may cover use of the library, library services, or library tours. Activities may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Activities differ from programs in that activities are unstructured and depend on the participation of the individual to create the experience independently, rather than a structured program offered to a group at a set time.

Examples of self-directed activities include DIY stations, Take and Make kits and crafts or other grab and go activities, self-guided Story Walk, contest and scavenger hunts, social media challenges, virtual escape rooms, and 1,000 Books Before Kindergarten.

Count all activities, whether held onsite, offsite, or virtually, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

Note: Exclude library activities for that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

|   |     |
|---|-----|
| H-23How many self-directed/passive learning activities were offered by the library? <sup>31</sup> | 12  |
| H-24Approximately how many patrons took part in these activities?                                 | 545 |

**I. LIBRARY BOARD**

|   |  |
|---|--|
| I-1How Many Library Board Positions are Specified in the Library's By-laws? <sup>32</sup>         | 7  |
| I-2Number of Current Library Board Members  | 6  |
| I-3Number of Current Library Board Members Appointed by Contributing Municipalities <sup>33</sup> | 0  |
| I-4Name of the Library Board President  | Kimberly Marino                                |
| I-5Board President's Address  | 524 Stonecraft Lane, Chester Springs, PA 19425 |
| I-6Board President's Email  | chesterspringslibrarytrustees@gmail.com        |
| I-7Board President's Phone Number   | (908) 268-9900                                 |

**J. REVENUE**

**Federal Revenue**

**LSTA**

|  |     |
|--|-----|
| J-1LSTA Revenue - Distributed to Other Libraries                       | \$0 |
| J-2LSTA Revenue - Received and Retained By Library/System              | \$0 |
| J-3LSTA Revenue - Received and Retained From System or Other Libraries | \$0 |
| J-4Total LSTA Revenue - Received and Retained                          | 0   |

**ARP/CARES Act**

|  |     |
|--|-----|
| J-5ARP or Cares Act Funding received directly from the federal government                  | \$0 |
| J-6ARP or Cares Act Funding received through the State                                     | \$0 |
| J-7ARP or Cares Act Funding received through a local municipality (County, City, Township) | \$0 |
| J-8ARP or Cares Act Funding received through a non-government organization                 | \$0 |
| J-9Total ARP or Cares Act Funding received   | \$0 |

**Federal Employment Program**

|         |                       |              |
|---------|-----------------------|--------------|
| Summary |                       | \$0          |
|         | J-10a Source of Funds | J-10b Amount |
|         |                       | \$0          |

**Total Federal Employment Program**

|   |     |
|---|-----|
| J-10cTotal Federal Employment Program   | \$0 |
| J-10dUpload the federal employee program verification letter(s) from the Federal Employee Program Agency. Select the Data Element number to see the required file naming structure. |     |

**CHESTER SPRINGS LIBRARY 2023****Other Federal Revenue**

|   |     |
|---|-----|
| J-11 Federal Revenue Received for Major Renovations that do Not Add to Useable Floor Space, and/or for Major Furniture or Equipment Purchases | \$0 |
| J-12 Other Federal Revenue - Include Paycheck Protection Program Funds (PPP).   | \$0 |
| J-13 Total Other Federal Revenue  | \$0 |

**Total Federal Revenue**

|                            |     |
|----------------------------|-----|
| J-14 Total Federal Revenue | \$0 |
|----------------------------|-----|

**State Revenue****State Aid to Public Libraries**

|  |          |
|--|----------|
| J-15 State Aid - Quality, Incentive, Equalization, Equal Distribution    | \$0      |
| J-16 State Aid Received from Federated Administration or other libraries | \$22,911 |
| J-17 State Aid - District  | \$0      |
| J-18 State Aid - County Coordination                                     | \$0      |
| J-19 State Aid - Statewide Library Resource Center                       | \$0      |
| J-20 Total State Aid Received  | \$22,911 |
| J-21 State Aid Distributed to Federation members or other libraries      | \$0      |
| J-22 State Aid Retained by Federated Administration                      | \$0      |

**Keystone - Not for Capital Expenditures**

|  |     |
|--|-----|
| J-23 Keystone Grant Revenue for Non-Routine Maintenance - Reimbursed to Library for library expense.                           | \$0 |
| J-24 Keystone Grant Revenue for Non-Routine Maintenance - Retained by Municipality for expenses made on behalf of the Library. | \$0 |

**State Employment Program Revenue**

|         |                              |                       |
|---------|------------------------------|-----------------------|
| Summary |                              | \$0                   |
|         | J-25a Name of Funding Source | J-25b Amount Received |
|         |                              | \$0                   |

**CHESTER SPRINGS LIBRARY 2023**

**Total State Employment Program**

|  |     |
|--|-----|
| J-25cTotal State Employment Program  | \$0 |
| J-25dUpload the state employee program verification letter from the State Employee Program Agency. Select the Data Element number to see the required file naming structure. |     |

**Other State Revenue**

|  |     |
|--|-----|
| J-26State 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 |
| J-27Other State Revenue  | \$0 |
| J-28Total Other State Revenue  | 0   |

**Total State Revenue**

|                         |          |
|-------------------------|----------|
| J-29Total State Revenue | \$22,911 |
|-------------------------|----------|

**LOCAL 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 (124a.iii):

- AC = Actual cost paid by municipality on behalf of library
- 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   | \$119,204             |
|         | J-30a Municipality, county or school district name | J-30b Municipality type | J-30c Source | J-30d Millage Rate | J-30e Amount distributed to other libraries | J-30f Amount retained |
|         | West Pikeland Township                             | Municipality            | TxREF        | 0.3000             | \$0   | \$119,204             |

**Local Government Revenue Verifications**

|  |  |
|--|--|
| J-31 Upload Verification of Actual Costs form. Select Data Element number to see the required file naming structure.   |  |
| J-32 Upload letter of county appropriation (only for entities that receive County Coordination Aid funds from OCL) Select Data Element number to see the required file naming structure. |  |

**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 Administration Units 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                        | \$19,111              |
|         | J-33a Source Library Name | J-33b Source County Name | J-33c Amount Received |
|         | Chester County Library    | Chester                  | \$19,111              |



**CHESTER SPRINGS LIBRARY 2023****Other Local Government Revenue**

|   |     |
|---|-----|
| J-34Local Government Revenue Received for Major Renovations that do Not Add to Useable Floor Space, and/or Major Furniture or Equipment Purchases | \$0 |
|---|-----|

**Total Local Government Revenue**

|   |           |
|---|-----------|
| J-35TOTAL LOCAL GOVERNMENT REVENUE  | \$138,315 |
| J-36Revenue from School District that was reported in Local Government Revenue above. | \$0       |

**Revenue From Other Local Sources**

|   |          |
|---|----------|
| J-37Other Operating Revenue for Major Renovations that do Not Add to Useable Floor Space, and/or for Major Furniture or Equipment Purchases | \$0      |
| J-38Other Operating Revenue   | \$41,125 |
| J-39Miscellaneous Revenue   | \$20     |
| J-40TOTAL OTHER OPERATING REVENUE   | \$41,145 |

**Total Operating Revenue - All Sources**

|  |           |
|--|-----------|
| J-41TOTAL OPERATING REVENUE ALL ACCOUNTS | \$202,371 |
|--|-----------|

**Beginning Balances**

Beginning Balances are generated from the ending balances from the previous reporting period's annual report. These questions are locked. Please contact the State Aid Office at ra-stateaid@pa.gov if changes need to be made for beginning balances.

|   |          |
|---|----------|
| J-42LSTA Funds Beginning Balance              | \$0      |
| J-43Other Federal Funds Beginning Balance     | \$0      |
| J-44State Aid Funds Beginning Balance         | \$0      |
| J-45Keystone Funds Beginning Balance          | \$0      |
| J-46Other State Funds Beginning Balance       | \$0      |
| J-47Local Operating Account Beginning Balance | \$78,497 |
| J-48TOTAL BEGINNING BALANCE                   | \$78,497 |

## CHESTER SPRINGS LIBRARY 2023

### Funds Transferred into Operating Accounts

Report funds that were transferred into the operating account from another account held by the library. These transfers usually occur from a library's endowment fund, CD, or other investment type account that is listed within section N. Other Financial Accounts.

|  |     |
|--|-----|
| J-49LSTA Funds Transferred Into Operating Account From Other Accounts            | \$0 |
| J-50Other Federal Funds Transferred Into Operating Account from Other Accounts   | \$0 |
| J-51State Aid Funds Transferred Into Operating Account from Other Accounts       | \$0 |
| J-52Keystone Funds Transferred Into Operating Account from Other Accounts        | \$0 |
| J-53Other State Funds Transferred Into Operating Account from Other Accounts     | \$0 |
| J-54Local Operating Funds Transferred into Operating Account from Other Accounts | \$0 |
| J-55Total Funds Transferred into Operating Account from Other Accounts           | \$0 |

### Total Funds Available

|                           |           |
|---------------------------|-----------|
| J-56TOTAL FUNDS AVAILABLE | \$280,868 |
|---------------------------|-----------|

### K. OPERATING 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, Wages, & Benefits Expenditures

|   |           |
|---|-----------|
| K-1Salary and Wage Expenditures For All Library Staff                                 | \$104,373 |
| K-2Salary and Wage Expenditures By Employment Programs For Staff Provided to Library  | \$0       |
| K-3TOTAL SALARIES AND WAGES   | \$104,373 |
| K-4Employee Benefit Expenditures For All Library Staff                                | \$27,571  |
| K-5Employee Benefit Expenditures By Employment Programs For Staff Provided to Library | \$0       |
| K-6TOTAL EMPLOYEE BENEFITS  | \$27,571  |
| K-7TOTAL STAFF EXPENDITURES   | \$131,944 |

**CHESTER SPRINGS LIBRARY 2023****Collection Expenditures**

|  |          |
|--|----------|
| K-8Collection Expenditures - Print Materials   | \$15,700 |
| K-9Collection Expenditures - Electronic Materials  | \$8,756  |
| K-10Collection Expenditures - Other Materials  | \$470    |
| K-11Collection Expenditures - Internet Provider Connection Fees                            | \$0      |
| K-12Collection Expenditures - Library Collection Maintenance Supplies and Automation Costs | \$116    |
| K-13State Standard - Total Collection Expenditures   | \$25,042 |
| K-14Federal Reporting - Total Collection Expenditures                                      | \$24,926 |

**Other Operating Expenditures**

|  |          |
|--|----------|
| K-15Expenditures for Major Renovations that do Not Add to Useable Floor Space, and/or Major Furniture or Equipment Purchases           | \$7,385  |
| K-16Mortgage Principal Paid  | \$0      |
| K-17Rent to Supporting Municipality  | \$0      |
| K-18Rent to Source that is not a Supporting Municipality   | 10,200   |
| K-19Cost of Raising Money  | 0        |
| K-20Other Operating Expenditures - expenditures not reported in other categories   | \$26,929 |
| K-21District Expenditures included in any of the above operating expenditures (Completed by DLC ONLY - Not to exceed district funding) | \$0      |
| K-22State Standard - Total Other Operating Expenditures  | \$44,514 |
| K-23Federal Reporting - Total Other Operating Expenditures   | \$37,245 |

**Total Operating Expenditures**

|  |           |
|--|-----------|
| K-24State Standard - Total Operating Expenditures    | \$201,500 |
| K-25Federal Reporting - Total Operating Expenditures | \$194,115 |

**CHESTER SPRINGS LIBRARY 2023**

**One-time, Non-recurring Expenditures**

Reports local funds listed in Operating Expenditures that were of a one-time, non-recurring nature. Examples include but are not limited to roof repair or replacement, HVAC repair, flood repairs, carpet replacement, electrical repair, etc.

|   |  |
|---|--|
| K-26 Does the reported Operating Expenditures include any one-time, non-recurring expenditures of local funds during the report period? - Funds must be reported in the operating expenditure lines; do not include any capital expenditures listed in section M. | Yes  |
| K-27 Total amount of Local Funds reported in the Total Operating Expenditures line that were used for one-time, non-recurring expenses.   | 7,385  |
| K-28 List the items/projects that have been included in the one-time, non-recurring costs.  | Remodel of kitchen space to make it available for public using meeting space |

**Collection Expenditure Percentage**

The local library or library system [receiving Incentive for Excellence Aid] shall annually spend not less than 12% of its operating budget on collections, excluding costs of an unusual, emergency or non-recurring nature (24 PA.C.S. § 9335 (b)(2)). This automatic calculation is intended to assist libraries receiving Incentive for Excellence Aid to determine their status with respect to the 12% standard.

|  |     |
|--|-----|
| K-29 Collection Expenditure Percentage | 13% |
|--|-----|

**Funds Transferred out of Operating Accounts**

Report funds that were transferred out of the operating account to another account held by the library. These transfers usually occur to a library's endowment fund, CD, or other investment type account that is listed within section N. Other Financial Accounts.

|   |      |
|---|------|
| K-30 Funds Transferred from Operating Account to Bookmobile Replacement Fund      | \$0  |
| K-31 LSTA Funds Transferred from Operating Account Into Other Accounts            | \$0  |
| K-32 Other Federal Funds Transferred from Operating Account into Other Accounts   | \$0  |
| K-33 State Aid Funds Transferred from Operating Account into Other Accounts       | \$0  |
| K-34 Keystone Funds Transferred from Operating Account into Other Accounts        | \$0  |
| K-35 Other State Funds Transferred from Operating Account into Other Accounts     | \$0  |
| K-36 Local Operating Funds Transferred from Operating Account into Other Accounts | \$33 |
| K-37 Total Funds Transferred from Operating into Other Accounts                   | \$33 |

**L. SUMMARY OF OPERATING ACCOUNTS**

Enter amount of expended in each category for the reporting period. Enter 0 if no funds were expended in this category. State Aid must be expended in the reporting year it was received. Exception: District Library Centers may carry over district funds to the next reporting year.

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

|                     | 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          | \$22,911         | \$22,911           | \$0          | \$0             |
| Keystone            | \$0               | \$0          | \$0              | \$0                | \$0          | \$0             |
| Other State Funds   | \$0               | \$0          | \$0              | \$0                | \$0          | \$0             |
| Local Operating     | \$78,497          | \$0          | \$179,460        | \$178,589          | \$33         | \$79,335        |
| <b>Total</b>        | <b>\$78,497</b>   |              | <b>\$202,371</b> | <b>\$201,500</b>   | <b>\$33</b>  | <b>\$79,335</b> |

**M. CAPITAL REVENUE & EXPENDITURES**

For the purposes of this report, Capital revenue and expenditures ONLY relate to funds associated with the following:

- \* new constructions and the equipment and furnishings for the new construction
- \* major renovations which add to the useable floor space of the library and the equipment and furnishing for the added facilities
- \* purchase of real estate for new or rehabilitated facilities

If the library has "capital" revenue and expenditures (according to accounting definitions) that do not fall within any of the three descriptions above, those funds should be reported within the operating section of the report.

**Capital Revenue**

|  |     |
|--|-----|
| M-1Capital Revenue - Federal Funds                     | \$0 |
| M-2Capital Revenue - State Funds - Other than Keystone | \$0 |
| M-3Capital Revenue - State Funds - Keystone            | \$0 |
| M-4Capital Revenue - Local Government Funds            | \$0 |
| M-5Capital Revenue - Other Local Funds                 | \$0 |

**Capital Expenditures**

|  |         |
|--|---------|
| M-7Capital Expenditures - Keystone                 | \$0     |
| M-8Capital Expenditures -Other                     | \$0     |
| M-9State Standard - Total Capital Expenditures     | 0       |
| M-10Federal Reporting - Total Capital Expenditures | \$7,385 |

**N. OTHER FINANCIAL ACCOUNTS**

|   |           |
|---|-----------|
| N-1Trust Funds and Endowments   | \$336,894 |
| N-2Of the total amount of all Trust Funds and Endowments, how much is restricted? |           |
| N-3Other Local Funds not reported elsewhere                                       | \$121,999 |
| N-4Total Other Financial Accounts   | 458,893   |

**O. VERIFICATION OF ESTIMATED SHARED COSTS**

Print a copy of the Verification of Estimated Shared Costs document and give to municipality/agency to complete. Enter the total estimated cost as calculated on the document.

Source: "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"

|         |                                  |             |
|---------|----------------------------------|-------------|
| Summary |                                  |             |
|         | O-1. Name of Contributing Entity | O-2. Amount |
|         |                                  |             |

**Verification of Estimated Costs Documents**

|  |  |
|--|--|
| O-3Upload Verification of Estimated Shared Costs form. Select the Data Element number to see the required file naming structure. |  |
|--|--|

**P. GIFTS PURCHASED SPECIFICALLY FOR THE LIBRARY**

The monetary value of gifts of books, supplies or other operating materials may be included as part of the local financial effort of the library if the items were purchased specifically for the library. In cases where value for the items is claimed, the library shall have available among its records receipts or invoices which clearly show the cost of the items and indicate that the purchase was made specifically for presentation to the library. The value of gifts in-kind not specifically purchased for the library is not allowable as a portion of local financial effort. 22 PA Code § 131.53. For more information, see the Gift Guidelines found within the Annual Report support documents.

| Summary                                      | Gift Category | Description of Gift | Gift Donor | Gift Monetary Value |
|--|---------------|---------------------|------------|---------------------|
| Gifts Purchased Specifically for the Library |               |                     |            |                     |

**Q. LOCAL FINANCIAL EFFORT**

**Adjusted Total Operating Expenditures**

|   |           |
|---|-----------|
| Q-1 Total Operating Expenditure   | \$201,500 |
| Q-2 Mortgage Principal  | \$0       |
| Q-3 10% of Total Operating Expenditure  | \$20,150  |
| Q-4 Mortgage Adjustment   | \$-20,150 |
| Q-5 Mortgage Allocation: If line Q-2 is greater than line Q-3, enter the amount from line Q-4. If line Q-2 is less than line Q-3, enter 0 | \$0       |
| Q-6 Bookmobile Funds  | \$0       |
| Q-7 LFE Operating Expenditures  | \$201,500 |

**Credits Toward Local Financial Effort**

|  |     |
|--|-----|
| Q-8 Total Capital Expenditure  | \$0 |
| Q-9 Capital Expenditure Credit: Enter line Q-3 or line Q-8, whichever is less. | \$0 |
| Q-10 Gifts Purchased   | \$0 |
| Q-11 Total LFE Credits   | \$0 |

**CHESTER SPRINGS LIBRARY 2023****Deductions From Local Financial Effort**

|  |          |
|--|----------|
| Q-12State Aid Expended   | \$22,911 |
| Q-13LSTA Expended  | \$0      |
| Q-14Keystone Funds Expended                                    | \$0      |
| Q-15Rent to Supporting Municipalities & Costs of Raising Funds | \$0      |
| Q-16Total LFE Deductions                                       | \$22,911 |

**Subtotal Local Financial Effort**

|                  |           |
|------------------|-----------|
| Q-17Subtotal LFE | \$178,589 |
|------------------|-----------|

**Estimated Shared Costs Credit**

|  |          |
|--|----------|
| Q-18Estimated Shared Costs   | \$0      |
| Q-19Maximum Allowable Shared Cost Credit   | \$31,516 |
| Q-20Credit for Estimated Costs: Enter line Q-18 or line Q-19, whichever is less. | \$0      |

**Total Local Financial Effort**

|                                  |           |
|----------------------------------|-----------|
| Q-21Total Local Financial Effort | \$178,589 |
|----------------------------------|-----------|

**R. ADDITIONAL DOCUMENTATION**

|   |  |
|---|--|
| R-1Year End Profit and Loss report or financial statement - (not audit or financial review) - Select the Data Element number to see the required file naming structure. |  |
| R-2Board/Director Signature Page - Select the Data Element number to see the required file naming structure.  | AR-SD-CHESTER COUNTY-CHESTER SPRINGS LIBRARY-2023-SP.pdf |



**S. BRANCH REPORT**

If the library has added a branch during the reporting year, please contact the State Aid Office at ra-stateaid@pa.gov.

|   |    |
|---|----|
| S-1 Does the library have a branch or branches? | No |
|---|----|

**T. BOOKMOBILE REPORT**

A bookmobile is a truck or van that serves as a traveling branch library and is specially equipped to carry an organized collection of library materials. The bookmobile has paid staff and a regular schedule of public hours (bookmobile stops). If the library has added a bookmobile or the current outreach vehicle no longer falls within this description of a bookmobile, please contact the State Aid Office at ra-stateaid@pa.gov.

|  |    |
|--|----|
| T-1 Does the library have a bookmobile or bookmobiles? | No |
|--|----|

<sup>1</sup>, C-2 In 2023 we were open more hours than the previous year because there was LESS disruptions to library service due to COVID, snow days, flooding, heating and plumbing issues.(0-2024-02-24)

<sup>2</sup>, C-5 In July 2023, we received a new door counter. Immediately there was a drop from the previous year's monthly visits by about 15%, and this continued for the rest of 2023.(0-2024-02-19)

<sup>3</sup>, C-5a Using an automatic door counting mechanism.(0-2024-02-19)

<sup>4</sup>, C-6 We had 182 more reference questions than the previous year.(0-2024-02-19)

<sup>5</sup>, E-1 Less due to reduction of: 346 physical audio units 496 physical video units 150 physical books Due to weeding unused material.(0-2024-02-20)

<sup>6</sup>, E-3 Our magazines do not get a lot of use and we did not renew 4 subscriptions.(0-2024-02-24)

<sup>7</sup>, E-4 ebooks(0-2024-02-20)

<sup>8</sup>, E-5 Electronic Periodicals (Flipster)(0-2024-02-20)

- <sup>9</sup>, E-6 Reducing our physical audio collections through weeding and not replacing due to less demand.(0-2024-02-20)
- <sup>10</sup>, E-7 Reducing our physical video collection through weeding and not replacing due to less demand.(0-2024-02-20)
- <sup>11</sup>, E-8 Higher this year because in 2022 I forgot to include the physical magazines in this figure. 20 Laptops 12 museum passes 9 craft kits 189 magazines(0-2024-02-24)
- <sup>12</sup>, E-11 eaudio(0-2024-02-20)
- <sup>13</sup>, E-12 Kanopy titles(0-2024-02-20)
- <sup>14</sup>, E-13 databases(0-2024-02-20)
- <sup>15</sup>, F-3 77 circs - museum passes 3 circs - craft kits(0-2024-02-20)
- <sup>16</sup>, F-4 26,802 Overdrive 5,528 Flipster = 32,330 TOTAL EMATERIAL(0-2024-02-24)
- <sup>17</sup>, F-7 There were zero Power Library statistics for Chester Springs Library in 2023.(0-2024-02-29)
- <sup>18</sup>, F-10 1247 more requests than last year.(0-2024-03-11)
- <sup>19</sup>, F-13 125 more sessions - we were busier than the previous year.(0-2024-02-20)
- <sup>20</sup>, F-13a Counting sessions.(0-2024-02-20)
- <sup>21</sup>, F-18 This is actual wireless use for 2023.(0-2024-02-29)
- <sup>22</sup>, F-19 Unique visits(0-2024-02-20)
- <sup>23</sup>, G-3 one new part time position was created in 2023.(0-2024-02-19)
- <sup>24</sup>, G-5 One full time staff member received her MLS in 2023.(0-2024-02-19)
- <sup>25</sup>, G-8 One full time paid staff member from the previous year received her MLS in 2023.(0-2024-02-19)
- <sup>26</sup>, H-3 We held only 1 specific program for teens in 2023.(0-2024-02-29)
- <sup>27</sup>, H-5 We did not have any live general interest programs to report in 2023.(0-2024-02-29)
- <sup>28</sup>, H-12 Our program attendance increased in 2023. We held more programs during the winter for homeschool families, and also had better turn out at other programs.

Possibly because there were no COVID restrictions.(0-2024-02-29)

<sup>29</sup>, H-13 We held less programs specifically for teens in 2023.(0-2024-02-29)

<sup>30</sup>, H-21 No recorded programs in 2023.(0-2024-02-20)

<sup>31</sup>, H-23 Seed Library Flower seed planting station during National Library Week Card making stations for Mother's Day, Father's Day, Valentine's Day, and Saint Patrick's Day Thanksgiving centerpieces make and take March Madness basketball shot station Campsite in the library week Houses and Hot Chocolate Day Decorate the Library Day Snowflake Day(0-2024-02-20)

<sup>32</sup>, I-1 No less than 5 and no more than 7.(0-2024-02-20)

<sup>33</sup>, I-3 None in 2023.(0-2024-02-20)