

OCL Review - Annual Report

☐ OCL Report Review Status - Federal	Reviewed
☐ Federal Review - Please address these issues as soon as possible. Once corrections have been made, please resubmit/lock.	CORRECTED - ISSUE - D-7 - Verify the change from Yes to No. If the change is correct, add an external public annotation explaining why the library no longer has a wireless internet policy. CORRECTED - ISSUE -F-4 - Repeat external public annotation from F-3. CORRECTED - ISSUE -F-5- Repeat external public annotation from F-3. CORRECTED - ISSUE - LIVE PROGRAM SESSIONS; TOTAL ONSITE - Add an external public annotation explaining the decrease of onsite programs. CORRECTED - ISSUE - LIVE PROGRAM SESSIONS; TOTAL OFFSITE - Add an external public annotation explaining why the library decided to increase the number of OFFSITE programs. CORRECTED - ISSUE -ATTENDANCE TOTAL ONSITE - Add an external public annotation explaining the decrease of onsite program attendance. CORRECTED - ISSUE -ATTENDANCE TOTAL OFFSITE - Add an external public annotation explaining the increase of OFFSITE program attendance. CORRECTED - ISSUE - K-10 - Add an external public annotation explaining why the library decreased the expenditures for Other Materials. NOTE - Thank you for the informative external public annotations. REVIEWED - No Issues
☐ OCL Report Review Status - State	Reviewed
☐ State Review - Please address these issues as soon as possible. Once corrections have been made, please resubmit/lock.	Reviewed - No issues

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 2025 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 Amy Geisinger (ageisinger@pa.gov).

☐ Report Period Start Date	01/01/2025
☐ Report Period End Date	12/31/2025
☐ Person coordinating/completing the report	Nancy Niggel
☐ Contact Email Address	nniggel@ccls.org
☐ 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 System Status	Chester County Library System
A-17Entity Type	Non-profit 501(c)(3) - Library has 501(c)(3) designation from IRS.
A-18Is the Library Incorporated as a Pennsylvania Not-For-Profit Corporation?	Yes
A-19Library's EIN	232655912
A-20Library's UEI Number	UPFFBDJUZ5C8
A-21WebPLUS Identification number	PA0358
A-22Interlibrary Relationship Code	Member of a Federation or Cooperative
A-23Legal Basis Code	Non-profit Association or Agency
A-24Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
A-25FSCS Public Library Definition	Yes
A-26Geographic Code	Minor Civil Division [MCD] (e.g., town, township), entirety
A-27Library 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
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Municipal Population - Forward changes to ra-stateaid@pa.gov

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

Outlets

B-2Number of Central Libraries	1
B-3Number of Branches	0
B-4Number of Bookmobiles.	0
B-5Size of Main Library Building	2,250

Legislative Districts

[You can find your State Legislators here.](#)

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

C. PUBLIC SERVICE HOURS

C-1If the entity has branches, enter the name of the library that is considered the main library for purposes of meeting the hours of operation standards. Check the N/A box if your entity has no branches.	N/A
C-2Number of weeks during the reporting year the Main Library was open to the public. ¹	6
C-3Total Annual Public Service Hours For the Main Library ²	312
C-4Public Service Weekly Hours Open for Main Library (Monday-Sunday) ³	48.00
C-4aPublic Service Weekend Hours Open included in Weekly Hours for Main Library. (Saturday-Sunday) ⁴	8.00
C-5Does the library take advantage of the ten-week hour reduction option during periods when community -use patterns warrant?	No

D. GENERAL SERVICES

D-1Annual Number of Library Visits ⁵	1,991
D-1aLibrary Visits Reporting Method ⁶	Annual Count
D-2Reference Questions Received Annually ⁷	-1
D-2aReference Transactions Reporting Method ⁸	Annual Estimate Based on Typical Week(s)
D-3As 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? ⁹	Yes

Computer and Internet Use

D-4Number of Internet Computers Provided by the Library For Use by General Public	3
D-5Number of Uses (Sessions) of Public Internet Computers per Year ¹⁰	28
D-5aReporting Method for Number of Uses of Public Internet Computers Per Year	Annual Count
D-6Does the library provide wireless internet connection to the public?	Yes
D-7Does the library have a policy for the use of the wireless network?	Yes
D-8Is a log-in required to access the library's wireless network?	Yes
D-9Number of sessions of wireless internet connection per year ¹¹	597
D-9aReporting method for wireless sessions	Annual Count
D-10Report the yearly number of visits, by all users, to the library website. (Optional) ¹²	7,619

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-1Number of Items in the library's catalog as of December 31 of the reporting year. ¹³	17,425
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Print Material Collection

E-2Number of Print Materials - excluding magazines/periodicals	15,061
E-3Number of Current Print Periodical Titles (Subscriptions) ¹⁴	8

Non-Print Physical Collection

E-4Number of Audio - Physical Units	941
E-5Number of Video - Physical Units	1,206
E-6Number of Other Physical Materials ¹⁵	41

Total Print & Physical Collection

E-7Total Print and Physical Items in the Collection - excluding periodicals	17,249
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Electronic Book Collection

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

E-8Did the library provide access to e-books purchased solely by the library? ¹⁶	No
E-9Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, system, district, or regional level?	Yes
E-10Did the library provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the library?	Yes
E-11Electronic Books (E-Books) - excluding magazine/periodicals (Optional but recommended) ¹⁷	63,557

Electronic Serial Collection (Digital newspapers, periodicals, magazines, etc.)

E-12Did the library provide access to digital e-serials (publications equivalent to printed newspapers, magazines, or similar media) purchased solely by the library?	No
E-13Did the library provide access to e-serials (publications equivalent to printed newspapers, magazines, or similar media) purchased via a consortium, cooperative, or other similar group at the local, system, district, or regional level?	Yes
E-14Did the library provide access to e-serials (publications equivalent to printed newspapers, magazines, or similar media) provided by the state library agency or another state agency at no or minimal cost to the library?	No
E-15Number of e-serial titles (subscriptions) ¹⁸	3,935

Electronic Audio Collection

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

E-16Did the library provide access to e-audios purchased solely by the library? ¹⁹	No
E-17Did the library provide access to e-audios purchased via a consortium, cooperative, or other similar group at the local, system, district, or regional level?	Yes
E-18Did the library provide access to e-audios provided by the state library agency or another state agency at no or minimal cost to the library? ²⁰	Yes
E-19Audio Downloadable Units (Optional but recommended) ²¹	41,225

Electronic Video Collection

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

E-20Did the library provide access to e-videos purchased solely by the library?	No
E-21Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, system, district, or regional level?	Yes
E-22Did the library provide access to e-videos provided by the state library agency or another state agency at no or minimal cost to the library?	No
E-23Video - Downloadable Units (Optional but recommended) ²²	1,417

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

E-24Did the library provide access to research databases purchased solely by the library?	No
E-25Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, system, district, or regional level?	Yes
E-26Did the library provide access to research databases provided by the state library agency or another state agency at no or minimal cost to the library?	Yes
E-27Local/Other Electronic Collections (Optional but recommended) ²³	14

Online Learning Platform

E-28Did the library provide access to online learning platforms purchased solely by the library?	No
E-29Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, system, district, or regional level?	Yes
E-30Did the library provide access to online learning platforms provided by the state library agency or another state agency at no or minimal cost to the library?	No

F. LIBRARY USAGE

F-1Registered users as of December 31 of the reporting year.	1,583
F-2Did your library offer automatic renewal for any physical materials during the reporting period?	No

Physical Items - Circulation

F-3Circulation of physical books, physical audio units, physical video units, and physical periodicals/serials ²⁴	4,478
F-4Circulation of Other Physical Items (wi-fi hotspots, tools, boardgames, etc.) ²⁵	8
F-5Circulation of all types of physical items ²⁶	4,486

Digital Items - Circulation

F-6Circulation of E-Books	16,290
F-7Circulation of E-Serials (periodicals/magazines/newspapers) ²⁷	9,309
F-8Circulation of E-Audio	16,842
F-9Circulation of E-Video	319
F-10Total Circulation of Electronic Materials (e-books, video download, audio files)	42,760
F-11Retrieval of Electronic Information (Optional)	

Total Circulation

F-12Total Circulation of Physical and Electronic Materials ²⁸	47,246
F-13Circulation of children's physical materials during the reporting year - included within the Total Circulation of Physical Materials data element. ²⁹	2,760

Interlibrary Loan

F-14Interlibrary loan items provided to other libraries ³⁰	1,334
F-15Interlibrary loan items received from other libraries ³¹	1,485

G. PERSONNEL

Report figures as of the last day of the calendar year (December 31, 2025).

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? ³²	1.00
G-3How many individuals are employed as part time staff? ³³	1.00
G-4How many individuals are considered to be regular volunteers at your library? ³⁴	0.00
G-5Hours Worked Per Week by all paid staff with an MLS from an ALA accredited program - as of December 31 of the reporting year. ³⁵	37.50
G-6Hours Worked Per Week by all paid staff with MLS from a Non-ALA accredited program - as of December 31 of the reporting year.	0.00
G-7Hours Worked Per Week by all paid staff with the Title of Librarian - as of December 31 of the reporting year..	0.00
G-8Hours Worked Per Week by all Other Paid Staff - as of December 31 of the reporting year. (exclude janitorial, maintenance and security) ³⁶	8.00
G-9Hours Worked Per Week by Volunteers whose responsibilities are related to the daily delivery of library service - as of December 31 of the reporting year..	0.00
G-10Hours Worked Per Week by Janitorial, Maintenance and Security Staff - as of December 31 of the reporting year.	0.00
G-11Hours Worked Per Week by State or Federal Employment Program Workers.	0.00
G-12Have all paid staff working at least 20 hours per week attended at least six hours of continuing education every two years? ³⁷	Yes

State Reporting Totals

G-13State Standard - Total ALA-MLS FTE Staffing ³⁸	1.07
G-14State Standard - Total MLS Non-ALA FTE Staffing	0.00
G-15State Standard - Total FTE Staffing for Title of Librarian	0.00
G-16State Standard - Total Librarian FTEs	1.07
G-17State Standard - Total Other Paid Staff FTE Staffing	0.23
G-18State Standard - Total Volunteer FTE Staffing	0.00
G-19State Standard - Total Employment Program FTE Staffing	0.00
G-20State Standard - Total FTE Staffing for Library	1.30

Federal Reporting Totals

G-21Federal Reporting - Total ALA-MLS FTE Staffing ³⁹	0.94
G-22Federal Reporting - Total Librarian FTEs ⁴⁰	0.94
G-23Federal Reporting - Total Other paid staff ⁴¹	0.20
G-24Federal Reporting - Total Staff FTE ⁴²	1.14

Library Director

Enter data for this sub-section as of today.

If you do not have a certification extension request on file, please upload your [Director Certification Extension Request](#).

File Name Structure:

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

Example: Dir-Cert-Ext-Doe-Jan-2025

If you have a certification extension report on file, please upload your [Certification Progress Report](#).

File Name Structure:

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

Example: Dir-Cert-PR-Doe-Jon-2025

Continuing Education File Name Structure:

CE-Last Name-First Name-Reporting Year

Example: CE-Doe-Jane-2025

G-25Is the library director position vacant as of today?	No
G-26Library Director's Name	Nancy Niggel
G-27Library Director's Certification Level	Professional - PA Dept. of Education
G-27aLibrary Director's PA Dept. of Education Professional Personnel ID (PPID) Number	3126107
G-28Certification Extension Request or Certification Progress Report. Select Data Element number to see File Naming Structure requirements.	N/A
G-29Appointment Date of Library Director (MM/YYYY)	09/2018
G-30Library Director's Email Address	NNIGGEL@CCLS.ORG
G-31Is the library director paid to work at least 35 hours per week?	Yes
G-32How many hours does the library director work weekly, on premises, while the library is open to the public?	37.5
G-33Total Hours of Continuing Education Attended by the Director	46.5
G-33aDirector's Continuing Education Documentation Upload	CE-Niggel-Nancy-2025.pdf

Detailed Staff Information

Report filled positions and salaries as of the last day of calendar year (December 31, 2025).

If one staff person is responsible for multiple departments/duties, determine which responsibility is primary and report the 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.

Salary information should be entered only by one entity... the entity that pays the position.

Library Director total hours worked weekly must be completed.

	G-34a. Annual Salary	G-34b. PA Department of Education Certification	G-34c. Number of Years in Position	G-34d. Hours Worked Weekly
System Administrator				
Library Director	\$58,319	Professional	7.25	37.50
District Consultant				
Branch Librarian				
Bookmobile Librarian				
Head of Reference				
Head of Technical 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: 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 the "Self-Directed or Passive Learning Activities" section.

Program attendance: Include all attendees regardless of age (e.g., count all adult attendees of children's programs in children's program attendance).

Live Program Sessions

	H-1 Preschool Children (0-5)	H-2 Children (6-11)	H-3 Young Adults	H-4 Adults (19 or Older)	H-5 General Interest	H-6 Total
Onsite	23	5	2	14	6	⁴³ 50
Offsite	23	14	4	68	3	⁴⁴ 112
Live Virtual Programs	0	0	1	0	0	1
Totals	⁴⁵ 46	⁴⁶ 19	⁴⁷ 7	⁴⁸ 82	⁴⁹ 9	⁵⁰ 163

Attendance of Live Program Sessions

	H-25 Preschool Children (0-5)	H-26 Children (6-11)	H-27 Young Adults	H-28 Adults (19 or Older)	H-29 General Interest	H-30 Total
Onsite	519	97	4	116	107	⁵¹ 843
Offsite	550	441	24	762	305	2,082
Live Virtual Programs	0	0	7	0	0	7
Totals	⁵² 1,069	⁵³ 538	⁵⁴ 35	⁵⁵ 878	⁵⁶ 412	⁵⁷ 2,932

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-49Total Number of Recorded Program Presentations	0
H-50Total 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 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-51How many self-directed/passive learning activities were offered by the library? ⁵⁸	1
H-52Approximately how many patrons took part in these activities? ⁵⁹	65

I. LIBRARY BOARD

I-1How Many Library Board Positions are Specified in the Library's By-laws? (Provide a range, if necessary)	5-7
I-2Number of Library Board Members as of today	6
I-3Do any contributing municipalities appoint voting board members to the library board?	No
I-4Library Board President's Name - as of today	Kimberly Marino
I-5Library Board President's Email	chesterspringslibrarytrustees@gmail.com
I-6Library Board Treasurer's Name - as of today	Peter Kim
I-7Library Board Treasurer's Email	TreasurerCSLib@yahoo.com

J. REVENUE

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants.

DO NOT include revenue for major capital expenditures as defined in the Capital section of this report, contributions to endowments, revenue passed through to another agency, or funds unspent in the previous fiscal year (e.g., carryover).

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

J-10a Source of Funds	J-10b Amount

Total Federal Employment Program

J-10cTotal Federal Employment Program	\$0
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Other Federal Revenue

J-11Federal Revenue Received for Major Renovations that do Not Add to Useable Floor Space, and/or for Major Furniture or Equipment Purchases	\$0
J-12Other Federal Revenue	\$0
J-13Total Other Federal Revenue	\$0

Total Federal Revenue

J-14Total Federal Revenue	\$0
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State Revenue

State Aid to Public Libraries

J-15State Aid - Quality, Incentive, Equalization, Equal Distribution	\$0
J-16State Aid Received from Federated Administration or other libraries	\$20,896
J-17State Aid - District	\$0
J-18State Aid - County Coordination	\$0
J-19State Aid - Statewide Library Resource Center	\$0
J-20Total State Aid Received	\$20,896
J-21State Aid Distributed to Federation members or other libraries	\$0
J-22State Aid Retained (Does not include state aid received by federated system members from federated admin units)	\$0

Keystone - Not for Capital Expenditures

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

State Employment Program Revenue

J-25a Name of Funding Source	J-25b Amount Received

Total State Employment Program

J-25cTotal State Employment Program	\$0
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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	\$20,896
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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.

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 Twp.	Municipality	TxREF	0.3000		\$114,668
West Pikeland Township	Municipality	AC			\$237

Local Government Revenue Verifications

J-31Upload Verification of Actual Costs form. Select Data Element number to see the required file naming structure.	AR-SD-Chester County-Chester Springs-VAC.pdf.pdf
J-32Is this entity designated to receive the County Coordination Aid funds directly from the state?	

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.

J-33a Source Library Name Chester County Library	J-33b Source County Name Chester	J-33c Amount Received \$17,248
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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	
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Total Local Government Revenue

J-35Total Local Government Revenue	\$132,153
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Revenue From Other Local Sources

J-36Other Operating Revenue for Major Renovations that do Not Add to Useable Floor Space, and/or for Major Furniture or Equipment Purchases	\$0
J-37Other Operating Revenue	\$85,385
J-38Total Other Operating Revenue	\$85,385

Total Operating Revenue - All Sources

J-39Total Operating Revenue - All Accounts	\$238,434
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Beginning Balances

Beginning Balances are generated from the ending balances from the previous reporting period's annual report. These questions are locked. Please contact Amy Geisinger (ageisinger@pa.gov) if changes need to be made for beginning balances.

J-40LSTA Funds Beginning Balance	\$0
J-41Other Federal Funds Beginning Balance ⁶⁰	\$1,681
J-42State Aid Funds Beginning Balance	\$0
J-43Keystone Funds Beginning Balance	\$0
J-44Other State Funds Beginning Balance	\$0

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.

Report below, any Actual Costs listed within the VAC document.

Salaries, Wages, & Benefits Expenditures

K-1Salary and Wage Expenditures For All Library Staff ⁶¹	\$86,781
K-2Salary and Wage Expenditures By Employment Programs For Staff Provided to Library	\$0
K-3TOTAL SALARIES AND WAGES	\$86,781
K-4Employee Benefit Expenditures For All Library Staff	\$25,963
K-5Employee Benefit Expenditures By Employment Programs For Staff Provided to Library	\$0
K-6TOTAL EMPLOYEE BENEFITS	\$25,963
K-7TOTAL STAFF EXPENDITURES	\$112,744

Collection Expenditures

K-8Collection Expenditures - Print Materials	\$19,747
K-9Collection Expenditures - Electronic Materials	\$8,224
K-10Collection Expenditures - Other Materials ⁶²	\$0
K-11Collection Expenditures - Internet Provider Connection Fees	\$0
K-12Collection Expenditures - Library Collection Maintenance Supplies and Automation Costs	\$299
K-13State Standard - Total Collection Expenditures	\$28,270
K-14Federal Reporting - Total Collection Expenditures	\$27,971

Other Operating Expenditures

K-15Expenditures for Major Renovations that do Not Add to Useable Floor Space, and/or Major Furniture or Equipment Purchases ⁶³	\$7,836
K-16Mortgage Principal Paid	
K-17Rent to Supporting Municipality	
K-18Rent to Source that is not a Supporting Municipality ⁶⁴	4,250
K-19Cost of Raising Money ⁶⁵	187
K-20Other Operating Expenditures - expenditures not reported in other categories	\$36,260
K-21State Standard - Total Other Operating Expenditures	\$48,533
K-22Federal Reporting - Total Other Operating Expenditures	\$40,996

Total Operating Expenditures

K-23State Standard - Total Operating Expenditures	\$189,547
K-24Federal Reporting - Total Operating Expenditures	\$181,711

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-25Does 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-26Total amount of Local Funds reported in the Total Operating Expenditures line that were used for one-time, non-recurring expenses.	\$9,319
K-27List the items purchased or project completed. Include the justification for reporting these as one-time, non-recurring expenses	Picnic Table: 2,063 Story Walk stands: 5575 Children's books: 1,681 Part of a 2024 grant from the PA Dpt. of Education, utilizing federal funds and sponsored by Sen. Muth for the libraries in her district (PA-44.) Items purchased are decodable books for emerging readers and related texts for adults supporting learners in the use of decodable texts. Reporting as one-time, non-recurring as directed by OCL staff Amy Geisinger and Mike Reilly

Collection Expenditure Standard

The independent 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.

Libraries that follow a calendar year budget will use this figure as the required amount needed to meet the current calendar year's collection expenditure requirement.

* Example: The ABC Public Library has a January - December budget. The amount listed on the 2025 Annual Report is the amount required to expend for collections during the library's January - December 2026 budget year to meet the collection expenditure standard for Incentive for Excellence Aid.

Libraries that follow a fiscal year budget will use this figure as the required amount needed to meet the next fiscal year's collection expenditure requirement

* Example: The XYZ Public Library has a July - June budget. The amount listed on the 2025 Annual Report is the amount required to expend for collections during the library's July 2026 - June 2027 budget year to meet the collection expenditure standard for Incentive for Excellence Aid.

K-28Collection Expenditure required to meet 12% of Operating Expenditures	\$21,627
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Funds Transferred out of Operating Accounts

K-29Funds Transferred from Operating Account to Bookmobile Replacement Fund	\$0
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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 spent during the reporting period. Exception: District Library Centers may carry over district funds to the next reporting period.

	Beginning Balance	Revenue	Expenditures	Ending Balance
LSTA	\$0	\$0		\$0
Other Federal Funds	\$1,681	\$0	\$1,681	\$0
State Aid	\$0	\$20,896	\$20,896	\$0
Keystone	\$0	\$0		\$0
Other State Funds	\$0	\$0		\$0

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
M-6Total Capital Revenue	\$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	\$7,836

N. OTHER FINANCIAL ACCOUNTS

This section is no longer being monitored by the Office of Commonwealth Libraries.

N-1Trust Funds and Endowments	
N-2Of the total amount of all Trust Funds and Endowments, how much is restricted?	
N-3Other Local Funds not reported elsewhere	
N-4Total Other Financial Accounts	0

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"

O-1. Name of Contributing Entity	O-2. Amount
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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.	
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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 document here](#).

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-1Total Operating Expenditure	\$189,547
Q-2Mortgage Principal	\$0
Q-310% of Total Operating Expenditure	\$18,955
Q-4Mortgage Adjustment	\$-18,955
Q-5Mortgage 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-6Bookmobile Funds	\$0
Q-7LFE Operating Expenditures	\$189,547

Credits Toward Local Financial Effort

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

Deductions From Local Financial Effort

Q-12State Aid Expended	\$20,896
Q-13LSTA Expended	\$0
Q-14Keystone Funds Expended	\$0
Q-15Rent to Supporting Municipalities & Costs of Raising Funds	\$187
Q-16Total LFE Deductions	\$21,083

Subtotal Local Financial Effort

Q-17Subtotal LFE	\$168,464
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Estimated Shared Costs Credit

Q-18Estimated Shared Costs	\$0
Q-19Maximum Allowable Shared Cost Credit	\$29,729
Q-20Credit for Estimated Shared Costs: Enter line Q-18 or line Q-19, whichever is less.	\$0

Total Local Financial Effort

Q-21Total Local Financial Effort	\$168,464
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R. ADDITIONAL DOCUMENTATION

Profit & Loss Sheet **Please do not submit an audit or financial review**

File Name Structure: File Name Structure: AR-SD-Your District Name-Your Library Name-Reporting Year-PL

Example: AR-SD-Altoona-Bedford CL-2025-PL

[Download A Copy of the Annual Report Signature Page Template Here](#)

File Name Structure: AR-SD-Your District Name-Your Library Name-Reporting Year-SP

Example: AR-SD-Altoona-Bedford CL-2025-SP

R-1Year End Profit and Loss report or financial statement - (not audit or financial review)	AR-SD-Chester-Chester Springs Library-2025-PL.pdf
R-2Annual Report - PA Public Library Data Survey Signature Page	AR-SD-Chester-Chester Springs Library-2025-SP.pdf

S. BRANCH REPORT

If the library has added a branch or had any changes to the pre-filled information for the branch, please contact Amy Geisinger (ageisinger@pa.gov).

S-1Does the library have a branch or branches?	No
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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-1Does the library have a bookmobile or bookmobiles?	No
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¹, C-2 Our physical building was open to the public for the first 6 weeks and two days of 2025. Then a tree branch came through the roof and we could not use the building for the remainder of the year.(0-2026-02-05)

², C-3 We were open for the first 39 days of 2025, for 8 hours each day, totaling 312 hours.(0-2026-02-05)

³, C-4 Our normal hours open each week are 48.(0-2026-02-05)

⁴, C-4a Our normal hours open each weekend is 8. We were open the first 7 weeks of 2025.(0-2026-02-05)

⁵, D-1 In 2024 about 57 people per day came to the library. In 2025 we were open for 38 days before the roof was damaged. An average of 52 people came to the library per day.(0-2026-02-09)

⁶, D-1a We have an automatic door counter.(0-2026-02-09)

⁷, D-2 We did not have the opportunity to conduct a reference question count in 2025. We normally do this each quarter and answer with an estimate.(0-2026-02-05)

⁸, D-2a We did not get the opportunity to do a reference survey for the first quarter before the roof was damaged and the building was closed for the rest of the year.(0-2026-02-09)

⁹, D-3 We charged fines during the first 39 days of 2025. We did not charge fines and continued to extend due dates for the rest of the year.(0-2026-02-09)

¹⁰, D-5 We could only report on January.(0-2026-02-10)

¹¹, D-9 Our Wi-Fi was available from Jan. 1 to Feb. 17. After that, electricity to the building was shut off until June. June through Nov. the electricity was turned on and Wi-Fi was accessible by users outside the building. In December the electricity was again shut off for repairs.(0-2026-02-10)

¹², D-10 The increase is likely due to people seeking information on a damaged building, information about library services and programs still being offered, and reading our blog posts for news on the repair journey.(0-2026-02-05)

¹³, E-1 Because we were not able to access the collection after our roof was damaged on Feb. 17, 2025 we did not perform regular weeding.(0-2026-02-10)

¹⁴, E-3 We did not renew magazine subscriptions due to the closure and being able to offer magazines through OverDrive.(0-2026-02-09)

¹⁵, E-6 Removed 20 laptops and 1 e-reader. Added 8 craft kits (Gelli Printing kits) and 3 library of things items (Disc Golf sets). $51 - 20 - 1 + 3 + 8 = 41$ (0-2026-02-09)

¹⁶, E-8 The only access to e-books is through the shared Chester County Library System Overdrive platform.(0-2026-02-24)

¹⁷, E-11 Copies in the system.(0-2026-02-10)

¹⁸, E-15 Total number of OverDrive magazines.(0-2026-02-10)

¹⁹, E-16 The only access to e-books is through the shared Chester County Library System Overdrive platform.(0-2026-02-24)

²⁰, E-18 Added access to e-audios through the statewide Power Library resource.(0-2026-05-26)

²¹, E-19 Copies in the system.(0-2026-02-10)

²², E-23 Our system purchases Kanopy Plus packs and has no local control over the number of titles offered.(0-2026-02-17)

²³, E-27 Last year we included the POWER Library databases(0-2026-02-16)

²⁴, F-3 Our entire collection of physical items was unavailable due to our building being closed due to roof damage.(0-2026-02-09)

²⁵, F-4 [2026-02-09] Our entire collection of physical items was unavailable due to our building being closed due to roof damage.(0-2026-04-13)

²⁶, F-5 [2026-02-09] Our entire collection of physical items was unavailable due to our building being closed due to roof damage.(0-2026-04-13)

²⁷, F-7 in 2025 the Library System switched from Flipster to OverDrive magazines.(0-2026-02-10)

²⁸, F-12 Physical circulation for 2025 was limited to the first 6 weeks of the year. Our physical collection was unavailable after our library building was closed due to roof damage.(0-2026-02-10)

²⁹, F-13 Physical circulation for 2025 was limited to the first 6 weeks of the year. Our physical collection was unavailable after our library building was closed due to roof damage.(0-2026-02-10)

³⁰, F-14 We were only able to provide material to other libraries for the first 39 days of 2025.(0-2026-02-09)

³¹, F-15 We were only able to check out material from other libraries for the first 39 days of 2025.(0-2026-02-10)

³², G-2 Our full time children's program assistance resigned in April.(0-2026-02-09)

³³, G-3 Two part time staff members resigned in April.(0-2026-02-09)

³⁴, G-4 The one volunteer we had was not needed after the library closure due to roof damage.(0-2026-02-10)

³⁵, G-5 One staff member - the Library Director.(0-2026-02-10)

³⁶, G-8 After our library was damaged by a tree falling through the roof, 1 full time and 2 part time employees resigned.(0-2026-02-12)

³⁷, G-12 The Director and one part time staff member both attended online training and the yearly staff inservice day.(0-2026-02-09)

³⁸, G-13 There was only 1 staff member with an MLS in 2025.(0-2026-02-12)

³⁹, G-21 There was only 1 staff member with an MLS in 2025 and their hours where 37.5 per week.(0-2026-02-12)

⁴⁰, G-22 There was only 1 staff member with an MLS in 2025 and their hours where 37.5 per week.(0-2026-02-12)

⁴¹, G-23 [2026-02-12] After the library's roof was damaged and the building was closed to the public, 1 full time staff member and two part time staff members resigned.(0-2026-02-12)

⁴², G-24 [2026-02-12] After the library's roof was damaged and the building was closed to the public, 1 full time staff member and two part time staff members resigned.(0-2026-02-12)

⁴³, H-24 The decrease in the amount of onsite programs is due to our building being closed after tree branches fell through the roof in February and again in July, 2025.(0-2026-04-15)

⁴⁴, H-24 The increase in the amount of offsite programs is because we sought out places in the community to continue some of our programs while our building was closed from February 17 all the way through the end of 2025.(0-2026-04-15)

⁴⁵, H-24 Even though we lost our building early in 2025, we did as much programming as we could during the year.(0-2026-02-09)

⁴⁶, H-24 We partnered with as many local businesses and organizations as possible to offer programs like Science the Summer at offsite locations.(0-2026-02-09)

⁴⁷, H-24 We hired someone in September 2024 who was keen to work with teens. She more than doubled the previous years amount of YA programs before she resigned in April 2025.(0-2026-02-10)

⁴⁸, H-24 Our adult programs are run by volunteers who easily found off site locations and never missed a program during the closure.(0-2026-02-09)

⁴⁹, H-24 We now label some of our programs General Interest.(0-2026-02-09)

⁵⁰, H-24 We would have topped the amount of programs we had in 2025 by large amount if it were not for the tree falling through the roof in February.(0-2026-02-09)

⁵¹, H-48 The decrease in the amount of onsite programs is due to our building being closed after tree branches fell through the roof in February and again in July, 2025.(0-2026-05-06)

⁵², H-48 After the shutdown, we continued to hold as many preschool programs as possible at offsite locations.(0-2026-02-10)

⁵³, H-48 We continued to hold as many programs as possible for school agers, including a Summer Reading program.(0-2026-02-10)

⁵⁴, H-48 We were lucky enough to have a children's programmer from January through April. She held YA programs for our teens.(0-2026-02-10)

⁵⁵, H-48 Our adult programs were the least affected by our shutdown.(0-2026-02-10)

⁵⁶, H-48 Our general interest programs where well received.(0-2026-02-10)

⁵⁷, H-48 We tried very hard to offer as many programs as possible with limited staff and limited spaces available.(0-2026-02-10)

⁵⁸, H-51 This was a drop in, week long, card making program for Valentines Day. It was our last program.(0-2026-02-10)

⁵⁹, H-52 Card making programs always draw a large crowd.(0-2026-02-10)

⁶⁰, J-41 Remainder of a 2024 grant from the PA Dpt. of Education, utilizing federal funds and sponsored by Sen. Muth for the libraries in her district (PA-44.)(0-2026-02-23)

⁶¹, K-1 After our library was damaged by a tree falling through the roof, 1 full time and 2 part time employees resigned.(0-2026-02-23)

⁶², K-10 We did not spend on other materials in 2025 because our building was closed to the public and our physical collection was unavailable. Instead we used our funds to purchase ematerials as the demand for ebooks and eaudiobooks is always high and we felt this was a good use of our money.(0-2026-04-15)

⁶³, K-15 Stands for permanent Story Walk installation and a picnic table(0-2026-02-16)

⁶⁴, K-18 Our physical building was open to the public for the first 6 weeks and two days of 2025. Then a tree branch came throught the roof and we could not use the building for the remainder of the year.(0-2026-02-09)

⁶⁵, K-19 We paid to boost our Annual Appeal posts on Facebook. Budget number 025-439400(0-2026-02-11)