OCL Review - Annual Report

[]OCL Report Review Status - Federal	
[]Federal Review - Please address these issues as soon as possible. Once corrections have been made, please resubmit/lock.	
[]OCL Report Review Status - State	
[]State Review - Please address these issues as soon as possible. Once corrections have been made, please resubmit/lock.	

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 2024 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.

[]Report Period Start Date	01/01/2024
[]Report Period End Date	12/31/2024
[]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

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

Summary	1	4024.00000
	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
You can find your State Legislators here.

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. PUBLIC SERVICE HOURS

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 [1]	2,375.50
C-2aIf the entity has branches, enter the name of the library that is considered the main library.	0
C-3Public Service Weekly Hours Open for Main Library (Monday-Sunday)	48.00
C-3aPublic Service Weekend Hours Open included in Weekly Hours for Main Library. (Saturday-Sunday)	8.00
C-4Does the library take advantage 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)	

D. GENERAL SERVICES

D-1Annual Number of Library Visits [2]	17,822
D-1aLibrary Visits Reporting Method	Annual Count
D-2Reference Questions Received Annually [3]	3,718
D-2aReference Transactions Reporting Method	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?	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 [4]	363
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 [5]	2,033
D-9aReporting method for wireless sessions	Annual Count
D-10Report the YEARLY number of visits, by all users, to the library WEBSITE. (Beginning with FY2024, This information will not be monitored by the Office of Commonwealth Libraries and has been removed from the Public Libraries Survey.) [6]	6,201

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, 2024 [7]	16,549

Print Material Collection

E-2Print Materials - excluding magazines/periodicals [8]	14,197
E-3Number of Current Print Periodical Titles (Subscriptions) [9]	16

Non-Print Physical Collection

E-4Audio - Physical Units [10]	928
E-5Video - Physical Units [11]	1,193
E-6Other Physical Materials [12]	51

Total Print & Physical Collection

E-7Total Print and Physical Items in the Collection - excluding periodicals [13]	16,369

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?	Yes
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 (Beginning with FY2024, this information will not be monitored by the Office of Commonwealth Libraries and has been removed from the Public Libraries Survey.) [14]	

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) [15]	206

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-16 Did the library provide access to e-audios purchased solely by the library?	Yes
E-17 Did 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-18 Did 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?	No
E-19 Audio Downloadable Units (Beginning with FY2024, this information will not be monitored by the Office of Commonwealth Libraries and has been removed from the Public Libraries Survey.) [16]	

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-20 Did the library provide access to e-videos purchased solely by the library?	No
E-21 Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, system, district, or regional level? [17]	Yes
E-22 Did 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-23 Video - Downloadable Units (Beginning with FY2024, this information will not be monitored by the Office of Commonwealth Libraries and has been removed from the Public Libraries Survey.) [18]	

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-24 Did the library provide access to research databases purchased solely by the library?	No
E-25 Did 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-26 Did 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-27 Local/Other Electronic Collections (Beginning with FY2024, this information will not be monitored by the Office of Commonwealth Libraries and has been removed from the Public Libraries Survey.) [19]	

Online Learning Platform

E-28 Did the library provide access to online learning platforms purchased solely by the library?	No
E-29 Did 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-30 Did 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-1 Registered users as of December 31, 2024	1,608
F-2 Did 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	32,161
F-4Circulation of Other Physical Items (wi-fi hotspots, tools, boardgames, etc.) [20]	91
F-5Total Circulation of Physical Items	32,252

Digital Items - Circulation

F-6Circulation of E-Books	15,246
F-7Circulation of E-Serials (periodicals/magazines/newspapers)	4,827
F-8Circulation of E-Audio	14,105
F-9Circulation of E-Video	518
F-10Circulation of Electronic Materials (e-books, video download, audio files)	34,696
OPTIONALOptional: Retrieval of Electronic Information (Beginning with FY2024, this information will not be monitored by the Office of Commonwealth Libraries and has been removed from the Public Libraries Survey.) [21]	

Total Circulation

F-11Total Circulation of Physical and Electronic Materials	66,948
F-12Circulation of children's physical materials during the reporting year - included within the Total Circulation of Physical Materials data element.	21,989

Interlibrary Loan

F-13Interlibrary loan items provided to other libraries	8,701
F-14Interlibrary loan items received from other libraries	7,439

G. PERSONNEL

Report figures as of the last day of the calendar year (December 31, 2024).

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-1 What is the base number of hours to be considered a Full-Time employee at the library?	37.50
G-2 How many individuals are employed as fulltime staff?	2.00
G-3 How many individuals are employed as part time staff?	5.00
G-4 How many individuals are considered to be regular volunteers at your library?	1.00
G-5 Hours Worked Per Week by all paid staff with an MLS from an ALA accredited program - as of December 31, 2024. [22]	75.00
G-6 Hours Worked Per Week by all paid staff with MLS from a Non-ALA accredited program - as of December 31, 2024.	0.00
G-7 Hours Worked Per Week by all paid staff with the Title of Librarian - as of December 31, 2024. [23]	37.50
G-8 Hours Worked Per Week by all Other Paid Staff - as of December 31, 2024. (exclude janitorial, maintenance and security)	58.00
G-9 Hours Worked Per Week by Volunteers whose responsibilities are related to the daily delivery of library service - as of December 31, 2024.	2.00
G-10 Hours Worked Per Week by Janitorial, Maintenance and Security Staff - as of December 31, 2024.	0.00
G-11 Hours 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	1.07
G-15State Standard - Total Librarian FTEs	3.21
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	4.93

Federal Reporting Totals

G-20Federal Reporting - Total ALA-MLS FTE Staffing	1.88
G-21Federal Reporting - Total Librarian FTEs	2.81
G-22Federal Reporting - Total Other paid staff	1.45
G-23Federal Reporting - Total Staff FTE	4.26

Library Director

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

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-2024

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-2024

Continuing Education File Name Structure:
CE-Last Name-First Name-Reporting Year
Example: CE-Doe-Jane-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 [24]	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?	37.5
G-31Total Hours of Continuing Education Attended by the Director	17.5
G-31aDirector's Continuing Education Documentation Upload	CE-Niggel-Nancy-2024.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

Detailed Staff Information

Report filled positions and salaries as of the last day of calendar year (December 31, 2024).

If one staff person is responsible for more than one department, determine which responsibility is primary and 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-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	$59,110	Professional	6.25	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 Pre-school 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	188	77	3	126	0	394
Offsite	1	3	0	0	1	5
Live Virtual Programs	0	0	0	1	0	1
Totals	189	80	3	127	1	[25]400

Attendance of Live Program Sessions

	H-25 Pre-school 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	4,420	2,139	6	1,239	0	7,804
Offsite	64	348	0	0	400	812
Live Virtual Programs	0	0	0	10	0	10
Totals	4,484	2,487	6	1,249	400	[26]8,626

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? [27]	6
H-52Approximately how many patrons took part in these activities? [28]	341

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 Current Library Board Members	6
I-3Do any contributing municipalities appoint voting board members to the library board?	No
I-4Current Library Board President's Name	Kimberly Marino
I-5Current Library Board President's Email	ChesterSpringsLibraryTrustees@gmail.com
I-6Current Library Board Treasurer's Name	Peter Kim
I-7Current Library Board Treasurer's Email	pckim222@gmail.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	
J-2LSTA Revenue - Received and Retained by Library/System	
J-3LSTA Revenue - Received and Retained from System or Other Libraries	
J-4Total LSTA Revenue - Received and Retained	0

ARP/CARES Act

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

Federal Employment Program

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

Total Federal Employment Program

J-10cTotal Federal Employment Program	$0

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	
J-12Other Federal Revenue [29]	$11,288
J-13Total Other Federal Revenue	$11,288

Total Federal Revenue

J-14Total Federal Revenue	$11,288

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	$21,996
J-17State Aid - District	$0
J-18State Aid - County Coordination	$0
J-19State Aid - Statewide Library Resource Center	$0
J-20Total State Aid Received	$21,996
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.	
J-24Keystone Grant Revenue for Non-Routine Maintenance - Retained by Municipality for expenses made on behalf of the Library.	

State Employment Program Revenue

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

Total State Employment Program

J-25cTotal State Employment Program	$0

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	
J-27Other State Revenue	
J-28Total Other State Revenue	0

Total State Revenue

J-29Total State Revenue	$21,996

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	2	2	2	0.30000		119184.0000937.00000
	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	Municipality	TxREF	0.3000	$0	[30]$119,184
	[30]West Pikeland	[30]Municipality	[30]AC	[30]	[30]	[30]$937

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-Chester Springs Lib.-2024-VAC.pdf
J-32Upload county distribution document (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	18156.00000
	J-33a Source Library Name	J-33b Source County Name	J-33c Amount Received
	Chester County Library	Chester	$18,156

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	

Total Local Government Revenue

J-35Total Local Government Revenue	$138,277

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	
J-37Other Operating Revenue (As of FY2024, this data element includes Miscellaneous Revenue that was previously reported separately.)	$75,292
J-38Total Other Operating Revenue	$75,292

Total Operating Revenue - All Sources

J-39Total Operating Revenue - All Accounts	$246,853

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-40LSTA Funds Beginning Balance	$0
J-41Other Federal Funds Beginning Balance	$0
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.

Salaries, Wages, & Benefits Expenditures

K-1Salary and Wage Expenditures For All Library Staff	$122,511
K-2Salary and Wage Expenditures By Employment Programs For Staff Provided to Library	$0
K-3TOTAL SALARIES AND WAGES	$122,511
K-4Employee Benefit Expenditures For All Library Staff	$28,424
K-5Employee Benefit Expenditures By Employment Programs For Staff Provided to Library	$0
K-6TOTAL EMPLOYEE BENEFITS	$28,424
K-7TOTAL STAFF EXPENDITURES	$150,935

Collection Expenditures

K-8Collection Expenditures - Print Materials [31]	$25,601
K-9Collection Expenditures - Electronic Materials	$12,245
K-10Collection Expenditures - Other Materials	$802
K-11Collection Expenditures - Internet Provider Connection Fees	$0
K-12Collection Expenditures - Library Collection Maintenance Supplies and Automation Costs	$251
K-13State Standard - Total Collection Expenditures	$38,899
K-14Federal Reporting - Total Collection Expenditures	$38,648

Other Operating Expenditures

K-15Expenditures for Major Renovations that do Not Add to Useable Floor Space, and/or Major Furniture or Equipment Purchases [32]	$0
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	$30,723
K-21State Standard - Total Other Operating Expenditures	$40,923
K-22Federal Reporting - Total Other Operating Expenditures	$41,174

Total Operating Expenditures

K-23State Standard - Total Operating Expenditures	$230,757
K-24Federal Reporting - Total Operating Expenditures	$230,757

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.	9,607
K-27List the items purchased or project completed. Include the justification for reporting these as one-time, non-recurring expenses	Part of a 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 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-28Collection Expenditure required to meet 12% of Operating Expenditures	26,538
K-29Actual Collection Expenditure Percentage Reported	18%

Funds Transferred out of Operating Accounts

K-30Funds Transferred from Operating Account to Bookmobile Replacement Fund	

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	$0	$11,288	$9,607	[33]$1,681
State Aid	$0	$21,996	$21,996	$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-1	Capital Revenue - Federal Funds	$0
M-2	Capital Revenue - State Funds - Other than Keystone	$0
M-3	Capital Revenue - State Funds - Keystone	$0
M-4	Capital Revenue - Local Government Funds	$0
M-5	Capital Revenue - Other Local Funds	$0
M-6	Total Capital Revenue	$0

Capital Expenditures

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

N. OTHER FINANCIAL ACCOUNTS

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

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

Summary	0	
	O-1. Name of Contributing Entity	O-2. Amount
		$0

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 document here.

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-1Total Operating Expenditure	$230,757
Q-2Mortgage Principal	$0
Q-310% of Total Operating Expenditure	$23,076
Q-4Mortgage Adjustment	$-23,076
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	$230,757

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	$21,996
Q-13LSTA Expended	$0
Q-14Keystone Funds Expended	$0
Q-15Rent to Supporting Municipalities & Costs of Raising Funds	$0
Q-16Total LFE Deductions	$21,996

Subtotal Local Financial Effort

Q-17Subtotal LFE	$208,761

Estimated Shared Costs Credit

Q-18Estimated Shared Costs	$0
Q-19Maximum Allowable Shared Cost Credit	$36,840
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	$208,761

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-2024-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-2024-SP

R-1Year End Profit and Loss report or financial statement - (not audit or financial review) [34]	AR-SD-Chester-Chester Springs Library-2024-PL.pdf
R-2Annual Report - PA Public Library Data Survey Signature Page [35]	AR-SD-Chester-Chester Springs Library-2024-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-1Does 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

[1], C-2 January 6 – closed 6 hours due to snow January 9 – closed 2 hours due to heavy rain January 10, 11, 12 – closed 24 hours (3 full days) due to no power from Winter Storm Finn January 16 – closed 8 hours due to snow January 19 – closed 8 hours due to snow February 13 – closed 8 hours due to snow February 17 – closed 2 hours due to snow June 7 – closed for 1.5 hours for staff appreciation brunch Open 6 extra hours for two community days during the year(*0-2025-02-07*)

[2], D-1 953 less visits - 5% decrease in library visits. A new door counter was installed in July 2024 and door counts were roughly 20% less for each remaining month of the year.(*0-2025-02-07*)

[3], D-2 The solar eclipse generated a lot of reference questions before the actual event.(*0-2025-02-07*)

[4], D-5 Less people need to use our public computers which directly correlates to the slight increase of our Wi-Fi usage.(*0-2025-02-07*)

[5], D-9 More people are using their own devices to connect to our Wi-Fi.(*0-2025-02-07*)

[6], D-10 We have been trying to increase interest in our website.(*0-2025-02-07*)

[7], E-1 We added 367 children's Decodable books in 2024. A collection we received through a grant from Senator Muth. This collection is for children who are struggling to read and their adults/teachers.(*0-2025-02-07*)

[8], E-2 Besides regular additions to the physical collection, see the previous note for E-1 about the additional Decodable books.(*0-2025-02-10*)

[9], E-3 Added 4 more subscriptions in 2024.(*0-2025-02-07*)

[10], E-4 We are weeding the physical audio units and not purchasing as many as previous years due to lack of interest.(*0-2025-02-11*)

[11], E-5 We do not purchase as many DVDs as people are not checking them out like they used to.(*0-2025-02-11*)

[12], E-6 We added items to our Library of Things.(*0-2025-02-11*)

[13], E-7 See previous notes about Decodable Books(*0-2025-02-11*)

[14], E-11 Does not need to be completed.(*0-2025-02-28*)

[15], E-15 Amount given from District Center.(*0-2025-03-02*)

[16], E-19 Does not need to be completed.(*0-2025-02-28*)

[17], E-21 Kanopy streaming(*0-2025-02-10*)

[18], E-23 Does not need to be completed.(*0-2025-02-28*)

[19], E-27 Does not need to be completed.(*0-2025-02-28*)

[20], F-4 Physical museum passes(*0-2025-02-28*)

[21], OPTIONAL Opting out.(*0-2025-02-28*)

[22], G-5 Two employees with MLS degrees each working 37.5 hours per week(*0-2025-02-20*)

[23], G-7 Do not include the director(*0-2025-02-07*)

[24], G-25a 3126107(*0-2025-02-07*)

[25], H-24 Our full time programming assistant resigned in the beginning of July and we had 20 fewer programs than last year from the time she left until we hired a new person in September.(*0-2025-02-10*)

[26], H-48 Because we had fewer programs we had less year-over-year attendance in 2024.(*0-2025-02-10*)

[27], H-51 We had half as many passive programs as the year before.(*0-2025-02-07*)

[28], H-52 There were less attendees, but the number of participants correlates to the number of programs held.(*0-2025-02-07*)

[29], J-12 Federal funds distributed by the PA Department of Education(*0-2025-02-13*)

[30], J-30f West Pikeland Twp. pays 50% of the fees for Summer Reading performers(*0-2025-03-06*)

[31], K-8 We added 367 children's Decodable books in 2024. A collection we received through a grant from Senator Muth. This collection is for children who are struggling to read and their adults/teachers.(*0-2025-02-28*)

[32], K-15 No major renovations in 2024.(*0-2025-02-28*)

[33], Funds will be utilized by June 30, 2025 per the terms of the grant(*0-2025-04-11*)

[34], R-1 AR-SD-Chester-Chester Springs Library-2024-PL(*0-2025-02-28*)

[35], R-2 AR-SD-Chester-Chester Springs Library-2024-SP(*0-2025-02-28*)