ASTON PUBLIC LIBRARY

REPORT DETAILS

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	01/01/2022	01/01/2021
Report Period End Date	12/31/2022	12/31/2021
Person coordinating/completing the report	Stephen Sarazin	
Contact Email Address	director@astonlibrary.org	
Contact Phone Number	610-494-5877	

A. GENERAL INFORMATION

A-1 Library LIBID Number	925230064
A-2 Library Legal Name	ASTON PUBLIC LIBRARY
A-3 Mailing Address	3270 CONCORD ROAD
A-4 City/Town	ASTON
A-5 State	PA
A-6 Zip	19014
A-7 Physical Street Address	3270 CONCORD ROAD
A-8 City/Town	ASTON
A-9 State	PA
A-10 Zip	19014
A-11 Library Region	SOUTHEAST
A-12 Library District	DELAWARE
A-13 County	DELAWARE
A-14 Library Telephone Number	6104945877
A-15 Year Library Founded	1977
A-16 Library Website URL	www.astonlibrary.org
A-17 Library System Status	Delaware County Library System
A-18 Entity Type	Non-profit 501(c)(3) - Library has 501(c)(3) designation from IRS.
A-19 Is the Library Incorporated as a Pennsylvania Not-For-Profit Corporation?	No
A-20 Library's EIN	232063457
A-21 WebPLUS Identification number	PA0359
A-22 Interlibrary Relationship Code	Member of a Federation or Cooperative
A-23 Legal Basis Code	Non-profit Association or Agency
A-24 Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
A-25 FSCS Public Library Definition	Yes
A-26 Geographic Code	Minor Civil Division [MCD] (e.g., town, township), entirety

AIR codes

Status of AE record current to prior year	no change	no change
Status of LIBNAME current to prior year	no change from the prior year	no change from the prior year
Status of ADDRESS current to prior year	no change from the prior year	no change from the prior year
User defined ID. used to link two or more AEs together.		-3
Old FSCSKEY		-3

B. SERVICE AREA

B-1 Population of all Municipalities Claimed for State Aid. System headquarters report zero unless claiming a portion of system population.	16,791

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

Summary	1		16,791
	B-1a Municipality name		**B-1b Population**
	Aston Township		16,791

Outlets

B-2 Did your Service Area Change From Previous Report?	No	
B-3 Number of Central Libraries	1	
B-4 Number of Branches	0	0
B-5 Number of Bookmobiles.	0	0

B-6 Size of Main Library Building	9,105	

Legislative Districts

B-7 Total number of State House legislative districts served	1 ⌄	
B-7a State House legislative district #	161 ⌄	
B-8 Total number of State Senate legislative districts served	1 ⌄	
B-8a State Senate legislative district #	9 ⌄	
B-9 Total number of Federal House legislative districts served	1 ⌄	
B-9a Federal House legislative district #	5 ⌄	

C. GENERAL SERVICES

C-1 Number of Weeks During the reporting year the Library was Open to the Public.	52	26
C-2 Number of Weeks during the reporting year the Library Closed Due to COVID-19	0	26
C-3 Number of Weeks during the reporting year the Library Had Limited Occupancy Due to COVID-19	0	0
C-4 Total Annual Public Service Hours For the Main Library	2,587.00	837.00
C-5 Public Service Weekly Hours Open for Reporting Library (Monday-Sunday) [1]	54.00	16.10
C-5a Public Service Weekend Hours Open included in Weekly Hours. (Saturday-Sunday)	7.00	1.30
C-6 Does the library take advantages of the ten week hour reduction option during periods when community -use patterns warrant?	No ⌄	
C-6a Start date of ten-week reduced hours - use pop-up calendar or enter in mm/dd/yyyy format		
C-6b End date of ten-week reduced hours - use pop-up calendar or enter in mm/dd/yyyy format		
C-6c Public Service Weekly Hours Open during reduced ten week period. (Monday - Sunday)		
C-6d Public Service Weekend Hours Open during reduced ten week period included in Weekly Hours. (Saturday-Sunday)		
C-7 Annual Number of Library Visits	53,000	29,000
C-7a Library Visits Reporting Method	Annual Estimate Based on Typical Week(s) ⌄	
C-8 Reference Questions Received Annually	500	350
C-8a Reference Transactions Reporting Method	Annual Estimate Based on Typical Week(s) ⌄	
C-9 As 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

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.

D-1 Was the main library or any of the library's outlets physically closed to the public for any period of time during the reporting period due to the Coronavirus (COVID-19) pandemic?	No ⌄	
D-2 If the library was closed at any point due to COVID-19 in 2022, were public services provided during the closure?	No ⌄ ☑N/A - Library was not closed due to COVID-19 during this reporting period	
D-3 If the library was closed at any point due to COVID-19 in 2022, were electronic library cards issued during the closure?	No ⌄ ☑N/A - Library was not closed due to COVID-19 during this reporting period	
D-4 If the library was closed at any point due to COVID-19 in 2022, were reference service provided during the closure?	No ⌄ ☑N/A - Library was not closed due to COVID-19 during this reporting period	
D-5 If the library was closed at any point due to COVID-19 in 2022, were outside library services provided during the closure?	No ⌄ ☑N/A - Library was not closed due to COVID-19 during this reporting period	
D-6 If the library was closed at any point due to COVID-19 in 2022, was external library WiFi access added during the closure?	No ⌄ ☑N/A - Library was not closed due to COVID-19 during this reporting period	
D-7 If the library was closed at any point due to COVID-19 in 2022, was external library WiFi access increased during the closure?	No ⌄ ☑N/A - Library was not closed due to COVID-19 during this reporting period	
D-8 If the library was closed at any point due to COVID-19 in 2022, was staff re-assigned during the closure?	No ⌄ ☑N/A - Library was not closed due to COVID-19 during this reporting period	
D-9 If the library was closed at any point due to COVID-19 in 2022, report the total number of hours that the library provided curbside services during the closure.	No ☑N/A - Library was not closed due to COVID-19 during this reporting period	870

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-1 Cataloged Items as of December 31, 2022 [2]	112,910	106,261
E-2 Print Materials - excluding magazines/periodicals	38,423	40,192
E-3 Number of Current Print Periodical Titles (Subscriptions)	45	40
E-4 Electronic Books (E-Books) - excluding magazine/periodicals	37,528	35,757
E-5 Current Electronic Periodical Titles (Subscriptions)	2,027	1,826
E-6 Audio - Physical Units	2,426	2,658
E-7 Video - Physical Units	1,573	1,538
E-8 Other Physical Materials	94	90
E-9 TOTAL Physical Items in the Collection - excluding periodicals	42,516	44,478
E-10 TOTAL Current Periodical Titles	2,072	1,866
E-11 Audio Downloadable Units	27,661	21,690
E-12 Video - Downloadable Units	3,008	2,510
E-13 Local/Other Electronic Collections	35	42
E-14 State Electronic Collections	90	108
E-15 TOTAL Electronic Collections	125	150

F. LIBRARY USAGE

F-1 Registered users as of December 31, 2022	4,345	4,687
F-2 Circulation of Physical Items	85,976	46,799
F-3 Circulation of Other Physical Items (wi-fi hotspots, tools, boardgames, etc.)	1,163	699
F-4 Circulation of Electronic Materials (e-books, video download, audio files)	12,860	14,316
F-5 Total Circulation of Physical and Electronic Materials	99,999	61,814
F-6 Circulation of Children's Materials - included within Total Circulation of Physical and Electronic Materials [3]	46,030	24,722
F-7 Retrieval of Electronic Information	3,545	7,463
F-8 Total Electronic Content Use	16,405	21,779

F-9 Total Collection Use	103,544	69,277

Interlibrary Loan

F-10 Interlibrary loan items provided to other libraries [4]	10,259	20,745
F-11 Interlibrary loan items received from other libraries [5]	8,590	10,257

Computer and Internet Use

F-12 Number of Internet Computers Provided by the Library For Use by General Public	5	3
F-13 Number of Uses (Sessions) of Public Internet Computers per Year [6]	4,523	1,111
F-13a Reporting Method for Number of Uses of Public Internet Computers Per Year	Annual Count ⌄	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 ⌄	Yes
F-15 Does the Library Provide Wireless Internet Connection to the Public?	Yes ⌄	Yes
F-16 Does the library have a policy for the use of the wireless network?	Yes ⌄	Yes
F-17 Is a log-in required to access the library's wireless network?	Yes ⌄	Yes
F-18 Number of Sessions of Wireless Internet Connection per Year	-1 ☑ Unavailable	2,000
F-18a Reporting Method for Wireless Sessions	⌄ ☑ N/A - Count is unavailable	Annual Estimate Based on Typical Week(s)
F-19 Report the YEARLY number of visits, by all users, to the library WEBSITE.	30,215	32,732

G. PERSONNEL

Report figures as of the last day of the fiscal year (December 31, 2022). 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?	35.00	35.00
G-2 How many individuals are employed as fulltime staff?	1.00	1.00
G-3 How many individuals are employed as part time staff?	6.00	5.00
G-4 How many individuals are considered to be regular volunteers at your library?	6.00	3.00
G-5 Hours Worked Per Week by all paid staff with an MLS from an ALA accredited program - as of December 31, 2022.	38.00	38.00
G-6 Hours Worked Per Week by all paid staff with MLS from a Non-ALA accredited program - as of December 31, 2022.	0.00	0.00
G-7 Hours Worked Per Week by all paid staff with the Title of Librarian - as of December 31, 2022.	0.00	0.00
G-8 Hours Worked Per Week by all Other Paid Staff - as of December 31, 2022. (exclude janitorial, maintenance and security)	93.45	55.00
G-9 Hours Worked Per Week by Volunteers whose responsibilities are related to the daily delivery of library service - as of December 31, 2022.	30.00	17.00
G-10 Hours Worked Per Week by Janitorial, Maintenance and Security Staff - as of December 31, 2022.	0.00	0.00

State Reporting Totals

G-11 State Standard - Total ALA-MLS FTE Staffing	1.09	1.09
G-12 State Standard - Total MLS Non-ALA FTE Staffing	0.00	0.00
G-13 State Standard - Total FTE Staffing for Title of Librarian	0.00	0.00
G-14 State Standard - Total Librarian FTEs	1.09	1.09
G-15 State Standard - Total Other Paid Staff FTE Staffing	2.67	1.57
G-16 State Standard - Total Volunteer FTE Staffing	0.86	0.49
G-17 State Standard - Total FTE Staffing for Library	4.61	3.14

Federal Reporting Totals

G-18 Federal Reporting - Total ALA-MLS FTE Staffing	0.95	0.95
G-19 Federal Reporting - Total Librarian FTEs	0.95	0.95

Library Director

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

G-22 Current Library Director's Name	Stephen Sarazin	Stephen Sarazin
G-23 Current Library Director's Certification Level	PA Dept. of Education-Professional ⌄	
G-24 Current Library Director's PA Dept. of Education Professional Personnel ID (PPID) Number	1837562	
G-25 Appointment Date of Current Library Director (MM/YYYY)	06/2009	
G-26 Current Library Director's Email Address	director@astonlibrary.org	
G-27 How many hours does the library director work weekly, on premises, while the library is open to the public?	38.0	38.0
G-28 Total Hours of Continuing Education Attended by the Director	13.2	16.5
G-28a Director's Continuing Education Documentation Upload	Sarazin.S_CE_2022 Harrisburg Conf.pdf	
G-29 Have all paid staff working at least 20 hours per week attended at least six hours of continuing education every two years?	Yes ⌄	Yes

Detailed Staff Information

G-30. Report filled positions as of the last day of the reporting period. If more than one staff person is responsible for more than one department, determine which responsibility is primary and report full-time data in that category, leaving the other categories blank. If there is more than one branch librarian, enter the data that most closely represents the typical branch librarian position.
AN ENTRY FOR "LIBRARY DIRECTOR - HOURS WORKED WEEKLY" IS MANDATORY.

	Current Annual Salary		PA Department of Education Certification	Number of Years in Position		Hours Worked Weekly	
System Administrator			⌄				
Library Director	$50,942	$50,238	Professional ⌄	13.50	12.50	38.00	38.00
District Consultant			⌄				
Branch Librarian			⌄				
Bookmobile Librarian			⌄				
Head of Reference			⌄				
Head of Tech. Services			⌄				
Head of Circulation			⌄				
Head of Children's Services		$18,775	⌄		5.00		22.00
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)	103	45
H-2 Number of Live Program Sessions for Children (ages 6 - 11)	14	0
H-3 Number of Live Program Sessions for Young Adults (ages 12 - 18)	0	0
H-4 Number of Live Program Sessions for Adults (ages 19+)	99	53
H-5 Number of Live General Interest Program Sessions	0	0
H-6 Total Number of Live Program Sessions	216	98

Location of Live Program Sessions

H-7 Of the Total Live Program Sessions, how many were held In-Person, Onsite, with no live streaming?	216	49
H-8 Of the Total Live Program Sessions, how many were held In-Person, Offsite, with no live streaming?	0	0
H-9 Of the Total Live Program Sessions, how many were held either on-site or off-site with a live streaming, Virtual Program option? [7]	0	49
H-10 Total Live Program Sessions by Location - Should equal Total Number of Live Program Sessions.	216	98

Attendance of Live Program Sessions

H-11 Attendance at Live Programs for Children (ages birth - 5)	1,225	687
H-12 Attendance at Live Programs for Children (ages 6 - 11) [8]	1,527	0
H-13 Attendance at Live Programs for Young Adults (ages 12- 18).	0	0
H-14 Attendance at Live Programs for Adults (ages 19 and older)	1,387	344
H-15 Attendance at Live General Interest Program (mixed or all age groups).	0	0
H-16 Total Attendance at Live Programs [9]	4,139	1,031

Attendance by Location of Live Program Sessions

H-17 Of the Total Live Program Attendance, how many people attended In-Person or Onsite?	4,139	791
H-18 Of the Total Live Program Attendance, how many people attended In-Person or Offsite?	0	0
H-19 Of the Total Live Program Attendance, how many people attended virtually? [10]	0	240
H-20 Total Attendance by Location - Should equal Total Attendance at Live Programs	4,139	1,031

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-21 Total Number of Recorded Program Presentations	0	101
H-22 Total Views of Recorded Program Presentations within 30 Days	0	1,402

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-23 How many self-directed/passive learning activities were offered by the library?	17	10

H-24 Approximately how many patrons took part in these activities?	647		89

I. LIBRARY BOARD

I-1 How Many Library Board Positions are Specified in the Library's By-laws?	7		7
I-2 Number of Current Library Board Members	7		7
I-3 Number of Current Library Board Members Appointed by Contributing Municipalities	7		7
I-4 Name of the Library Board President	Madelyn Bush		
I-5 Board President's Address	9 MONTGOMERY LANE, ASTON PA 19014		
I-6 Board President's Email	madbush0925@aol.com		
I-7 Board President's Phone Number	(610) 494-5914		

J. REVENUE

Federal Revenue

LSTA

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

ARP/CARES Act

J-5 ARP or Cares Act Funding received directly from the federal government	$0		$0
J-6 ARP or Cares Act Funding received through the State	$0		$1,294
J-7 ARP or Cares Act Funding received through a local municipality (County, City, Township)	$0		$0
J-8 ARP or Cares Act Funding received through a non-government organization	$0		$0
J-9 Total ARP or Cares Act Funding received	$0		$1,294

Federal Employment Program

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

Total Federal Employment Program

J-10c Total Federal Employment Program		$0

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		$0
J-12 Other Federal Revenue - Include Paycheck Protection Program Funds (PPP).	$0		$0
J-13 Total Other Federal Revenue	$0		$0

Total Federal Revenue

J-14 Total Federal Revenue	$0		$1,294

State Revenue

State Aid to Public Libraries

J-15 State Aid to Public Libraries - Distributed to Other Libraries	$0		$0
J-16 State Aid to Public Libraries - Received and Retained By Library/System	$0		$0
J-17 Of the State Aid to Public Libraries received, how much was District Aid? (To be completed by DLC only)	$0		$0
J-18 State Aid to Public Libraries - Received and Retained From System or Other Libraries	$45,119		$46,188
J-19 Total State Aid Revenue	45,119		46,188

Keystone - Not for Capital Expenditures

J-20 Keystone Grant Revenue for Non-Routine Maintenance - Reimbursed to Library for library expense.	$0		$0
J-21 Keystone Grant Revenue for Non-Routine Maintenance - Retained by Municipality for expenses made on behalf of the Library.	$0		$0

State Employment Program Revenue

Summary			
	J-22a Name of Funding Source	J-22b Amount Received	

Total State Employment Program

J-22c Total State Employment Program		$0

Other State Revenue

J-23 State Revenue (Other than Keystone Funds) Received for Major Renovations that do Not Add to Useable Floor Space, and/or for Major Furniture or Equipment Purchases	$0		$0
J-24 Other State Revenue	$0		$0
J-25 Total Other State Revenue	0		0

Total State Revenue

J-26 Total State Revenue	$45,119		$46,188

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):
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 3	3	3	0.0500		$90,673
J-27a Municipality, county or school district name	**J-27b Municipality type**	**J-27c Source**	**J-27d Millage Rate**	**J-27e Amount distributed to other libraries**	**J-27f Amount retained**
[11]**Aston Township**	Municipality ∨	APM ∨	**0.0500**		**$43,673**
Aston Township	Municipality ∨	AP ∨			**$45,000**
Aston Township	Municipality ∨	AP ∨			**$2,000**

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		$4,530	
J-28a Source Library Name		**J-28b Source County Name**		**J-28c Amount Received**	
County of Delaware		**Delaware**		**$4,530**	

Other Local Government Revenue

J-29 Local Government Revenue Received for Major Renovations that do Not Add to Useable Floor Space, and/or Major Furniture or Equipment Purchases	$0	$0

Total Local Government Revenue

J-30 TOTAL LOCAL GOVERNMENT REVENUE	$95,203	$87,159
J-31 Revenue from School District that was reported in Local Government Revenue above (questions J-27, J-28 and/or J-29).	$0	$0

Revenue From Other Local Sources

J-32 Other Operating Revenue for Major Renovations that do Not Add to Useable Floor Space, and/or for Major Furniture or Equipment Purchases	$0	$0
J-33 Other Operating Revenue	$64,147	$53,150
J-34 Miscellaneous Revenue	$0	$0
J-35 TOTAL OTHER OPERATING REVENUE	$64,147	$53,150

Total Operating Revenue - All Sources

J-36 TOTAL OPERATING REVENUE ALL ACCOUNTS	$204,469	$87,159

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-37 LSTA Funds Beginning Balance	$0	$0
J-38 Other Federal Funds Beginning Balance	$0	$0
J-39 State Aid Funds Beginning Balance	$0	$0
J-40 Keystone Funds Beginning Balance	$0	$0
J-41 Other State Funds Beginning Balance	$0	$0
J-42 Local Operating Account Beginning Balance	$175,387	$136,811
J-43 TOTAL BEGINNING BALANCE	$175,387	$136,811

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-44 LSTA Funds Transferred Into Operating Account From Other Accounts	$0	$0
J-45 Other Federal Funds Transferred Into Operating Account from Other Accounts	$0	$0
J-46 State Aid Funds Transferred Into Operating Account from Other Accounts	$0	$0
J-47 Keystone Funds Transferred Into Operating Account from Other Accounts	$0	$0
J-48 Other State Funds Transferred Into Operating Account from Other Accounts	$0	$0
J-49 Local Operating Funds Transferred into Operating Account from Other Accounts	$0	$0
J-50 Total Funds Transferred into Operating Account from Other Accounts	$0	$0

Total Funds Available

J-51 TOTAL FUNDS AVAILABLE	$379,856	$87,159

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-1 Salary and Wage Expenditures For All Library Staff	$120,901	$92,108
K-2 Salary and Wage Expenditures By Employment Programs For Staff Provided to Library	$0	$0
K-3 TOTAL SALARIES AND WAGES	$120,901	$92,108
K-4 Employee Benefit Expenditures For All Library Staff	$15,609	$12,949
K-5 Employee Benefit Expenditures By Employment Programs For Staff Provided to Library	$0	$0
K-6 TOTAL EMPLOYEE BENEFITS	$15,609	$12,949
K-7 TOTAL STAFF EXPENDITURES	$136,510	$105,057

Collection Expenditures

K-8 Collection Expenditures - Print Materials	$29,601	$27,160
K-9 Collection Expenditures - Electronic Materials	$2,000	$0
K-10 Collection Expenditures - Other Materials	$4,319	$6,210
K-11 Collection Expenditures - Internet Provider Connection Fees	$0	$0
K-12 Collection Expenditures - Library Collection Maintenance Supplies and Automation Costs	$1,267	$779
K-13 State Standard - Total Collection Expenditures	$37,187	$34,149
K-14 Federal Reporting - Total Collection Expenditures	$35,920	$33,370

Other Operating Expenditures

K-15 Expenditures for Major Renovations that do Not Add to Useable Floor Space, and/or Major Furniture or Equipment Purchases	$0	$0

K-16 Mortgage Principal Paid	$0	$0
K-17 Rent to Supporting Municipality	$0	$0
K-18 Rent to Source that is not a Supporting Municipality	0	0
K-19 Cost of Raising Money	1,123	
K-20 Other Operating Expenditures - expenditures not reported in other categories	$17,006	$11,321
K-21 District Expenditures included in any of the above operating expenditures (Completed by DLC ONLY - Not to exceed district funding)	$0	$0
K-22 State Standard - Total Other Operating Expenditures	$18,129	$11,321
K-23 Federal Reporting - Total Other Operating Expenditures	$18,273	$12,100

Total Operating Expenditures

K-24 State Standard - Total Operating Expenditures	$191,826	$150,527
K-25 Federal Reporting - Total Operating Expenditures	$191,826	$150,527

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.	No ∨	No
K-27 Total amount of Local Funds reported in the Total Operating Expenditures line that were used for one-time, non-recurring expenses.	0	0
K-28 List the items/projects that have been included in the one-time, non-recurring costs.		

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	19%	23%

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	$0
K-31 LSTA Funds Transferred from Operating Account Into Other Accounts	$0	$0
K-32 Other Federal Funds Transferred from Operating Account into Other Accounts	$0	$0
K-33 State Aid Funds Transferred from Operating Account into Other Accounts	$0	$0
K-34 Keystone Funds Transferred from Operating Account into Other Accounts	$0	$0
K-35 Other State Funds Transferred from Operating Account into Other Accounts	$0	$0
K-36 Local Operating Funds Transferred from Operating Account into Other Accounts	$961	$2,033
K-37 Total Funds Transferred from Operating into Other Accounts	$961	$2,033

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	$45,119	$45,119	$0	$0
Keystone	$0	$0	$0	$0	$0	$0
Other State Funds	$0	$0	$0	$0	$0	$0
Local Operating	$175,387	$0	$159,350	$146,707	$961	$187,069
Total	$175,387		$204,469	$191,826	$961	$187,069

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

Capital Expenditures

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

M-10 Federal Reporting - Total Capital Expenditures	$0	$0

N. OTHER FINANCIAL ACCOUNTS

N-1 Trust Funds and Endowments	$90,000	$90,695
N-2 Of the total amount of all Trust Funds and Endowments, how much is restricted?	$0	$0
N-3 Other Local Funds not reported elsewhere	$0	$0
N-4 Total Other Financial Accounts	90,000	90,695

O. CERTIFICATION OF ESTIMATED COSTS

"In instances where a library shares utilities, supplies, janitorial or other services with a municipality or some other agency, without paying for them, the value of these items may be calculated and included as part of local financial effort. 22 PA Code § 131.59

Print a copy of the Certification of Estimated Costs (CEC) document and give to municipality/agency to complete. Enter the total estimated cost as calculated in column 2 of the CEC document and submit the completed CEC document, with original signature and seal, as part of the library's supporting documentation."

Summary	1		$25,986
	Name of Contributing Entity		Amount
	Aston Township		$25,986

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 mor 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	$191,826	$150,527
Q-2 Mortgage Principal	$0	$0
Q-3 10% of Total Operating Expenditure	$19,183	$15,053
Q-4 Mortgage Adjustment	$-19,183	$-15,053
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	$0
Q-6 Bookmobile Funds	$0	$0
Q-7 LFE Operating Expenditures	$191,826	$150,527

Credits Toward Local Financial Effort

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

Deductions From Local Financial Effort

Q-12 State Aid Expended	$45,119	$46,188
Q-13 LSTA Expended	$0	$0
Q-14 Keystone Funds Expended	$0	$0
Q-15 Rent to Supporting Municipalities	$0	$0
Q-16 Total LFE Deductions	$45,119	$46,188

Subtotal Local Financial Effort

Q-17 Subtotal LFE	$146,707	$104,339

Estimated Shared Costs Credit

Q-18 Estimated Shared Costs	$25,986	$23,820
Q-19 Maximum Allowable Shared Cost Credit	$25,889	$18,413

Q-20 Credit for Estimated Costs: Enter line Q-18 or line Q-19, whichever is less.	$25,889	$18,413
Total Local Financial Effort		
Q-21 Total Local Financial Effort	$172,596	$122,752

R. BRANCH REPORT

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

R-1 Does the library have a branch or branches?	No ∨

General Information

Address

Admin Info

Hours

Collection

ID

S. 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.

S-1 Does the library have a bookmobile or bookmobiles?	No ∨

General Information

Address

Admin Info

Hours

Collection

ID

[1], C-5 Open hours were 48 through 3/22/22, 51 through 5/22/22, 54 thereafter. (*0-2023-02-02*)

[2], E-1 42,561 physical + 70,349 electronic (*0-2023-02-09*)

[3], F-6 45358 physical + 672 electronic (*0-2023-02-09*)

[4], F-10 9970 in system + 289 outside. (*0-2023-02-09*)

[5], F-11 8376 in system + 214 outside (*0-2023-02-09*)

[6], F-13 There have been significant changes in usage due to return to regular hours from COVID restrictions. (*0-2023-01-27*)

[7], H-9 Programs were transitioned from virtual to in-person this year. (*0-2023-01-27*)

[8], H-12 Programs were transitioned from virtual to in-person this year. (*0-2023-01-27*)

[9], H-16 Programs expanded significantly compared with COVID-restricted 2021. (*0-2023-01-27*)

[10], H-19 Programs were transitioned from virtual to in-person this year. (*0-2023-02-03*)

[11], J-27a Separate entries are for property tax millage, annual contribution from operating budget, and special contribution supporting summer programs. (*0-2023-01-26*)