

**I. CHESTER COUNTY COMMUNITY FOUNDATION
GRANT PROPOSAL SUMMARY SHEET**

One page only. This page will be shared electronically with Grant Panel Members & Fund Advisors.

Note: If Philanthropy Network's Common Grant Application is used, CCCF's **Summary Sheet MUST accompany application.**

To obtain an electronic version of this application, visit www.chescocf.org

Date

Contact Information

Organization Name: Honey Brook Community Library
Spade, Director
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Avvento
Website: www.honeybrooklibrary.org
Year Incorporated: 1962
Gorgonzola
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ED/CEO Name: Jennifer

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Board Chair Name: Gennaro

Board Chair Approval (check here):

Primary Contact Name: Karen

Primary Contact E-mail:

Organization Information:

Field/s of Interest:

- Arts, Culture & Humanities
- Environment/Animal Welfare
- Education
- Health
- Human Services
- Religion

Mission: Honey Brook Community Library is committed to being a superior community resource while providing a wide variety of information and services. The goals of the library include promoting literacy, education, and entertainment and stimulating imagination and curiosity for community members of all ages.

Geographic Area Served The HBCL services the Townships of West Caln, Honey Brook, West Nantmeal, and Caernarvon (Lancaster).

Describe Population Served & Annual Number of People Served: The population served by HBCL includes rural and suburban communities and numbers approximately 16,000 residents. The area is slowly, but steadily increasing in population as people search for neighborhoods and towns offering reasonable housing and essential services while also providing parks and natural areas for exploration and enjoyment.

Annual Budget \$ 212,749.00 # of Full-Time Equivalent Paid Staff 1

12.8 % of budget for program expenses 9 # of Board Volunteers
86 % of budget for administrative expenses 12 # of Active Non-Board
Volunteers
1.2 % of budget for fundraising expenses 436 # of Volunteer Hours
100 % total

Top 3-5 funding sources: State funding, local government including Chester County and Honey Brook Township, private individual and business donations.

Is this grant proposal for: Capacity Building or General Operating ?

If Capacity Building Proposal, the focus is:

Mission, Vision & Strategy Governance & Leadership Partnerships & Collaborations

Fundraising, Development & Marketing Technology Other:

Grant Amount Requested from the Community Foundation: \$ 5000.00

The Honey Brook Community Library has been an integral part of its neighboring townships and boroughs for many decades. The library first opened in 1927 as the Honey Brook Free Library and was sponsored by the Lions Club. In 1962 the Honey Brook Borough established the Honey Brook Community Library and in 1978 the library joined the Chester County Library District. The library moved to its current location in 2002.

Providing a space for learning, exploring, and connecting, HBCL has continued to grow in services and patronage throughout the years to the extent that the current building is now in need of expansion and renovations. The Board of Trustees and the HBCL staff are welcoming this opportunity to improve the existing building as well as create new spaces that will continue to allow us to remain a vital resource for our community in the years to come.

HBCL is committed to being a superior community resource. It provides a wide variety of information and services while promoting literacy, education, and entertainment as well as stimulating imagination and curiosity for community members of all ages. Annually, the library welcomes 32K+ visits, serves 16K+ constituents, and offers 275+ educational programs with over 2,900 program participants. Constituents check out over 71,495 items per year.

In addition to offering books and audiovisual materials, HBCL currently provides the community with several ongoing programs including: Lego Club, Chatty Crafters, Mystery Book Club, Sewing Club, and a Summer Reading program as well as special events such as therapy dog demonstrations, and financial planning for college and retirement. Once a month, State Senator Katie Muth has a representative from her office available at the library for questions and concerns of area residents.

The library is housed in a one-story brick ranch style building, measuring approximately 3500 square feet. This space contains shelving for books and audiovisual materials, five computer stations, and two small conference tables with chairs. Staff includes one full time and four part-time employees.

A building needs assessment was completed in early 2019 by Rich Bowra, a Public Library Strategic

Planning and Library Building Consultant, who recommended that the library double its current space to adequately serve the community. Needs identified included more workspace, storage space, quiet reading sections, a separate children's section, a young adult section, programming space, a director's office, an adequate kitchen, and a large room for meetings and community use.

An initial design for the expansion/renovation plan was obtained in 2019, but progress with a Capital Campaign and bids for architectural and engineering contracts were put on hold secondary to the Covid-19 pandemic.

Discussions were held in the spring and summer of 2022 with State Senator Katie Muth's office regarding a grant from the Department of Community and Economic Development. A grant proposal was submitted and HBCL received a significant contribution to the Capital Campaign in October 2022. This funding is permitting us to move forward with the project and bids have been accepted from the architectural firm of Fedetz and Martin Associates as well as McCarthy Engineering for structural, mechanical, and HVAC services. The goal is to begin the construction and renovation work in the fourth quarter of 2023 with completion in spring of 2024.

At this time, we estimate that the DCED grant of \$1.14 million will cover much of the exterior building project, but the remainder of the approximate \$2 million

estimated budget will still be needed to cover interior work such as shelving, carpeting, and appropriate seating for a mix of ages.

The budget attached to this proposal shows the estimates for the structural elements of the project, but a few specific examples for interior features include tables and chairs for the community room, an approximate total of \$5300 for three tables and 70 chairs, and slat wall display panels for approximately \$1240. Estimates are based on the prices listed in the Demco Public Library Sourcebook published in 2020. Comfortable seating and ample physical space in the Community Room will allow the library to host programs, meetings, and events year round for larger groups. Currently, such programs and events must be held outside during the summer months since the building is unable to accommodate more than 15-20 participants at a time. The slat wall display may be used to inform the community about public health information, local events, and resources, and at times will offer local artists an opportunity to exhibit their work.

Patron visits, programs offered, and number of attendees are tracked by the library and published in the annual report. We expect all these numbers to increase as a result of the expansion/renovation project.

The increased space, comfortable furnishings, and ability to offer a variety of programs will promote the library's engagement with the community and allow HBCL to continue to be a vital resource for area residents for years to come.

Thank you for your consideration of our application and we hope you will join us in this worthwhile endeavor.