

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: Pottstown Regional Public Library
Address: 500 East High Street Pottstown, PA 19464
Phone: 610-970-6551
Website: www.pottstownregionalpubliclibrary.org
Year Incorporated: 1921
FEIN: 23-0985220

ED/CEO Name: Angela Brown
ED/CEO E-mail: anbrown@mclinc.org
Board Chair Name: Tracey L. Brown, Ph.D.
Board Chair Approval (check here): X
Primary Contact Name: Tracey L. Brown, Ph.D.
Primary Contact E-mail: prplboard@gmail.com

Organization Information:

Field/s of Interest:

X Arts, Culture & Humanities
X Education

Mission: Pottstown Regional Public Library works to strengthen our diverse community by providing free and open access to resources that inform, instruct, inspire, and promote lifelong learning.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): Western Montgomery County (specifically Pottstown, West Pottsgrove, Lower Pottsgrove, and Upper Pottsgrove) as well as northern Chester County.

Describe Population Served & Annual Number of People Served: The Pottstown Regional Public Library has 98,516 (2023) registered users primarily from Montgomery and Chester County. Of that number, 7,310 are from Chester County.

Annual Budget \$1,021,590.00

10 % of budget for program expenses

86 % of budget for administrative expenses

2 % of budget for fundraising expenses

100 % total

5 Full-Time Equivalent Paid Staff

7 Board Volunteers

1 Active Non-Board Volunteers

10 Volunteer Hours

Top 3-5 funding sources:

1. State of Pennsylvania
2. Borough of Pottstown
3. PRPL generated revenue (i.e. passport, notary, test proctoring services)

Is this grant proposal for: General Operating

If Capacity Building Proposal, the focus is: N/A

Grant Amount Requested from the Community Foundation: \$7,500

Proposal Summary:

The Pottstown Regional Public Library, founded in 1921, seeks \$7,500 in funding to support general operating expenses essential for maintaining its role as a cornerstone of the community. Our mission is to strengthen our diverse community by providing free and open access to resources that inform, instruct, inspire, and promote lifelong learning. As a recently designated PA Forward® Gold Star Library, we are committed to excellence in service.

The PRPL only receives 42% of its overall operating budget in funding from state and local municipalities. To bridge this gap, we rely on donations to cover the remaining 58%. This funding will ensure the library remains open and accessible, supports the acquisition of up-to-date materials, and sustains our educational and recreational programs. Given the financial strain caused by the COVID-19 pandemic, immediate support is crucial to prevent service interruptions and to meet the growing needs of our community. The impact of this funding will be demonstrated through library usage statistics, patron feedback, and program attendance.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

Pottstown Regional Public Library Grant Proposal

1. Nonprofit's History, Goals, Key Achievements & Distinctiveness

History

The Pottstown Regional Public Library was founded in 1921 with a mission to strengthen our diverse community by providing free and open access to resources that inform, instruct, inspire, and promote lifelong learning. Over the years, it has grown to become a cornerstone of the community, providing vital resources and services to residents of all ages.

Goals

Our primary goals are to:

- Foster a love of reading and lifelong learning.
- Provide access to diverse and up-to-date resources.
- Support educational and personal growth through various programs and services.
- Serve as a community hub for information and cultural exchange.

Key Achievements

- Awarded library cards to every student in the Pottstown and Pottsgrove School Districts. There are now 4,000 school age children who have Pottstown Regional Public library cards.
- Launched the 2024 summer reading program. There are approximately 350 children each year that participate in our reading challenges. This number has the potential to grow exponentially with awarding of library cards noted immediately above.
- Designation as a PA Forward® Gold Star Library on November 16, 2023.

Distinctiveness

What sets Pottstown Regional Public Library apart is our:

- Commitment to inclusivity and diversity in our collections and programs.
- Innovative approach to community engagement and outreach.
- Strong network of partnerships with local schools, nonprofits, and businesses.
- Dedicated team of staff passionate about serving the community.

2. Funding Request

Description of Key Initiatives

As noted above, the PRPL only receives 42% of its overall operating budget in funding from state and local municipalities. We rely on donations and grant funding to cover the remaining 58%. We are seeking \$7,500 in funding towards general operating expenses. This support will enable us to continue delivering essential services and programs to our community, including:

- Sustaining Daily Operations

Objective: Ensure the library remains open and accessible to all community members.

Activities: Covering costs such as utilities, maintenance, and staff salaries.

- Supporting Program Delivery

Objective: Offer a variety of educational and recreational programs for all ages.

Activities: Funding for program materials and staff facilitation.

Specific Needs & Issues to be Addressed

- Operational Stability: Ensuring the library can maintain consistent hours and services.
- Program Continuity: Continuing to offer valuable programs that support literacy, education, and community engagement.

Why It Is Important to Fund This Now

- The COVID-19 pandemic has strained our financial resources, making it challenging to cover operating expenses.
- Immediate funding will prevent service interruptions and ensure we can meet the community's growing needs.
- Supporting general operating expenses will provide a stable foundation for future growth and program development.

How Impact & Results Will Be Demonstrated

- Operational Stability: Monitor and report on library usage statistics, including visitor numbers and hours of operation.
- Program Continuity: Measure program attendance, collect participant feedback, and evaluate the outcomes of educational and recreational programming

