GRANT PROPOSAL SUMMARY SHEET

Date: 9/15/2026

CONTACT INFORMATION

Organization Name: West Chester Public Library
Address: 415 N Church Street West Chester, PA 19380
Phone: 610.696.1721
Website: https://www.wcpubliclibrary.org/
Year Incorporated: 1872
FEIN: 23-1365982

ED/CEO Name: Faith Dopirak
ED/CEO E-mail: fdopirak@ccls.org
Board Chair Name: Shannon McDonald
Board Chair Approval (check here): X
Primary Contact Name: Jennifer Salvo
Primary Contact E-mail: jennifer.salvo@live.com

ORGANIZATION INFORMATION

Field/s of Interest:
- **Arts, Culture, Heritage**
- **Education, Library**
- Environment, Animals
- Health
- **Human Services**
- Social Justice
- Civic Engagement
- Religion
- If other, please describe:

Mission: West Chester Public Library provides all community members equal access to information, ideas, and knowledge through books, programs, and other resources to support lifelong learning.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): West Chester Borough and surrounding municipalities. However, any Chester County resident can use West Chester Public Library's (WCPL) resources. We are part of a federated system of 18 member libraries and have a shared card throughout Chester County. We serve the entire population, all ages, through programming and materials circulation.

Describe Population Served & Annual Number of People Served. (Include Chester County # &/or % served.)
Total Number of Library Visits in 2025: 86,686
Population of All WCPL Municipalities: 53,570

Annual Budget $580,355
57% of budget for program expenses
33% of budget for administrative expenses

10% of budget for fundraising expenses
100% = total

9_____# of Full-Time Equivalent Paid Staff
13_____# of Board Volunteers
7_____# of Active Non-Board Volunteers
15/week_# of Volunteer Hours

Top 3-5 funding sources:
State of Pennsylvania
Chester County
6 Surrounding Townships (Pocopson, Westtown, West Goshen, Birmingham, Thornbury, East Bradford) and the West Chester Borough

This grant proposal is for:
____Direct Service Programs & General Operating &/or
__X__Capacity Building

If Capacity Building Proposal, the focus is:
_____Contingency Planning
_____Mission, Vision, Strategy
__X__Resource Development
_____Partnerships, Collaborations
_____Board Engagement & Leadership
_____Operations
_____Merger, Closure
_____Marketing, Communication
_____Technology
_____If other, please describe:

Grant Amount Requested from the Community Foundation: $10,000

Proposal Summary: (a few sentences, please)
"Bad libraries build collections, good libraries build services, great libraries build communities". - R. David Lankes

The West Chester Public Library (WCPL) is seeking $10,000 in Capacity Building Grant funding from the Chester County Community Foundation with a focus on resource development in order to continue building community. The WCPL has an increased need for private fundraising where state funding has not increased since 2021 and municipalities have not, and in some cases cannot, increase contributions to cover the natural inflationary cost increases of the Library. Awarded grant money would be used to focus on building sustainability by ensuring the Library is fully funded, despite ongoing challenges and changes in government funding at all levels.

GRANT PROPOSAL NARRATIVE

Nonprofit's overall aims, key initiatives, key achievements & distinctiveness
The WCPL is a vital community hub providing free access to technology, inclusive programming, and a variety of resources to foster lifelong learning and development. We provide a variety of early literacy initiatives both in the Library and as outreach. The Library plans and facilitates over 150 story times during the year, with no decrease in demand over the years; these programs frequently reach capacity. WCPL has a distinct outreach initiative in which over 170 literacy programs serving at-risk populations are provided during the year. These are just a few of the distinctive examples of how we are vital to the community we serve.

FUNDING REQUEST
What specific needs and issues are being addressed, via what programs and services?
The WCPL's mission prioritizes equitable access over revenue generation. This means that our Library does not have an established endowment and when there are funding obstacles, costs increase, or we face necessary building and infrastructure projects, we must raise funds in order to continue operations.

As government funding at all levels has not increased in conjunction with natural inflationary cost increases over the past several years, we have an increased need for private fundraising. Awarded grant money would be used to fund a Development Coordinator position focused on building sustainability by ensuring the Library is fully funded, despite ongoing challenges and shifts in our past funding streams. This position would begin as part-time with the consideration for expansion as needed in the future. In the past, our Director was able to handle development as part of their role, because the need for private fundraising was limited. We must now shift our funding plans to expand our sources and rethink how we approach fundraising, requiring significant time and focus. Diversifying our funding sources will allow us to sustainably fund the Library for years to come, despite current and future challenges, as we will be less reliant on any single funding stream.

Why is it important to find this now?
The Library is a vital resource that fosters community engagement, supports educational growth, and provides a safe space for all. The proposed expansion of focus on private fundraising is crucial to ensuring that the Library remains fully operational and accessible as costs continue to increase, including those associated with our historic building, without government funding to match. With no endowment and a historic building roof in need of repair, we acknowledge that we need to think differently about how we fund the Library in order to continue to serve the community. Additionally, this spring the Library hired a new full-time Director. With these recent staff changes, we believe the Library is prime to shift into a new way of approaching funding.

How will results and impact be demonstrated?
By expanding and diversifying our funding sources, we expect a significant positive impact on our funding generation. We plan to measure results by seeing an increase in three areas. First, through the focused efforts of the person in this new Development Coordinator role, we expect to see an increase in both the number and amount of individual donations. Second, this position will allow us to focus on our strategic partnerships with local businesses in our service area, which will lead to an increase in business partnership funding. Finally, through refined communications, we expect to be able to be able to show the municipalities in our service area our direct and positive impact on their residents, ultimately leading to increased township funding.

How will this capacity building initiative impact your nonprofit?
This capacity building grant would help to ensure the Library can sustainably funded itself going forward, despite challenges and changes in public funding. Hiring someone dedicated to development, will allow the WCPL to continue to meet the needs of our diverse service area. Without taking on development as an additional responsibility, but rather as a position to oversee, our new Director will have time to focus on the day to day operations of the Library. The WCPL Board of Trustees will continue to provide support for the Director and Development Coordinator as we engage in this paradigm shift. While we have our annual and ever popular Holiday Home Tour fundraiser, we are looking to add another high impact key event during the year as a larger fundraising event. We also have two Annual Appeal mailing fundraisers, once in the spring and once in the fall. Being situated right in the Borough of West Chester, the Library's historic building is part of the charm and endearing quality of the area. Our current events and fundraising go a long way toward the shortfalls within our budget from our other funding sources, but it takes a lot of time to plan these events, which can go further with a dedicated employee to serve as the main project manager.

Long-term this funding will allow WCPL to:
- Offset inflationary costs: rising costs for utilities, facility maintenance, and personnel
- Expand programming: meet increased patron demand for children, youth, adult, and senior programming
- Maintain and grow collections and technology: meet the growing demand for digital resources, e-books, and physical materials
- Preserve operating hours: ensure we can remain open 50 hours per week and during the most requested patron hours

Include a description of the expected:

TIMELINE
The WCPL would like to begin our search for a Development Coordinator as soon as we know we have the funding for the position. The job description is ready to go! Ideally, we'd like to bring the right candidate on board in time for them to engage in our year end fundraising efforts.

COST
Initial costs, expected to be minor, would include the advertising, interviewing, hiring, and onboarding of the new Development Coordinator. Beyond that, the majority of the funding would go toward salary of the part-time Development Coordinator and the implementation costs of new fundraising initiatives.

In order to continue to provide quality programming and talk care of historic building updates that cannot be subsidized through state and local funding alone, the WCPL is in need of a position dedicated to development initiatives that directly impact our budget to meet the demands on our organization as a community center. Our well attended programs increase each year because the community is asking for them, and the desire for more quality community events increases yearly. We are currently in flat funding with a conservative budget being shaped for 2027, so the possibility of an increase in the staffing line item toward a new position is limited. We are asking for $10,000 to contribute to the cost of hiring an additional part-time employee who will increase our fundraising projects and, as a result, eventually their own salary in the following years. Thank you for your consideration.