

SECTION I: Cover Sheet

APPLICANT INFORMATION

| | |
|---------------------------|------------------------------|
| Organization Name: | Albany County Public Library |
| Contact Person: | Rachel Crocker |
| Mailing Address: | 310 S. 8th St. |
| Phone: | 307-721-2880 x6442 |
| E-mail: | rcrocker@acplwy.org |
| Web: | acplwy.org |

Type of Organization:

| | |
|---|--|
| <input type="checkbox"/> Recreation/ Arts and Culture | <input checked="" type="checkbox"/> Civic/Quasi-Governmental |
| <input type="checkbox"/> Social Service | <input type="checkbox"/> Other _____ |

Requested Amount for FY22/23: City \$ 28,000.00 County \$ _____

Will this amount be used to leverage additional funds either through grants or other means?


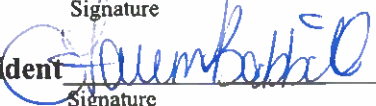
Yes No

If you marked YES, indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.

\$ _____ Estimated Actual

Description of request: Using the space below, *briefly* describe how your organization will use these funds and how the proposed program/project will benefit the community. A more detailed description is requested in Section III.

Declaration: I hereby certify that the information give in this application for Community Partner funding is true and correct to the best of my knowledge.

| | | | |
|------------------------|---|----------------|---------|
| Agency Director |  | Rachel Crocker | 2/21/22 |
| | Signature | Print Name | Date |
| Board President |  | Faryn Babbitt | 2/21/22 |
| | Signature | Print Name | Date |

SECTION II: Organization History

Organizational History and Mission

Provide a mission statement and brief history of your organization in Laramie and/or Albany County, including services provided to area residents.

The Albany County Public Library (ACPL) has been a vital part of the growth and success of Laramie since 1887. It continues today to carry out its mission to enhance the quality of life in Albany County by offering access to a diverse collection of materials, being a key partner in education and offering community based programs through its professional and friendly staff. The Public Library serves as a third space: a neutral social setting separate from home, work, or school. As a third space, the library provides equal and free access to everyone in Albany County for learning, socialization, and recreation.

In Spring 2021, ACPL purchased a used bookmobile. Bookmobiles are buses retrofitted to carry library materials (4,000-6,000 items) with additional space for community technology use and small group programming such as storytimes. In Summer 2022, the ACPL Bookmobile will officially hit the road. During the Summer, ACPL anticipates having three weekly stops which will include a combination of city parks, bus stops during ACSD1 meal distributions, and the Downtown Farmer's Market. In Fall 2022, ACPL will begin its more regular route which will likely include two afterschool stops, and an extended weekend stop in West Laramie.

The Bookmobile plays a vital role in helping ACPL reach beyond its walls and bring library services to the Laramie residents that may face barriers to accessing the main Laramie Branch.

Organizational Structure

List your officers and director(s), indicating their terms of office.

Board of Directors:

Faryn Babbitt, Chair (Term ends 2022)

Scott Shoop, Vice-Chair (Term ends 2022)

Jessica Perry, Secretary/Treasurer (Term ends 2023)

Kay Cowie (Term ends 2024)

Joe Horther (Term ends 2023)

Library Director: Rachel Crocker

The Albany County Commissioners appoint the Board of Directors. Terms are for three years and run from July to June. Directors may serve up to two consecutive terms.

SECTION III. *Funding Request Justification*

Briefly explain how these funds will be used and why public funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:

- *whether or not the funding request has increased from prior years;*
- *whether or not this is a one-time or on-going request;*
- *description of any large program or staff expansion occurring in this fiscal year;*
- *large equipment or other fixed assets that will be purchased fiscal year;*
- *how your project relates to city or county goals, or how it improves the overall quality, character or health of the community; and*
- *whether or not funding will be used to leverage additional monies for your organization either through grants or other means.*

This year, ACPL is primarily requesting funding that will support the library's outreach services. ACPL's outreach services include bookmobile stops, programs, and special events as well as home deliveries to patrons with restricted mobility.

To support these services, ACPL is requesting ongoing funding for its van and bookmobile. This includes fuel (\$3,000), general maintenance and supplies (\$2,000), and emergency repairs (\$2,500). ACPL is also requesting funding for the bookmobile 's program and services. This includes library checkout materials (\$10,000), special events and marketing (\$6,000), and a staff phone and public internet (\$1,000).

In addition to ongoing support for outreach services, ACPL is requesting ongoing funding for the Laramie branch's public internet (\$3,500). This is a 500mb fiber line that allows Laramie residents to efficiently use library resources for job applications, communication, general research, etc.

Section IV. *Financial Information*—*a current balance sheet can be submitted to satisfy this requirement.*

Balance Sheet as of December 31, 2021:

| <i>Assets</i> | <i>Liabilities</i> | <i>Other Financial Information You Wish to Include:</i> |
|---|--|---|
| <p>Current: Cash: CDs, etc.: Receivables:</p> <p>Fixed: Equipment: Building: Less Depreciation:</p> | <p>Current: Payables: Withholding:</p> <p>Long Term: Promissory Notes: Mortgage:</p> <p>Owner's Equity:</p> | |

Albany County Public Library
Balance Sheet
 As of December 31, 2021

| | Dec 31, 21 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| BANK ACCOUNTS | |
| Cash Register Money | 500.00 |
| FIB 7028 Reserve Acct | 25,003.35 |
| FIB CK 69354 | |
| Reserve Operating Cash | 45,700.26 |
| Reserve Payroll | 109,634.83 |
| FIB CK 69354 - Other | 48,955.31 |
| Total FIB CK 69354 | 204,290.40 |
| PayPal | 156.69 |
| Stamps.com | 453.61 |
| Total BANK ACCOUNTS | 230,404.05 |
| Total Checking/Savings | 230,404.05 |
| Accounts Receivable | |
| ACPLF Reimbursement | 47,024.68 |
| Total Accounts Receivable | 47,024.68 |
| Total Current Assets | 277,428.73 |
| TOTAL ASSETS | 277,428.73 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | -1,339.36 |
| Total Accounts Payable | -1,339.36 |
| Credit Cards | |
| CREDIT CARDS | |
| Ace Hardware | 557.86 |
| ACPE FCU Visa 7787 / 9... | 3,046.66 |
| ACPE FCU Visa 9495 | 1,086.12 |
| AMEX | 3,148.55 |
| Total CREDIT CARDS | 7,839.19 |
| Total Credit Cards | 7,839.19 |
| Other Current Liabilities | |
| PAYROLL LIABILITIES | -8,868.30 |
| Total Other Current Liabilities | -8,868.30 |
| Total Current Liabilities | -2,368.47 |
| Total Liabilities | -2,368.47 |
| Equity | |
| Opening Balance Equity | 170,784.46 |
| Retained Earnings | 82,959.61 |
| Net Income | 26,053.13 |
| Total Equity | 279,797.20 |
| TOTAL LIABILITIES & EQUITY | 277,428.73 |

SECTION V. Fiscal Year Budget Information

If your organization follows a different funding cycle (i.e. Calendar Year), indicate your budget cycle here:

Revenue

| | Amount | Secured or pending? |
|------------------------------------|------------------------|----------------------------------|
| City of Laramie, Community Partner | \$ 28,000.00 | Pending <input type="checkbox"/> |
| Albany County, Community Partner | N/A | N/A |
| United Way | N/A | N/A |
| Donors | N/A | N/A |
| Fundraisers | N/A | N/A |
| Interest | N/A | N/A |
| Other | \$ 1,037,980.00 | Pending <input type="checkbox"/> |
| Other | \$ 90,000.00 | Pending <input type="checkbox"/> |
| Total Estimated Revenue | \$ 1,155,980.00 | |

Expense

| | Amount | Comments |
|--------------------------------|------------------------|------------|
| Salary, Director | \$ 65,000.00 | |
| Salary, Other(s) | \$ 555,000.00 | |
| Benefits | \$ 185,000.00 | |
| Rent | N/A | |
| Utilities | \$ 30,000.00 | |
| Client Service | N/A | |
| Client Aid | N/A | |
| Equipment | N/A | |
| Other | \$ 130,000.00 | Services |
| Other | \$ 225,000.00 | Operations |
| Total Estimated Expense | \$ 1,190,000.00 | |

Section VI: Interim Report for FY 2021/2022 Awardees Only

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2021/2022

Amount Awarded?

\$ 14,495.00

Have you used all of the funds awarded?

Yes

No

If you have not used all of the funds awarded, please include *amount remaining* and *date* by which you intend to use those funds.

\$ 11,600.00

Date: 05/25/2022

Briefly describe the impact that the FY 2021/2022 award has had on your program, project or organizational operations. Some discussion items to cover in this section may include:

- *Number of persons served and demographics of persons served (income level, age, race, etc.)*
- *Describe the overall impact of these funds on your program, project, or organization.*
- *If your agency has not yet to spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year.*
- *Did your agency use Community Partner funding to leverage additional funds, either through grants or other means?*

The bookmobile is a multi-year project supported by multiple funders. Since the purchase of the bookmobile in March 2021, ACPL has been able to re-wrap the bookmobile, take care of basic maintenance needs, and begin driver training with the assistance of Albany County School District #1. ACPL has worked with the Librarian at Linford Elementary school to test out and refine the bookmobile holds system.

In the coming months, ACPL staff will begin purchasing the majority of library check out materials that will fill the bookmobile. This is how the majority of Community Partnership funding will be spent.