

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Albany County Public Library
Contact Person:	Rachel Crocker
Mailing Address:	310 S. 8th St
Phone:	307-460-2462
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 FY23/24: City \$ 23,500 County \$ 0

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.*** Support Library outreach services (bookmobile, home deliveries, etc.) as well as public in

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	<u>Rachel Crocker</u> Signature	<u>Rachel Crocker</u> Print Name	<u>2/21/23</u> Date
Board President	<u>Kay Cowie</u> Signature	<u>Kay Cowie</u> Print Name	<u>2/21/2023</u> 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 build meaningful connections, inspire growth, cultivate curiosity, and enhance community. The library serves as a community living room, providing equal and free access to everyone in Albany County for learning, socialization, and recreation.

In 2022, ACPL has worked to expand its outreach services to better connect with the community outside of the library space. In Summer 2022 ACPL added Bookmobile services, physically taking the library out into the community. This included participation in local community events like PrideFest, the Jubilee Days Parade, and Homecoming, as well as regular weekly stops around the community. In Fall 2022, ACPL has enhanced its outreach services by providing technology support alongside its regular monthly book deliveries to care homes throughout the community.

Organizational Structure

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

Kay Cowie, Chair (End of Term: June 2024)

Joe Horther, Vice-Chair (End of Term: June 2023)

Jessica Perry, Secretary/Treasurer (End of Term: June 2023)

Faryn Babbitt, (End of Term: June 2025)

David Hardesty, (End of Term: June 2025)

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 six thousand dollars (\$6,000) for fuel, general maintenance and supplies, and emergency repairs. ACPL is also requesting eight thousand dollars (\$8,000) for outreach programming and services. This includes purchasing updated checkout materials for the bookmobile and hosting special community events.

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.

Finally, ACPL is requesting six thousand dollars (\$6,000) to support the activities of the Albany County Early Development (ACED) Coalition. The library is spearheading a coalition of early childhood development organizations who are working together to provide more coherent supports to children 0-5 and their caregivers. This work is funded through the end of 2023 through a County ARPA grant. This funding request would provide stopgap funding for activities in January to June 2024, while the Library works to secure additional grant funding starting in FY25.

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

Balance Sheet as of December 31, 2022:

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

SECTION V. Fiscal Year Budget Information

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

Fiscal Year starts July 1

Revenue

	Amount	Secured or pending?
City of Laramie, Community Partner	\$ 23,500.00	Pending
Albany County, Community Partner		Pending
United Way		Pending
Donors		Pending
Fundraisers		Pending
Interest		Pending
Other	\$ 1,111,500.00	Pending
Other	\$ 125,000.00	Pending
Total Estimated Revenue	\$ 1,260,000.00	

Expense

	Amount	Comments
Salary, Director	\$ 75,000.00	
Salary, Other(s)	\$ 635,500.00	
Benefits	\$ 140,000.00	
Rent		
Utilities	\$ 32,000.00	
Client Service		
Client Aid		
Equipment		
Other	\$ 140,000.00	Services
Other	\$ 237,500.00	Operations
Total Estimated Expense	\$ 1,260,000.00	

Section VI: Interim Report for FY 2022/2023 Awardees Only

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2022/2023

Amount Awarded? \$ 14,147

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. \$ 3,627
Date: 06-15-2023

Briefly describe the impact that the FY 2022/2023 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?*

Throughout the fall, the ACPL Bookmobile had around 700 visitors through its weekly stops at Washington Park, Headstart, and Linford Elementary school. ACPL has also served 23-40 patrons per month who live in residential care centers or cannot make it into the library. ACPL staff have also begun providing technology support to these patrons. This technology support includes everything from smart phone tutorials, to troubleshooting kindle devices, to setting up printers.

Albany County Public Library
Balance Sheet
As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
BANK ACCOUNTS	
Cash Register Money	500.00
FIB 7028 Reserve Acct	20,043.85
FIB CK 69354	
Reserve Operating Cash	45,700.26
Reserve Payroll	109,634.83
FIB CK 69354 - Other	124,957.30
Total FIB CK 69354	280,292.39
PayPal	447.53
Stamps.com	150.70
Total BANK ACCOUNTS	301,434.47
Total Checking/Savings	301,434.47
Total Current Assets	301,434.47
TOTAL ASSETS	301,434.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,339.36
Total Accounts Payable	-1,339.36
Credit Cards	
CREDIT CARDS	
Ace Hardware	473.08
ACPE FCU Visa 7787 /8371/ 9842	1,197.48
ACPE FCU Visa 9495	956.15
AMEX	2,610.02
CREDIT CARDS - Other	255.56
Total CREDIT CARDS	5,492.29
Total Credit Cards	5,492.29
Other Current Liabilities	
PAYROLL LIABILITIES	-8,868.30
Total Other Current Liabilities	-8,868.30
Total Current Liabilities	-4,715.37
Total Liabilities	-4,715.37
Equity	
Opening Balance Equity	170,784.46
Retained Earnings	3,777.46
Net Income	131,567.92
Total Equity	306,149.84
TOTAL LIABILITIES & EQUITY	301,434.47