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BY: *7908*

APPLICANT INFORMATION

Organization Name:	Albany County Public Library
Contact Person:	Rachel Crocker, Library Director
Mailing Address:	310 S 8 th St, Laramie, WY 82070
Phone:	307-721-2580 x5442
E-mail:	rcrocker@acplwy.org
Web:	www.acplwy.org

Type of Organization:

Recreation/ Arts and Culture Civic/Quasi-Governmental

Social Service Other _____

Requested Amount for FY20/21: City \$30,000 _____ 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:

The Library will use Community Partnership funding to purchase library checkout materials (books, games, dvds, etc.); building maintenance costs; and hiring short-term staff to support the Library's Stories at the Parks program.

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	<i>Rachel Crocker</i> Signature	Rachel Crocker Print Name	2-24-2020 Date
Board President	<i>Scott Shoop</i> Signature	Scott Shoop Print Name	2/24/20 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 the City of Laramie since 1887, and continues today in 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.

In FY19/20, members of Laramie and Albany County communities visited ACPL over 100,000 times, checked out over 150,000 items, and used ACPL computers over 18,000 times. ACPL hosted or partnered with over 1,000 programs and events including weekly story times for babies and preschoolers, science and arts activities for elementary students, activities for teens, and family game nights. ACPL also extends activities into the community by hosting book clubs at local restaurants, offering story times at local daycares, and delivering books to patrons that are homebound or living in assisted living centers.

The Public Library serves as a third space—a neutral social setting separate from home, work, or school. As a third place, the library provides equal and free access to everyone in Albany County for learning, socialization, and recreation.

Organizational Structure

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

Scott Shoop, Board Chair, 2019-2022

Faryn Babbitt, Vice Chair, 2019-2022

Chris Merrill, Treasurer, 2017-2020

Kay Cowie, Board Member, 2020-2021

Vacant, Mar 2020 – Jun 2020

Director: Rachel Crocker

The Albany County Commissioners appoint the Board of Directors; terms run from July to June. Directors may serve up to two three-year terms.

SECTION III. *Funding Request Justification*

Briefly explain how the 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 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*

The Albany County Public Library (ACPL) requests a total of \$30,000. This is the same amount requested the past several years. This \$30,000 will be divided between three main costs: library materials, building maintenance costs, and short-term staffing for Stories at the Park.

Library Materials (\$8,000): ACPL spends at least \$60,000 annually to purchase new materials for the library collection. This is essential to providing up-to-date and well-maintained resources for the community. The majority of the Library's materials funding comes from Friends of the Library fundraising efforts, but ACPL relies on the City to provide supplemental funding in this area.

Building Maintenance (\$11,000): This funding covers ACPL's annual contracts for snow removal, HVAC maintenance, elevator repairs, and security system. ACPL's space is an important community resource. It serves as a public meeting space as well as a place for families and individuals to just come and be. These contractual services help ensure that the building continues to be safe, comfortable, and accessible to the public.

Stories at the Parks / Short-term program support (\$11,000): Each June and July ACPL hosts story times in five City of Laramie Parks. In 2019 over 1,000 kids and adults attended. To run this program each summer, ACPL hires two part-time workers to lead these story times and support other Summer Reading program activities. This funding would cover two short-term summer workers to support the Stories at the Park program, and one short-term position to support children's programming during the fall and spring semesters. Through these efforts ACPL is providing high quality educational and engagement opportunities for kids and their caregivers both inside and outside the library.

As of January 2020, ACPL is now open seven days per week. Accordingly, ACPL is in the process of making some adjustments to its staffing model to provide more flexible and sustainable coverage of the additional Sunday hours. This aligns with ACPL's goal to find opportunities to extend access and improve accessibility to library services and programs. ACPL's work is not possible without the partnership of the City, County, Friends of the Library, and Library Foundation.

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

Balance Sheet as of December 31, 2019: See Attached

SECTION V. Fiscal Year Budget Information

Revenue

	Amount	Secured or pending?
City of Laramie, Community Partner	\$30,000	Pending
Albany County, Community Partner	\$0	
United Way	\$0	
Donors	tbd	
Fundraisers		
Interest	\$600	Pending
Other – Albany County 1% Tax	\$21,000	Pending
Other – Albany County Mil Levy	\$905,000	pending
Other – ACPL Foundation	\$60,000	Secured
Other – Friends of the Library	\$45,000	Pending
Other – Library Operating Revenues	\$18,000	Pending
Total Estimated Revenue	\$1,079,600	

Expense

	Amount	Comments
Salary, Director	\$62,500	
Salary, Other(s)	\$558,000	
Benefits	\$165,000	
Rent	\$0	
Utilities	\$29,000	
Client Service	\$0	
Client Aid	\$0	
Equipment	\$0	
Other – Library Materials	\$64,000	
Other – Library Programming & Outreach	\$19,000	
Other - Operations	\$182,000	
Total Estimated Expense	\$1,079,500	

Section VI: Interim Report for FY 2019/2020 Awardees Only

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2019/2020.

Amount Awarded? \$11,771

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. \$11,287.14
Date: March 31, 2020

Briefly describe the impact that the FY 2019/2020 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 Albany County Public Library service the whole of Albany County with diverse ages, races, and income levels.

The FY19/20 Community Partnership covered the costs of the library's fire alarm monitoring and reporting system, its annual snow removal contract, and portions of our elevator maintenance contracts. These services are vital to maintaining the safe and accessible use of the public library.

Additionally, the FY19/20 Community Partnership award helped the library purchase new books for the Adult fiction and non-fiction collections. In the first half of the fiscal year, ACPL has circulated over 94,000 items which is a 20% increase compared to the same time in the previous year. Of those, the library has circulated over 20,000 items from the adult fiction and non-fiction book collections which is a 17% increase in circulation over the previous year.

Albany County Public Library
Balance Sheet
 As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
BANK ACCOUNTS	
Cash Register Money	300.00
FIB 7028 Reserve Acct	25,561.55
FIB CK 69354	
Reserve Operating Cash	43,800.00
Reserve Payroll	41,644.00
FIB CK 69354 - Other	77,869.62
Total FIB CK 69354	163,313.62
PayPal	351.94
Stamps.com	133.62
Total BANK ACCOUNTS	189,660.73
Total Checking/Savings	189,660.73
Total Current Assets	189,660.73
TOTAL ASSETS	189,660.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,054.00
Total Accounts Payable	-1,054.00
Credit Cards	
CREDIT CARDS	
Ace Hardware	460.62
ACPE FCU Visa 9495	313.28
ACPE FCU Visa 9842	2,634.48
Total CREDIT CARDS	3,408.38
Total Credit Cards	3,408.38
Other Current Liabilities	
PAYROLL LIABILITIES	8,295.73
Total Other Current Liabilities	8,295.73
Total Current Liabilities	10,650.11
Total Liabilities	10,650.11
Equity	
Opening Balance Equity	170,784.46
Retained Earnings	-59,190.99
Net Income	67,417.15
Total Equity	179,010.62
TOTAL LIABILITIES & EQUITY	189,660.73



Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>Albany County Public Library</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input checked="" type="checkbox"/> Other (see instructions) ▶</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>310 S. 8th St</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p> <p>Laramie, WY 82070</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	3	-	6	0	0	0	0	3	1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ </p>	<p>Date ▶ <u>2-24-2020</u></p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

