



**Cameron Duff – Library Director**

335 West Alger Street

Sheridan, WY 82801

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[cduff@sheridanwyolibrary.org](mailto:cduff@sheridanwyolibrary.org)

*Sheridan County Public Libraries: Dynamic Gateways for Lifelong Learning*

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January 5, 2018

City of Sheridan  
Attn: Cecilia Good  
55 Grinnel Plaza  
Sheridan, WY 82801

Dear Cecilia,

Thank you for allowing us the opportunity to submit an application for the City of Sheridan's One Cent Funds. The Sheridan County Fulmer Public Library is submitting an application seeking assistance with the upkeep and repairs of the Fulmer Library here in Sheridan.

I realize that the City usually does not take the steps to fund the "County" library. However, there is a need over the coming years to make repairs and improvements to the Fulmer building to ensure that it remains an inviting location for the residents of Sheridan to visit. As the library embarks on improvements, we seek the support of the City of Sheridan to accomplish our goals.

The Library is asking for \$150,000 over 4 years (\$37,500 per year) which would be used exclusively on capital facilities needs of the library. The County and the Library Foundation will continue to cover the operational expenses of the library. We are in the process of hiring an architect and engineer to identify areas of the library that need repairs, upgrades, or even expansion. Areas that we know for sure needing to be updated include the roof (\$400,000) and HVAC (\$250,000). The architect will be able to identify areas that may be currently unknown to us but we are anticipating capital expenditure well over \$1.5 million in the coming years. The goal is to be proactive with the maintenance of our facility rather than reactive as something breaks down.

Other concerns brought to the library by residents include expanding the availability and functionality of meeting rooms. Sheridan residents continue to use the library as a community gathering area and meeting rooms are a part of the current and future demands placed on the library.

With that said, we are hoping to leverage One Cent Fund contributions from both the County and City in order to conduct a large-scale capital campaign for the Library. The goal is to repair the current deficiencies of the Fulmer Library while planning for the future facility needs that our Sheridan residents seek in the coming decades.

I hope that you will consider partnering with the Library to assist with making the necessary facility repairs and upgrades to the Fulmer Library. Thank you for your consideration.

Sincerely,

Cameron K. Duff  
Library Director

**SECTION I: Cover Sheet**

**Application for City of Sheridan One Cent Funds**

**Fiscal Years 2020-2023**

**(July 1, 2019 to June 30, 2023)**

**General Information**

Name of Organization: Sheridan County Fulmer Public Library Phone Number: 307-674-8585 ext. 112

Contact Person: Cameron K. Duff – Library Director Address: 335 W. Alger Sheridan, WY 82801

Amount of Funds Requested: \$150,000 (\$37,500/yr)

Email: [cduff@sheridanwyolibrary.org](mailto:cduff@sheridanwyolibrary.org)

Describe the principal purpose of your organization:

The purpose of the Library is to support the informational, cultural, recreational and life-long learning activities of Sheridan County residents. Within the City of Sheridan, library services are provided at the Fulmer Library via books, audio and visual materials, newspapers, Internet access, and electronic materials. The Fulmer Library provides meeting rooms space and a variety of programming for all ages to residents of the City.

List the names of Board Members and Officers:

Sheridan County Library Board of Trustees

- Shannon Anderson – Chair
- Fran Wolfe – Vice Chair
- Dick Shackelford – Treasurer
- Christy Green – Secretary
- Jami Kessner - Member

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

**Agency Director**  \_\_\_\_\_ **Cameron K. Duff** \_\_\_\_\_ **January 5, 2018** \_\_\_\_\_  
Signature Print Name Date

**Board President**  \_\_\_\_\_ **Shannon Anderson** \_\_\_\_\_ **January 5, 2018** \_\_\_\_\_  
Signature Print Name Date

## SECTION II: *Fact Sheet* –

*Please keep responses to questions below to a single page*

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### **Organizational History and Mission**

Provide a brief history of your organization in Sheridan County, including services provided to area residents and your organization's Mission Statement.

Sheridan County Public Library – “Dynamic Gateways for Lifelong Learning”. The County Library began in 1883 as a reading room opened by John D. Loucks and became a County Library System in 1886. By 1905, Andrew Carnegie provided money to build an official library on the corner of Loucks and Brooks Streets. After a failed bond issue in 1960, Harry S. Fulmer donated money in 1971 to build the Fulmer Library at the corner of Brooks and Alger. Expansion of the Fulmer Library occurred in 1986, 1995 and 2007 to its current layout. Private funding was the key to each of those expansion projects.

Residents of Sheridan take full advantage of the Fulmer Library with monthly averages of 13,000 visits and 24,000 items checked out.. However, the library offers more than just books. It is a community gathering place with more than 100 requests for meeting room space per month. We offer free high-speed fiber optic Internet access with more than 3,000 uses per month. Families take advantage of the more than 50 monthly programs offered to children and young adults. It is important to maintain the Fulmer Library facility for the future.

### **Funding Requested**

*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; The description of any large program or staff expansion set to occur; Any large equipment or other fixed assets that will be purchased; 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*

\$150,000 (\$37,500 per year).

The Funds will be used exclusively to maintain and upgrade the Fulmer Library facility which is the primary library location for residents of the City of Sheridan. The Board of Trustees are currently obtaining the assistance of an architect in order to identify areas of the library that are in need of repair. Suggestions will be made on how to better utilize the current foot print of the library moving forward over the next 5-10 years. This may include expanded meeting room facilities; improved technology; updated HVAC system; new 30,000 sqft roof; storage space for historical documents in the Wyoming Room; and an upgrade of the Children's Library.

The estimated facility repairs and upgrades over the next few years may reach close to \$1.5 million. The Library will leverage any City and County 1 Cent Optional Tax when raising private funds from community through the Sheridan Library Foundation. The Clearmont Community, Story Community, and Town of Ranchester, all provide some type of funding for their branch library. City governments in Casper, Cheyenne, Laramie, Wheatland, and Rock Springs are examples of Cities that offer funding for their County Libraries.

**SECTION III. Financial Information -  
Please keep responses to a single page. (Responses must utilize this form)**

Balance Sheet as of December 31, 2017:

<i>Assets (Current)</i>	<i>Total</i>	<i>Liabilities</i>	<i>Total</i>	<i>Other Financial Information You Wish to Include: Cash, CD's are restricted assets of the Library Foundation with set distribution policies of 4-5% per year.  CDs are donor restricted donations as an endowment. 4-7% distribution per year.  Fixed Assets include Books, CD, DVDs on the Shelf.  Equipment includes vehicles and other motorized equipment.</i>
<i>Cash:</i>	\$387,901	<i>Payables:</i>	\$	
<i>CDs, etc.:</i>	\$2,927,404	<i>Withholding:</i>	\$	
<i>Receivables:</i>	\$	<i>Long Term: Pension Obligations</i>	\$737,262	
<i>Art, Rare Books, Land</i>	\$868,461	<i>Promissory Notes:</i>	\$	
<i>Equipment</i>		<i>Mortgage:</i>	\$	
<i>Building</i>	\$5,276,023	<i>Owner's Equity:</i>	\$	
<i>(Less Deprec)</i>	<i>(\$2,974,084)</i>			
<i>Library Collection (Books, CDs, DVD,s etc)</i>	\$3,185,722	<i>Total Liabilities</i>	\$737,262	
<i>(Less Deprec)</i>	<i>(\$2,726,603)</i>			
<i>Other Capital Assets including equipment and furnishings</i>	\$204,935			
<i>(Less Deprec)</i>	<i>(\$147,269)</i>			
<i>Total Assets</i>	\$7,002,490	<i>Net Position</i>	\$6,265,228	

**SECTION IV. Budget Information -**

***Please keep responses to a single page. (Responses must utilize this form)***

***Revenue***

	<b>Amount</b>	<b>Secured or pending?</b>
City of Sheridan One Cent		<b>Pending</b>
Sheridan County One Cent	<b>\$110,000</b>	<b>Secured</b>
Donors – Library Foundation Endowment	<b>\$78,900</b>	<b>Secured</b>
Fundraisers	<b>\$43,000</b>	<b>Secured</b>
Interest	<b>\$700</b>	<b>Secured</b>
Fulmer Trust Endowment	<b>\$57,200</b>	<b>Secured</b>
Fines and Fees	<b>\$35,200</b>	<b>Secured</b>
Sheridan County General Fund	<b>\$1,052,000</b>	<b>Secured</b>
Cash Carryover	<b>\$63,000</b>	<b>Secured</b>
<b>Total Estimated Revenue</b>	<b>\$1,440,000</b>	

***Expense***

	<b>Amount</b>	<b>Comments</b>
Salary, Director	<b>\$67,440</b>	
Salary, Other(s)	<b>\$718,560</b>	<b>26 FTE</b>
Benefits	<b>\$266,000</b>	<b>Taxes, Retirement, Health, etc</b>
Rent	<b>\$0</b>	
Utilities	<b>\$57,700</b>	
Office Supplies, Contracts, and Insurance	<b>\$81,700</b>	
Programming	<b>\$10,300</b>	<b>Children’s and Adult programming</b>
Equipment	<b>\$53,000</b>	<b>Tech hardware and software, telephone, internet service</b>
Books and Materials	<b>\$128,000</b>	
Maintenance	<b>\$38,300</b>	<b>HVAC repairs, Buildings repairs, janitorial services</b>
Required Cash Reserves	<b>\$19,000</b>	
Other		
<b>Total</b>	<b>\$1,440,000</b>	<i>This figure should match Estimate Revenue line above.</i>

**SECTION V: Report for Prior Awardees Only-**  
***Please keep responses to questions below on a single page***

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**Complete this section if your agency has previously been awarded One Cent Funding for July 1st 2016 to June 30<sup>th</sup> 2017:**

Amount Awarded? \$ \_\_\_\_\_

Have you used all of the funds awarded?  Yes  
 No

**Briefly describe the impact that the previous 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 One Cent funding to leverage additional funds, either through grants or other means?*