

BOARD OF DIRECTORS**Tuesday May 26, 2026****AGENDA****Presentation:** Kayla Schwab – Teen HOMAGO Space**Consent**

1. Approval of Minutes for April 2026*
2. Approval of Expenditures for May 2026

Action**Unfinished Business**

1. Events and Programs Policy, Exhibits Policy, Event Presenter and Partner Policies*

New Business

1. System Board Member Recommendations*

Executive Session: Personnel Issue**Reports**

- Director's Report*
- Foundation Report*
- Personnel Changes*
- Financial Report for May 2026*
- Balance Sheet for May 2026*
- Library Café Financial Report for May 2026*

Meeting and Events Dates and Location

Tuesday, June 16, 2026, Foundation Board Meeting, 4:00pm, Coneflower Room

Tuesday, June 23, 2026, System Board Meeting, 3:30pm, Coneflower Room

Adjourn

*Supporting documentation included



BOARD OF DIRECTORS

MINUTES

April 28, 2026

The Board of Directors of Laramie County Library System met in regular session at the Laramie County Library on Tuesday, April 28, 2026. Michael Pearlman convened the meeting at 3:30 p.m. Directors Stacia Berry, Denise Burke, Kris Rude, Steven Leafgreen, were present. Also present were Antonia Gaona (Executive Director/County Librarian), Laura Block (Director of Business and Administration), Beth Cook (Director of Public Services), Toby Lyles (Laramie County Library Foundation Board Member), Sharon Vye (Executive Coordinator), Susan Parkins, Gunnar Malm, and Members of the public.

260428:01 Kris Rude presented a motion to approve the consent agenda as presented; Steven Leafgreen Seconded the motion. The motion passed unanimously.

260428:02 Steven Leafgreen presented a motion to approve the Budget Draft 2 as presented and amended. Denise Burke seconded the motion, all in favor, the motion passed unanimously.

260428:03 Kris Rude presented a motion to enter Executive Session to discuss a personnel matter, Denise Burke seconded the motion, all in favor, the motion passed unanimously.

Meeting Adjourned at 5:12 p.m.

A handwritten signature in blue ink that reads "Sharon Vye".

Sharon Vye
Executive Coordinator

May 19, 2026

To: LCLS Board of Directors

From: Beth Cook, Director of Public Services

RE: *Events and Programs Policy, Event Presenter and Partner Policy, and Exhibits Policy* – revised drafts.

Requested Action by the Board: Consider a motion to approve the revised proposed policies: *Events and Programs Policy, Event Presenter and Partner Policy, and Exhibits Policy.*

MEMORANDUM

This memo outlines the key revisions made to the above-mentioned policies in response to public comment and the Board’s feedback after reviewing the first draft of the policy.

Several public comments were procedural suggestions that already occur through the professional discretion and expectations of library staff that plan, develop and implement events, programs and exhibits or will occur as procedures/processes are finalized or adapted.

- Responsibility for transparency
- Responsibility for content standards
- Providing links or clear navigable documents on proposed policy revisions, proposal forms, etc.

Additionally, public comments made suggested revisions that are already covered in proposed policies.

- Presenter Vetting – Criteria is established in the policy under "Event and Program Development Content."
- Age-appropriate standards – “Some events may be designed with specific audiences in mind, such as those geared toward the interests and developmental needs of children and teens.”
- Local policy authority – national standards are not referenced in any of the policies; library event, programs, presenters and partner content criteria are established as

outlined in the policies including “Relevance to LCLS’s mission, strategic plan, and service goals” which are approved by the Library’s Board or Directors.

- Prominently disclosed process for the public to request reconsideration – The Request for Reconsideration section is included in two of the proposed policies and will be added to the third. This section of the policies will include a link to the Reconsideration Form.
- A request was made to remove the term “service goals” or link these service goals publicly. The library’s annual service goals are based on the library’s strategic plan and current budget, as approved by the Board of Directors. They are codified in the library’s internal work plan. These are intended to be nimble and adaptable to meet strategic priorities based on staffing capacity, and available resources.

Some revisions were made to improve clarity and consistency across policies and are outlined in red-lined versions of the policies found on pages 3-9 of this memo.

Summary of Public Comments and Changes by Policy

Events and Programs Policy

- Suggestion in public comment to change the word inclusive as it is an ill-defined word. Definitions of inclusive (adjective): 1a. broad in orientation or scope, 1b. covering or intended to cover all items, costs, or services; 2. Including everyone; (Merriam-Webster. (n.d.). Inclusive. In Merriam-Webster.com dictionary. Retrieved May 18, 2026, from <https://www.merriam-webster.com/dictionary/inclusive>)
 - This word is used appropriately in context and will remain in use in this policy.
- Suggestion in public comment to change the word equitable to equal.
 - Definitions of equitable (adjective) 1. having or exhibiting equity: dealing fairly and equally with all concerned, 2. law: existing or valid in equity as distinguished from law. (Merriam-Webster. (n.d.). Equitable. In Merriam-Webster.com dictionary. Retrieved May 18, 2026, from <https://www.merriam-webster.com/dictionary/equitable>)
 - Definitions of equal (adjective): 1a1. of the same measure, quantity, amount, or number as another, 1a2. identical in mathematical value or logical denotation: equivalent, 1b. like in quality, nature, or status, 1c. like for each member of a group, class, or society; 2. regarding or affecting all objects in the same way : impartial; 3. free from extremes; 4a. capable of meeting the requirements of a situation or a task, 4b. suitable. (Merriam-Webster. (n.d.). Equal. In Merriam-Webster.com dictionary. Retrieved May 18, 2026, from <https://www.merriam-webster.com/dictionary/equal>)-

- The word equal will be used instead of equitable as it is more indicative of the intent of the policy statement.
- Revised sentence under the “Event and Program Development” section to read “equal opportunities” instead of “equitable opportunities” to maintain consistency across policies.

Event Presenter and Partner Policy

- Suggestion in public comment to change the word inclusive as it is an ill-defined word.
 - This word is used appropriately in context and will remain in use in this policy. (see Events and Programs Policy section on page 2 of this memo)
- Added “any other necessary legal provisions” to clarify potential agreement provisions when presenting at or partnering with the library.
- Under the “Event Development and Content” section the words “promotion of” was added to better clarify the meaning of this sentence.
- Added “Request for Reconsideration” section.

Exhibits Policy

- No additional proposed revisions based on public comments.

Proposed Revised Policies (red-lined)

Events and Programs Policy

Purpose

The Laramie County Library System (LCLS) Events and Programs Policy is a framework for the development and operation of events and programs by the library and its community partners. Additionally, the policy informs the public of the standards and principles LCLS applies in the selection and management of events and programs at the library.

Overview

LCLS is committed to providing inclusive and welcoming programs and bases its events and programs policy on the principles of intellectual freedom and equal access to all as found in the First Amendment of the U.S. Constitution. LCLS maintains that only parents and guardians have

the right and responsibility to determine their minor children's access to library resources, including events and programs.

Event and Program Development

LCLS develops and presents events and programs to provide opportunities for information, lifelong learning, and entertainment as an integral component of library service. The main objective of events and programs is to support the mission and strategic goals of LCLS. Library events and programs are also intended to expand the role of LCLS as a community resource, introduce patrons and non-users to LCLS services, and provide equitable opportunities for engagement, education, and inspiration for all community members.

Responsibility for developing library programs is assigned to a variety of staff under the direction of the Executive Director and the Director of Public Services. Staff are guided by this policy and use professional skills and expertise in planning and delivering library programs and events. LCLS's agreement to host an event or program is not an endorsement of the views expressed by presenters.

The following criteria are used to make decisions about event and program topics and presenters:

- Relevance to LCLS's mission, strategic plan, and service goals
- Community needs and interests
- Potential to promote use of library collections and resources
- Presentation quality and presenter's qualifications
- Cultural and educational significance
- Connection to other community programs and events
- Space, budget, and staff requirements

Funding

LCLS events and programs are funded through the Laramie County Library Foundation. In addition, the library draws on community resources and attempts to partner with other organizations, institutions, and individuals to offset costs.

Attendance and Access

LCLS events and programs are open to the public and offered free of charge. Some events may be designed with specific audiences in mind, such as those geared toward the interests and developmental needs of children and teens. Programs specially designed for children and teens are intended for those audiences, except in the instance of an attendee requiring the assistance of a caregiver.

LCLS makes every attempt to accommodate all who wish to attend an event or program. However, when safety, cost, or the success of an event or program requires it, attendance may be limited. Admittance will be determined on a first come, first served basis, either through advance registration or at the door. LCLS reserves the right to deny attendance to anyone found to be in violation of the Library Rules.

LCLS makes every effort to comply with applicable laws, including the requirements of the Americans with Disabilities Act (ADA). Reasonable accommodations will be made for those requiring services at library events and programs. Any individual requiring accommodation to participate in an LCLS event or program should contact the County Librarian two weeks prior to the event.

Cancellations

LCLS events and programs may be canceled for a number of reasons, including severe weather, absence of the presenter, or low registration. Canceled programs are not automatically rescheduled. When possible, advanced notification of cancellations will be made on the library's online events calendar and by other appropriate communication channels.

Request for Reconsideration

In alignment with the Request for Reconsideration Policy, an eligible individual has the right to request reconsideration of library materials or resources, library events, library exhibits, and library displays by completing and submitting a Request for Reconsideration Form.

Event Presenter and Partner Policy

Purpose

The Laramie County Library System (LCLS) Event Presenter and Partner Policy provides an overview of how the library collaborates with external individuals and organizations

and ensures presenters, partners, and co-hosts are aware of the objectives of and expectations for library events and programs. Additionally, the policy informs collaborators of the standards and principles LCLS applies in the development, selection, and management of events and programs.

Overview

LCLS is committed to providing inclusive and welcoming programming and bases its events and programs policies on the principles of intellectual freedom and equitable equal access to all as found in the First Amendment of the U.S. Constitution. LCLS's agreement to collaborate on an event or program does not constitute an endorsement of the content or the views expressed by the presenters, co-hosts, or participants. The library and its employees will not be held liable for the content of any program presented by a third party.

The main objective of library events and programs is to support the mission and strategic goals of LCLS. By collaborating with external individuals and organizations, LCLS aims to advance library and community goals, maximize the impact of library resources, and provide equitable opportunities for engagement, education, and inspiration for all community members.

Presenters, partners, and co-hosts are expected to adhere to all LCLS policies, including the Public Use of Library Spaces Policy, ~~and~~ the Library Rules, and any other necessary legal provisions.

Event and Program Development and Content

Responsibility for developing library programs is assigned to a variety of staff under the direction of the Executive Director and the Director of Public Services. Staff are guided by this policy and use professional skills and expertise in planning and delivering library programs and events. The following criteria are used to make decisions about event and program topics, presenters, partnerships, and co-hosts:

- Relevance to LCLS's mission, strategic plan, and service goals
- Community needs and interests
- Potential to promote use of library collections and resources
- Presentation quality and presenter's qualifications
- Cultural and educational significance

- Connection to other community programs and events
- Space, budget, and staff requirements

Proposals to present library programs, create a partnership with the library, or hold a co-hosted event are considered using the above criteria. Library events and programs must have an educational, informational, or cultural value to the community. Library staff reserve the right to determine which programs and events are scheduled. Presenters are selected based on their proven or unique expertise and public performance experience.

Library events and programs are free and open to the public. Library events or programs of all types shall not be used for [promotion of](#) commercial, religious, or partisan purposes. As part of a library event or program, presenters, partners, and co-hosts cannot solicit or receive any monies, gifts, or donations. Direct distribution of business–related information such as brochures, flyers, and business cards is not permitted at library programs and events; these materials may be made available for attendees to pick up from an information table.

By pre-arrangement and at the library’s discretion, books and other creative works may be made available for sale directly from the presenter or through an outside vendor with whom the library has an established relationship. Library employees will not be involved in sales transactions or the exchange of money.

Request for Reconsideration

[In alignment with the Request for Reconsideration Policy, an eligible individual has the right to request reconsideration of library materials or resources, library events, library exhibits, and library displays by completing and submitting a Request for Reconsideration Form.](#)

Exhibits Policy

Purpose

The Laramie County Library System (LCLS) Exhibit Policy is a framework for the development, selection, and presentation of exhibits in library spaces. Additionally, the policy informs the public of the criteria and standards LCLS applies in the curation and presentation of material for exhibits.

Overview

LCLS is committed to presenting exhibits from a variety of viewpoints as opportunities for individual exploration and community connection. This policy is based on the principles of intellectual freedom and equal access to all as found in the First Amendment of the U.S. Constitution. LCLS's acceptance of an item for exhibit does not constitute an endorsement of the content of the item or the views expressed by the creator.

The main objective of library exhibits is to support the mission and strategic goals of LCLS. Exhibits are intended to enhance library spaces, provide educational enrichment, promote community engagement, and celebrate art and culture. [LCLS maintains that only parents and guardians have the right and responsibility to determine their minor children's access to library resources, including events and programs.](#)

Exhibit Selection and Development

Responsibility for developing library exhibits is assigned to staff under the direction of the Executive Director and Director of Public Services. Staff are guided by this policy and use professional skills and expertise in developing, selecting, and presenting exhibits at the library. The following criteria is used in decisions regarding library exhibits:

- Relevance to LCLS's mission, strategic plan, and service goals
- Community needs and interests
- Potential to promote use of library collections and resources
- Aesthetics and quality of exhibit
- Cultural and educational significance
- Compliance with library guidelines and applicable federal, state, and local laws
- Suitability for library space and budget

The library may acquire exhibit materials through a variety of means, including:

- library collections
- solicitation of individuals or organizations
- acceptance of proposals by individuals or organizations

The library has the sole discretion regarding selection of, timeline for, and manner in which loaned objects are exhibited. LCLS retains the rights to refuse exhibit proposals and to cancel loans upon notice to the lender.

Funding

LCLS exhibits are funded through the Laramie County Library Foundation. In addition, the library draws on community resources and attempts to partner with other organizations, institutions, and individuals to offset costs.

Proposal Process and Guidelines

LCLS recognizes the opportunity to promote art, culture, and access to information by offering exhibit space to individuals and organizations. The library encourages artists, collectors, hobbyist groups, cultural institutions, and community organizations to submit proposals. Space is offered as available with preference given to exhibits of a general nature which are timely and appeal to community interests and concerns.

Individuals or organizations interested in exhibiting in the library should review the Exhibitor Guidelines document and complete an Exhibit Proposal Form.

Request for Reconsideration

In alignment with the Request for Reconsideration Policy, an eligible individual has the right to request reconsideration of library materials or resources, library events, library exhibits, and library displays by completing and submitting a Request for Reconsideration Form.



May 21, 2026

To: Board of Directors
From: Executive Director (County Librarian)

RE: Recommendation to County Commissioners for board vacancies

The Laramie County Library System Board of Directors will have two vacant positions on July 1, 2026 with Stacia Berry and Micheal Pearlman both reaching term limits.

In your board packet you will find applications and resumes from interested candidates to fill these board vacancies.

The interested candidates are, in alphabetical order by last name:

1. Abbigail Forwood
2. Kristen Jones
3. Steven Sharpe

The commissioners may directly receive applications in addition to this list.

At the regular board meeting on Tuesday May 26, 2026, the board will prioritize the candidates for recommendation to the Laramie County Commissioners. The Laramie County Commissioners will be making board appointments in June 2026.

Next Steps:

At the May meeting you will prioritize the candidates for recommendation to the Laramie County Commissioners. A memo will go to the commissioners the day after the board meeting with your recommendations.

May 21, 2026

To: Laramie County Library Foundation Board

From: Laramie County Library Executive Director/County Librarian

Re: May Directors' Report

Library Stories

Book Babies- 4 Generations! *(From Abby Rowswell- Youth Events Librarian)*

Today in Book Babies, I had a great-grandma come up afterwards and tell me how much she enjoyed the class. She was here from Florida, visiting her daughter, granddaughter, and great-granddaughter! All 4 came to Book Babies today and were having a great time!

(I'm also pretty sure the mom and baby come over from Laramie to go to our Book Babies and visit the baby's grandma)

Tales Together and Wiggle and Giggle *(From Hannah Cooper- Outreach Specialist)*

While I was at F.E. Warren a lady in uniform quite literally ran up to me to tell me that her nanny takes her daughter to our story time. She said it's been the best thing her daughter has experienced in their entire time here, and she wanted to say thank you. And then she left before I could get any other information!

Patron Thank You *(From Michelle Olsen- Patron Service Specialist)*

A woman stopped at A1 on her way out -she looked as though she had been crying. She said she wanted to thank the library for being here, because today she really needed the "silent room" (pointed upstairs) and wanted me to pass on how grateful she was.

The Bear: but make it bedazzled *(From Blithe McAdnrew- Events & Exhibitions Manager)*

Megan brought me the beautifully bedazzled book seen here — a young teenage patron and her mother decorated it a little at a time while they were reading the book together. The young patron thought we would like to have it back. ❤️

Executive Director Updates

- The second annual Library Card Art Contest is open for entries May 18–June 23 with public voting taking place July 1–July 15 and new card designs available September 1.
- MaC finished the design and printing of trading cards to advertise the Teen Zone. In early May they were able to get them into 15 local businesses and organizations.
- MaC is finalizing all the information and the marketing plan for the new LCLS magazine (Off the Shelf) that will hit stands in July!
- The library is currently rolling out a new, values-based performance review process and accompanying tools system-wide to better evaluate employee performance, support clear and consistent expectations, and improve organizational practices to better meet strategic objectives.
- Antonia Gaona and Joelle Ashely were featured on the WTE’s “Wyoming Watch” podcast, highlighting strategic plan and outreach initiatives.
- Laramie County Library System and the Mobile Library is being recognized with the Better Together Community Connections Award, which will be presented on May 28th at 4 p.m. This award highlights those who go above and beyond to foster collaboration, build bridges and inspire positive transformation within their community.
- Cataloging processes for the new Library Lending machine have been finalized, and the first set of books for an opening day collection have been ordered and are being processed.
- Requests for Materials Reconsideration:
 - Six titles completed processing in the last month and responses sent out to residents who submitted requests for reconsideration.
 - After thorough staff review, it was determined that three of the six titles will be relocated to the adult Area (or emerging “New Adult” area). Three of the titles reviewed will remain in the Young Adult collection.
 - Titles being re-located are: “*Empire of Storms*”, “*Jack of Hearts (and Other Parts)*”, and “*Sibyline*”.
 - Titles to remain in the Young Adult collection are: “*Flamer*”, “*I’ll Give You the Sun*”, and “*Eleanor & Park*”.
 - Total staff time spent on these six reviews was 79 hours.

Facilities Master Plan Updates

- Library and Foundation have completed the information discovery phase with Warehouse21 for the Facilities Master Plan collateral and received the first round of print collateral and assets. The committee is currently submitting client feedback and awaiting a revised package.

Public Service Updates

- Safe Kids Day, a community event featuring exhibitors focused on children's health and safety, will take place at the library on May 23.
- Youth Services certifications for teens to use the glowforge and 3d printer continue to expand and staff are excited to plan the launch party that will take place after-hours on June 5th.
- LCL was selected as a location for [TED Democracy Live](#), a special event featuring over 15 new TED Talks livestreamed from Philadelphia. The event will take place on June 13 between 9 AM and 3:30 PM.
- June kicks off a very exciting summer full of *Unearth a Story* themed events for all ages. Some highlights in June are Ology Club in Cheyenne and Pine, and Science Heros in for kids and Library for All in Cheyenne and Burns.
- Terra Narratives, the 2026 invitational exhibition featuring book arts and other forms of durational media, open on June 11.



May 25, 2026

To: Laramie County Library Foundation Board

From: Foundation Director

Re: May Director's Report

Director Update

6th Penny – Antonia, Joelle, Paul, and I met with the 6th Penny information campaign consultants. An oral report will be given during the meeting.

Board of Directors – The board application has been edited into a fillable form, and shared with potential board members who have expressed interest. Three potential members will be interviewed in the next few weeks and can be voted on at the June board meeting. Officer elections will also be held at the June board meeting.

Donor Relations – Antonia, Nancy, and I met with a donor potentially interested in the makerspace equipment. Fundraising materials have been updated for Booklovers Bash and are ready for meetings with donors.

Budget – Antonia, Laura, and I met to review and discuss a FY27 budget. The new budget is in progress and will be shared prior to the June meeting, where it will need to be acted on.

Foundation Events Update

- 5/6/26 Come Spring, Again – program being finalized, promo begun
- 5/7/26 VIP Night – invites have been sent, planning being finalized
- 6/13/26 Burns Day – 6th Penny Initiative Tour!
- 6/15/26 WyoGives – Promo will begin 5/15, planning is in full swing.
- 6/18/25 Pine Bluffs Open House – Planning and promo are in process
- 6/27/26 Cheyenne Super Day – 6th Penny Initiative Tour!
- 6/28/26 PB Pie Social Open House – Planning and promo are in process
- 7/11/26 Albin Day – 6th Penny Initiative Tour!
- 8/1/26 Pine Bluffs Trail Days – 6th Penny Initiative Tour!
- 10/16/26 Booklovers Bash – speaker signed, fundraising kicking off

Grants Update

- Union Pacific (selection in Sept)
- Black Hills Community Grant (rolling)
- HF Sinclair Community Grant (rolling)
- RBC Wealth Management (deadline July 15th)
- Sharon attended grants training workshop to build skills in this area



Financial Statement for Period
Ending April 30, 2026

10

Percent YTD

83.33%

INCOME

TAXES

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
400-000 1% OPTIONAL SALES	309,419.00	1,059,419.00	867,264.17	1,040,717.00	18,702.00	101.80%
402-000 AUTO LICENSE FEES	65,529.65	668,684.60	600,000.00	720,000.00	(51,315.40)	92.87%
404-000 MILLAGE	101,567.14	3,410,271.13	4,333,333.33	5,200,000.00	(1,789,728.87)	65.58%
406-000 MISCELLANEOUS TAXES	0.00	6,794.74	5,416.67	6,500.00	294.74	104.53%
409-000 SPECIFIC PURPOSE TAX	0.00	138,818.96	114,653.85	137,584.62	1,234.34	100.90%
TOTAL TAXES	476,515.79	5,283,988.43	5,920,668.02	7,104,801.62	(1,820,813.19)	

FINES & FEES

412-000 FINES & FEES	3,751.31	52,835.35	29,166.67	35,000.00	17,835.35	150.96%
TOTAL FINES & FEES	3,751.31	52,835.35	29,166.67	35,000.00	17,835.35	

GRANTS

432-000 GRANTS	0.00	0.00	12,500.00	15,000.00	(15,000.00)	0.00%
432-004 GRANT - LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	0.00	0.00	0.00	
432-008 GRANT - COUNTY ARPA - PLANNING	8,448.67	127,424.98	179,957.48	215,948.98	(88,524.00)	59.01%
432-009 GRANT - WSL ARPA OPEN +	0.00	172,769.94	0.00	0.00	172,769.94	
433-000 GRANT FROM FND (BSR)	2,245.53	20,550.77	20,833.33	25,000.00	(4,449.23)	82.20%
TOTAL GRANTS	10,694.20	320,745.69	213,290.82	255,948.98	64,796.71	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
SUMMER READING						
454-000 SUMMER READING SALES/DONATIONS	0.00	310.00	1,250.00	1,500.00	(1,190.00)	20.67%
TOTAL SUMMER READING	0.00	310.00	1,250.00	1,500.00	(1,190.00)	
MISCELLANEOUS						
430-000 INSURANCE SETTLEMENTS	0.00	0.00	0.00	0.00	0.00	
433-001 STAFF MERCHANDISE	0.00	0.00	0.00	0.00	0.00	
434-000 INTEREST ON FUNDS	24,594.75	274,903.11	166,666.67	200,000.00	74,903.11	137.45%
435-000 E-RTAE	0.00	0.00	0.00	0.00	0.00	
440-000 SALE OF PROPERTY	224.43	1,902.65	2,083.33	2,500.00	(597.35)	76.11%
442-000 MISCELLANEOUS INCOME	0.00	29,823.91	1,666.67	2,000.00	27,823.91	1491.20%
444-000 CONTRACT WITH FOUNDATION	0.00	65,318.56	111,125.00	133,350.00	(68,031.44)	48.98%
445-000 FND DONATIONS	0.00	112,783.95	0.00	0.00	112,783.95	
447-000 LEGISLATIVE ENDOWMENT INTEREST	0.00	93,917.33	78,289.44	93,947.33	(30.00)	99.97%
TOTAL MISCELLANEOUS	24,819.18	578,649.51	359,831.11	431,797.33	146,852.18	
CAFÉ INCOME						
470-000 FOOD SALES	7,437.07	59,066.52	66,666.67	80,000.00	(20,933.48)	73.83%
471-000 KIDS FOOD SALES	986.16	9,816.05	9,166.67	11,000.00	(1,183.95)	89.24%
472-000 HOT DRINK SALES	3,588.56	34,636.54	37,500.00	45,000.00	(10,363.46)	76.97%
473-000 COLD DRINK SALES	1,999.74	18,481.86	19,166.67	23,000.00	(4,518.14)	80.36%
474-000 MERCHANDISE SALES	162.12	2,387.31	4,166.67	5,000.00	(2,612.69)	47.75%
475-000 SALES TAX COLLECTED	0.00	4,782.12	8,333.33	10,000.00	(5,217.88)	47.82%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	1,250.00	1,500.00	(1,498.08)	0.13%
TOTAL CAFÉ INCOME	14,173.65	129,172.32	146,250.00	175,500.00	(46,327.68)	
TOTAL INCOME	529,954.13	6,365,701.30	6,670,456.61	8,004,547.93	(1,638,846.63)	

Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
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EXPENSES

PERSONNEL

505-000 LIBRARY STAFF	378,210.98	3,430,303.44	3,909,920.50	4,691,904.60	(1,261,601.16)	73.11%
511-000 CONTRACT PERSONNEL	20,373.94	208,084.31	229,166.67	275,000.00	(66,915.69)	75.67%
512-000 CONSULTANTS	7,790.00	27,253.51	44,583.33	53,500.00	(26,246.49)	50.94%
514-000 FOUNDATION STAFF	4,454.55	59,748.66	111,125.00	133,350.00	(73,601.34)	44.81%
515-000 FICA	28,920.17	264,587.40	284,869.31	341,843.17	(77,255.77)	77.40%
516-000 WYOMING RETIREMENT	65,910.62	597,774.40	632,022.43	758,426.91	(160,652.51)	78.82%
517-000 UNEMPLOYMENT BENEFITS	0.00	4,304.75	12,500.00	15,000.00	(10,695.25)	28.70%
710-000 INSURANCE - HEALTH	53,352.65	530,128.23	573,348.30	688,017.96	(157,889.73)	77.05%
715-000 INSURANCE - DENTAL	2,700.54	26,386.80	29,333.33	35,200.00	(8,813.20)	74.96%
718-000 WORKERS' COMPENSATION	5,129.46	14,968.21	16,402.09	19,682.51	(4,714.30)	76.05%
TOTAL PERSONNEL	566,842.91	5,163,539.71	5,843,270.96	7,011,925.15	(1,848,385.44)	

ADMINISTRATION

519-000 CONFERENCE/CONT. ED.	3,435.93	43,204.38	54,166.67	65,000.00	(21,795.62)	66.47%
521-000 PROFESSIONAL MBSHIPS	795.00	7,810.88	3,750.00	4,500.00	3,310.88	173.58%
538-000 PLANNING AND DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	
700-000 INSURANCE-PLANT, LIABTY	17,819.00	98,361.47	83,333.33	100,000.00	(1,638.53)	98.36%
705-000 INSURANCE DEDUCTIBLE LOSS	0.00	0.00	8,333.33	10,000.00	(10,000.00)	0.00%
730-000 SECURITY BONDS	0.00	118.00	833.33	1,000.00	(882.00)	11.80%
803-000 BOARD/VOLUNTEER/STAFF ACTIVITIES	971.47	3,937.51	4,166.67	5,000.00	(1,062.49)	0.00%
815-000 REFUNDS ON LOST MATERIALS	0.00	927.50	1,666.67	2,000.00	(1,072.50)	46.38%
820-000 COLLECTION FEES	453.20	5,469.30	5,833.33	7,000.00	(1,530.70)	78.13%
830-000 PRIOR YEAR CARRYOVER	0.00	52,738.77	37,500.00	45,000.00	7,738.77	117.20%
840-000 MERCHANT FEES	2,321.55	22,975.51	24,166.67	29,000.00	(6,024.49)	79.23%
TOTAL ADMINISTRATION	25,796.15	235,543.32	223,750.00	268,500.00	(32,956.68)	

SUPPLIES & EQUIPMENT

525-000 OFFICE SUPPLIES	5,399.33	38,972.43	56,666.67	68,000.00	(29,027.57)	57.31%
529-000 EQUIPMENT LEASES - CENTRAL	2,068.92	54,330.20	50,656.67	60,788.00	(6,457.80)	89.38%
530-000 NETWORK	4,817.96	81,820.08	133,512.50	160,215.00	(78,394.92)	51.07%
825-000 SOFTWARE INTERNAL	6,451.10	160,510.02	190,323.80	228,388.56	(67,878.54)	70.28%
TOTAL SUPPLIES & EQUIPMENT	18,737.31	335,632.73	431,159.63	517,391.56	(181,758.83)	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
COMMUNICATIONS						
531-000 POSTAGE	2,410.76	28,284.00	27,500.00	33,000.00	(4,716.00)	85.71%
532-000 TELECOMMUNICATIONS	4,424.33	34,724.77	33,333.33	40,000.00	(5,275.23)	86.81%
534-000 ADVERTISING - CENTRAL	480.00	2,606.36	8,333.33	10,000.00	(7,393.64)	26.06%
536-000 PRINTING AND PUBLICITY	4,200.32	45,421.10	50,000.00	60,000.00	(14,578.90)	75.70%
TOTAL COMMUNICATIONS	11,515.41	111,036.23	119,166.67	143,000.00	(31,963.77)	
LIBRARY MATERIALS						
543-000 ELECTRONIC RESOURCES	3,995.00	24,195.00	25,166.67	30,200.00	(6,005.00)	80.12%
547-000 ELECTRONIC MATERIALS	0.00	187,000.00	145,833.33	175,000.00	12,000.00	106.86%
550-000 LIBRARY MATERIALS	28,842.45	177,687.12	216,666.67	260,000.00	(82,312.88)	68.34%
570-000 PERIODICALS - CENTRAL	2,209.44	15,177.59	15,000.00	18,000.00	(2,822.41)	84.32%
575-000 BINDING	0.00	0.00	2,083.33	2,500.00	(2,500.00)	0.00%
742-000 OCLC SERVICES	0.00	28,621.46	25,358.49	30,430.19	(1,808.73)	94.06%
745-000 WYLD SYSTEM - CENTRAL	1,840.00	27,762.82	25,040.95	30,049.14	(2,286.32)	92.39%
TOTAL LIBRARY MATERIALS	36,886.89	460,443.99	455,149.44	546,179.33	(85,735.34)	
PROGRAMS						
580-000 CHILDREN	0.00	0.00	0.00	0.00	0.00	
505-014 FIRST INITIATIVES STAFF	6,231.48	85,761.21	90,000.00	108,000.00	(22,238.79)	79.41%
580-014 FIRST INITIATIVES OTHER	100.04	10,495.25	26,666.67	32,000.00	(21,504.75)	32.80%
581-000 YOUNG ADULT- CENTRAL	0.00	0.00	0.00	0.00	0.00	
582-000 ADULT - CENTRAL	280.00	(1.46)	0.00	0.00	(1.46)	
582-004 L2B PROGRAMING	0.00	0.00	0.00	0.00	0.00	
582-100 EXHIBITS	0.00	0.00	0.00	0.00	0.00	
505-017 LBB NAVIGATOR PILOT PROGRAM STAFF	0.00	0.00	0.00	0.00	0.00	
582-400 LIBRARIES BUILD BUSINESS OTHER	0.00	119.99	5,000.00	6,000.00	(5,880.01)	2.00%
582-017 LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	833.33	1,000.00	(1,000.00)	0.00%
TOTAL PROGRAMS	6,611.52	96,374.99	122,500.00	147,000.00	(50,625.01)	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
UTILITIES						
610-000 ELECTRICITY	7,651.06	101,864.24	142,093.33	170,512.00	(68,647.76)	59.74%
620-000 NATURAL GAS	3,142.31	27,694.66	50,000.00	60,000.00	(32,305.34)	46.16%
630-000 WATER - CENTRAL	2,165.03	30,771.88	31,666.67	38,000.00	(7,228.12)	80.98%
TOTAL UTILITIES	12,958.40	160,330.78	223,760.00	268,512.00	(108,181.22)	
OPERATION & MAINTENANCE OF FACILITIES						
650-000 REPAIR FACILITIES	5,430.00	35,546.77	69,166.67	83,000.00	(47,453.23)	42.83%
652-000 MAINTENANCE SUPPLIES	6,212.85	54,453.49	51,666.67	62,000.00	(7,546.51)	87.83%
657-000 ROOF REPAIRS	0.00	14,495.43	41,666.67	50,000.00	(35,504.57)	28.99%
658-000 REPAIR & REPLACE-EQUIP	0.00	31,028.65	35,000.00	42,000.00	(10,971.35)	73.88%
748-000 FACILITIES SERV CONTRACT	31,906.48	100,313.42	135,641.67	162,770.00	(62,456.58)	61.63%
749-000 EQUIPMENT SERV CONTRACT	0.00	31,201.18	31,550.00	37,860.00	(6,658.82)	82.41%
780-000 EQUIPMENT/FURNISHINGS	0.00	434.18	8,333.33	10,000.00	(9,565.82)	4.34%
TOTAL O&M OF FACILITIES	43,549.33	267,473.12	373,025.00	447,630.00	(180,156.88)	
OPERATION & MAINTENANCE OF VEHICLES						
660-000 REPAIR - VEHICLES	12,576.43	25,807.99	12,500.00	15,000.00	10,807.99	172.05%
665-000 GASOLINE, OIL, PROPANE, ETC	620.59	4,137.39	6,666.67	8,000.00	(3,862.61)	51.72%
667-000 BOOKMOBILE	174,176.02	174,176.02	199,166.67	239,000.00	(64,823.98)	72.88%
TOTAL O&M OF VEHICLES	187,373.04	204,121.40	218,333.33	262,000.00	(57,878.60)	
PROJECTS						
787-000 LIBRARY BUILDINGS	0.00	845.25	145,833.33	175,000.00	(174,154.75)	0.00%
790-000 SALARY SURVEY	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL PROJECTS	0.00	845.25	145,833.33	175,000.00	(174,154.75)	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
CAFÉ COST OF GOODS						
640-000 FOOD PRODUCTS	3,964.64	41,005.21	44,000.00	52,800.00	(11,794.79)	77.66%
642-000 DRINK PRODUCTS	6,666.92	39,253.62	36,666.67	44,000.00	(4,746.38)	89.21%
645-000 MERCHANDISE	0.00	(1,007.97)	3,333.33	4,000.00	(5,007.97)	-25.20%
648-000 CUSTOMER SUPPLIES	1,903.01	13,372.43	16,666.67	20,000.00	(6,627.57)	66.86%
TOTAL CAFÉ COST OF GOODS	12,534.57	92,623.29	100,666.67	120,800.00	(28,176.71)	
CAFÉ OPERATIONS						
523-020 LICENSES/PERMITS	175.00	394.43	416.67	500.00	(105.57)	78.89%
525-020 CAFE SUPPLIES	219.16	2,271.35	4,583.33	5,500.00	(3,228.65)	41.30%
534-020 MARKETING - CAFE	0.00	0.00	0.00	0.00	0.00	0.00%
658-020 CAFE REPAIR & REPLACE EQUIPMENT	0.00	1,671.48	4,583.33	5,500.00	(3,828.52)	30.39%
780-020 CAFE EQUIPMENT/FURNISHING	0.00	0.00	5,833.33	7,000.00	(7,000.00)	0.00%
845-020 CAFE SALES TAX EXPENSE	746.36	7,968.78	10,000.00	12,000.00	(4,031.22)	66.41%
TOTAL CAFÉ OPERATIONS	1,140.52	12,306.04	25,416.67	30,500.00	(18,193.96)	
GRANTS						
800-000 GRANTS	0.00	0.00	12,500.00	15,000.00	(15,000.00)	0.00%
800-001 GRANT - CROSSROADS	0.00	0.00	0.00	0.00	0.00	
800-002 GRANT - WYOMING HUMANITIES COUNCIL	0.00	0.00	0.00	0.00	0.00	
800-003 GRANT - STORYWALK - CHANGEX	0.00	0.00	0.00	0.00	0.00	
800-004 GRANT - COUNTY ARPA - PLANNING	0.00	0.00	0.00	0.00	0.00	
800-005 GRANT - ALA LATINO AMERICANS	0.00	0.00	0.00	0.00	0.00	
800-006 McMURRY GRANT	0.00	0.00	0.00	0.00	0.00	
800-007 GRANT - CHANGE X-STORY WALK	0.00	0.00	0.00	0.00	0.00	
800-008 GRANT - COUNTY ARPA - PLANNING	0.00	85,631.65	0.00	0.00	85,631.65	
800-009 GRANT - WSL ARPA OPEN +	0.00	112,641.42	0.00	0.00	112,641.42	
800-010 McMURRY GRANT	0.00	0.00	0.00	0.00	0.00	
TOTAL GRANTS	0.00	198,273.07	12,500.00	15,000.00	183,273.07	
TOTAL EXPENSES	923,946.05	7,338,543.92	8,294,531.70	9,953,438.04	(2,614,894.12)	
INCOME OVER EXPENSES	(393,991.92)	(972,842.62)	(1,624,075.09)	(1,948,890.11)	976,047.49	

CASH ON HAND & RESERVES

INCOME

CASH CARRYOVER

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
450-000 PLANNED CASH CARRYOVER	0.00	1,000,000.00	833,333.33	1,000,000.00	0.00	100.00%
460-000 INCOME OVER EXPENSES	0.00	1,607,474.73	1,339,562.28	1,607,474.73	0.00	100.00%
463-000 INCOME OVER EXP. - FIRST STEPS	0.00	0.00	0.00	0.00	0.00	
464-000 INCOME OVER EXP. - LBB	0.00	0.00	0.00	0.00	0.00	
464-017 INCOME OVE REXP.- LBB NAVIGATOR PP	0.00	0.00	0.00	0.00	0.00	
TOTAL CASH CARRYOVER	0.00	2,607,474.73	2,172,895.61	2,607,474.73	0.00	

RESERVE INCOME

480-000 RESERVE - BOOKMOBILE/VEHICLES	209,977.27	209,977.27	199,166.67	239,000.00	(29,022.73)	87.86%
481-000 RESERVE - FACILITY REPAIR	0.00	0.00	83,333.33	100,000.00	(100,000.00)	0.00%
482-000 RESERVE - EQUIPMENT/FURNISHINGS	0.00	0.00	0.00	0.00	0.00	
483-000 RESERVE - FIRST STEPS	0.00	0.00	116,666.67	140,000.00	(140,000.00)	0.00%
484-000 RESERVE - PLANNING/FACILITIES	0.00	0.00	0.00	0.00	0.00	
485-000 RESERVE - EMERGENCY	0.00	0.00	0.00	0.00	0.00	
490-000 RESERVE - O&M	0.00	0.00	0.00	0.00	0.00	
TOTAL RESERVE INCOME	209,977.27	209,977.27	399,166.67	479,000.00	(269,022.73)	
TOTAL CASH ON HAND & RESERVE INCOME	209,977.27	2,817,452.00	2,572,062.28	3,086,474.73	(269,022.73)	

EXPENSE	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
CASH CARROYOVER						
850-000 PLANNED CASH CARRYOVER	0.00	0.00	833,333.33	1,000,000.00	(1,000,000.00)	0.00%
TOTAL CASH CARRYOVER	0.00	0.00	833,333.33	1,000,000.00	(1,000,000.00)	
RESERVE EXPENSE						
880-000 BOOKMOBILE/VEHICLES	559.77	118,264.14	68,792.31	82,550.77	35,713.37	143.26%
881-000 BUILDING REPAIR/CARPET	0.00	0.00	0.00	0.00	0.00	
882-000 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
883-000 FIRST STEPS INITIATIVE	0.00	0.00	0.00	0.00	0.00	
883-400 LIBRARIES BUILD BUSINESS	0.00	0.00	0.00	0.00	0.00	
883-404 LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	0.00	0.00	0.00	
884-000 PLANNING/FACILITIES	0.00	0.00	0.00	0.00	0.00	
885-000 EMERGENCY	0.00	0.00	0.00	0.00	0.00	
890-000 RESERVE O&M	3,019.53	76,455.82	45,861.54	55,033.85	21,421.97	138.93%
TOTAL RESERVE EXPENSE	3,579.30	194,719.96	114,653.85	137,584.62	57,135.34	
TOTAL CASH CARRYOVER & RESERVE EXPENSE	3,579.30	194,719.96	947,987.18	1,137,584.62	(942,864.66)	
INCOME OVER EXPENSES WITH RESERVES	(187,593.95)	1,649,889.42	0.00	0.00	1,649,889.42	



Laramie County Library

Balance Sheet as of
April 30, 2026

	ASSETS	
CURRENT ASSETS	CURRENT YEAR	PRIOR YEAR
CASH		
FIRST INTERSTATE BANK - SAVINGS	230,318.15	336,988.99
FIRST INTERSTATE BANK - CHECKING	38,568.00	3,192.58
WYOMING BANK AND TRUST	-	3,863.19
FARMERS STATE BANK	-	6,511.50
WYO-STAR	-	0.07
WYOMING CLASS	6,505,471.61	6,804,226.99
AMERICAN NATIONAL CD	38,565.89	37,226.50
AMERICAN NATIONAL CD	40,064.78	38,673.33
FIRST NATIONAL BANK CD	34,317.73	33,321.35
PETTY CASH	165.00	165.00
CASH REGISTERS	2,842.40	2,842.40
WYO-STAR - O&M	1,010,861.05	972,363.24
WYO-STAR - BOOKMOBILE	-	0.00
WYOMING CLASS - BOOKMOBILE	20.82	178,466.17
TOTAL CASH	7,901,174.61	8,239,375.14
INVENTORY		
FOOD PRODUCTS	3,307.88	3,889.16
DRINK PRODUCTS	3,021.80	2,756.59
MERCHANDISE	2,431.87	1,423.90
CUSTOMER SUPPLIES	4,873.92	4,185.49
TOTAL INVENTORY	13,635.47	12,255.14
TOTAL CURRENT ASSETS	7,914,830.90	8,430,096.45
	LIABILITIES AND FUND BALANCE	
LIABILITIES	CURRENT YEAR	PRIOR YEAR
CAFÉ GIFT CARDS	9,296.44	8,252.20
TOTAL LIABILITIES	9,296.44	8,252.20
FUND BALANCE	CURRENT YEAR	PRIOR YEAR
RESTRICTED - O&M	1,055,410.88	972,363.24
RESTRICTED LBB	1,527.57	5,765.29
BOARD DESIGNATED RESERVES	2,847,692.31	2,847,692.31
RESTRICTED - 1ST STEPS	234,718.64	344,041.81
RESTRICTED - BOOKMOBILE	108,887.52	178,466.17
PETTY CASH	165.00	165.00
CASH REGISTERS	3,381.66	3,381.66
RETAINED EARNINGS - PRIOR	2,003,207.25	1,992,665.66
REVENUE OVER EXPENDITURES	1,650,543.63	2,297,498.23
TOTAL FUND BALANCE	7,905,534.46	8,642,039.37
TOTAL FUND BALANCE AND LIABILITIES	7,914,830.90	8,650,291.57



The Library Café Financial Statement for Period 10
Ending April 30, 2026

Percent YTD 83.33%

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
CAFÉ INCOME						
470-000 FOOD SALES	7,437.07	59,066.52	66,666.67	80,000.00	(20,933.48)	73.83%
471-000 KIDS FOOD SALES	986.16	9,816.05	9,166.67	11,000.00	(1,183.95)	89.24%
472-000 HOT DRINK SALES	3,588.56	34,636.54	37,500.00	45,000.00	(10,363.46)	76.97%
473-000 COLD DRINK SALES	1,999.74	18,481.86	19,166.67	23,000.00	(4,518.14)	80.36%
474-000 MERCHANDISE SALES	162.12	2,387.31	4,166.67	5,000.00	(2,612.69)	47.75%
475-000 SALES TAX COLLECTED	0.00	4,782.12	8,333.33	10,000.00	(5,217.88)	47.82%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	1,250.00	1,500.00	(1,498.08)	0.13%
TOTAL CAFÉ INCOME	14,173.65	129,172.32	146,250.00	175,500.00	(46,327.68)	
EXPENSES						
CAFÉ COST OF GOODS						
640-000 FOOD PRODUCTS	3,964.64	41,005.21	44,000.00	52,800.00	(11,794.79)	77.66%
642-000 DRINK PRODUCTS	6,666.92	39,253.62	36,666.67	44,000.00	(4,746.38)	89.21%
645-000 MERCHANDISE	0.00	(1,007.97)	3,333.33	4,000.00	(5,007.97)	-25.20%
648-000 CUSTOMER SUPPLIES	1,903.01	13,372.43	16,666.67	20,000.00	(6,627.57)	66.86%
TOTAL CAFÉ COST OF GOODS	12,534.57	92,623.29	100,666.67	120,800.00	(28,176.71)	
PERSONNEL						
505-020 SALARY - THE LIBRARY CAFÉ	11,900.88	107,049.17	133,333.33	160,000.00	(52,950.83)	66.91%
515-020 FICA	878.31	7,971.33	10,200.00	12,240.00	(4,268.67)	65.13%
516-020 WYOMING RETIREMENT	2,089.99	14,049.76	16,666.67	20,000.00	(5,950.24)	70.25%
710-020 INSURANCE - HEALTH	0.00	0.00	20,833.33	25,000.00	(25,000.00)	0.00%
715-020 INSURANCE - DENTAL	0.00	0.00	416.67	500.00	(500.00)	0.00%
718-020 WORKERS' COMPENSATION	0.00	0.00	666.67	800.00	(800.00)	0.00%
TOTAL PERSONNEL	14,869.18	129,070.26	182,116.67	218,540.00	(89,469.74)	
CAFÉ OPERATIONS						
523-020 LICENSES/PERMITS	175.00	394.43	416.67	500.00	(105.57)	78.89%
525-020 CAFE SUPPLIES	219.16	2,271.35	4,583.33	5,500.00	(3,228.65)	41.30%
534-020 MARKETING - CAFE	0.00	0.00	0.00	0.00	0.00	

658-020 CAFE REPAIR & REPLACE EQUIPMENT	0.00	1,671.48	4,583.33	5,500.00	(3,828.52)	30.39%
780-020 CAFE EQUIPMENT/FURNISHING	0.00	0.00	5,833.33	7,000.00	(7,000.00)	0.00%
840-020 MERCHANT FEES	1,720.80	16,283.40	18,333.33	22,000.00	(5,716.60)	74.02%
845-020 CAFE SALES TAX EXPENSE	746.36	7,968.78	10,000.00	12,000.00	(4,031.22)	66.41%
TOTAL CAFÉ OPERATIONS	2,861.32	28,589.44	43,750.00	52,500.00	(23,910.56)	
TOTAL EXPENSES	30,265.07	250,282.99	326,533.33	391,840.00	(141,557.01)	
INCOME OVER EXPENSES	(16,091.42)	(121,110.67)	(180,283.33)	(216,340.00)	95,229.33	