



BOARD OF DIRECTORS

Tuesday, December 18, 2025

AGENDA

Presentation: Introduction to Thomas Lear, update on Outreach & Engagement

Consent

1. Approval of Minutes for November 21, 2025*
2. Ratify email vote for the November 2025 Expenditures*

Action

Unfinished Business

1. Facilities Master Plan Update

New Business

1. Memo - Social Media Policy Revision DRAFT*
2. Memo Box.com vs. Teams*

Reports

- Director's Report*
- Foundation Director's Report*
- Personnel Changes*
- Financial Report for November 2025*
- Balance Sheet for November 2025*
- Library Café Financial Report for November 2025*

Meeting and Events Dates and Location

Monday, January 12, 2026, Joint Board Meeting, 3:30pm, Western Vista Conference Room

Tuesday, January 20, 2026, Foundation Board Meeting, 4:00 pm, Coneflower Room

Tuesday, January 27, 2026, System Board Meeting, 3:30 pm, Coneflower Room

Tuesday, February 17, 2026, Foundation Board Meeting, 4:00 pm, Coneflower Room

Tuesday, February 24, 2026, System Board Meeting, 3:30 pm, Coneflower Room

Adjourn

*supporting documentation included



BOARD OF DIRECTORS

MINUTES

November 21, 2025

The Board of Directors of Laramie County Library System met in regular session at the Laramie County Library, on Friday, November 21, 2025. Michael Pearlman convened the meeting at 11:33 a.m. Directors Stacia Berry, Kris Rude, Steven Leafgreen and Denise Burke, were present. Also, present were Antonia Gaona (Executive Director/County Librarian), Laura Block (Sr. Deputy Director of Operations), Beth Cook (Deputy Director of Public Service), Kellie Fine (Library Foundation Director), Sharon Vye (Executive Coordinator) and members of the public.

251121:01 Steven Leafgreen presented a motion to approve the October 23, 2025, meeting minutes. was made, Kris Rude seconded, all in favor, motion passed unanimously.

251121:02 Stacia Berry presented a motion to approve the amended Collection Development & Reconsideration Policies as presented, Denise Burke seconded the motion, all in favor, motion passed unanimously.

251121:03 Denise Burke presented a motion to move the Draft Public Use of Library Spaces Policy forward for public comment, Steven Leafgreen seconded the motion, all in favor, the motion passed unanimously.

Meeting Adjourned at 12:48 p.m.

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

Sharon Vye
Executive Coordinator

LARAMIE COUNTY LIBRARY SYSTEM
EXPENDITURES REPORT

BALANCE: GENERAL FUND NOVEMBER 1, 2025 **2,272,571.84**

RECEIPTS

TAXES	709,660.99
OTHER	6,947.50

TOTAL RECEIPTS

BALANCE: GENERAL FUND NOVEMBER 24, 2025	2,989,180.33
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NET PAYROLL	263,817.55
COLONIAL LIFE INSURANCE CO.	99.51
DELTA DENTAL OF WYOMING	3,044.90
FIRST INTERSTATE BANK	76,338.70
GREAT-WEST TRUST COMPANY, LLC	6,970.00
LARAMIE COUNTY TREASURER	59,357.60
LEGALSHIELD	273.15
LINCOLN NAT'L LIFE INS CO.	496.27
MASA	151.00
NCPERS GROUP LIFE INS	128.00
UNITED WAY OF LARAMIE COUNTY	300.00
VISION SERVICE PLAN- (WY)	596.09
WYOMING RETIREMENT SYSTEM	56,042.81

BARRON'S INVESTMENT MAGAZINE	119.94
BIBLIOTHECA	36,255.20
BLACK HILLS ENERGY	13,618.14
BOARD OF PUBLIC UTILITIES	1,989.88
CALLIE CLARK	50.00
CAPITAL BUSINESS SYSTEMS, INC	66.37
CARD SERVICES	23,368.01
CAV-FRONT RANGE	55.00
CENGAGE LEARNING, INC.	732.50
CENTER POINT PUBLISHING	646.02
CENTURYLINK	53.14
CENTURYLINK	500.36
COAL CREEK COFFEE COMPANY	612.05
COMPRIZE TECHNOLOGIES, INC.	29,199.39
CORPORATE PROTECTIVE SERVICES	110.00
DE LANGE LANDEN PUBLIC FINANCE LLC	37,159.73
DELL MARKETING L.P.	23,957.65
EAKES OFFICE SOLUTIONS	615.70
GADELLNET CONSULTING SERVICES, LLC	2,709.88

GRABER'S DIESEL REPAIR	293.48
GRAINGER	246.62
GREAT AMERICA FINANCIAL SERVICES	733.43
GREATER CHEY CHAMBER COMMERCE	60.00
GREENWAY LAWN CARE	600.00
HEALTHCARE SERVICES	10,868.16
HOLLY ORNDORFF	50.00
INGRAM BOOK COMPANY, LLC	7,572.41
ISAIAH HERNANDEZ	450.00
JLG ARCHITECTS	15,132.44
LARAMIE COUNTY TREASURER	29,221.00
LAUREN SAVAGE FLAHERTY	25.00
LCCC FACILITIES & EVENTS	417.82
LEXISNEXIS ACADEMIC PUBLISHING	114.53
LOCK SHOP OF CHEYENNE	300.00
MENARDS	304.04
MIDWEST CONNECT LLC	2,884.85
MIDWEST TAPE	2,553.68
NAMETAGSEXPRESS.COM	56.65
NEW YORK PUBLIC LIBRARY	35.00
OCLC, INC.	28,621.46
ODP BUSINESS SOLUTIONS, LLC	216.02
OFFICE SHOP INC.	879.67
OMEGA INDUSTRIAL SUPPLY INC.	2,756.70
PBR PRINTING	2,917.77
PRECISION SECURITY TEAM	9,319.56
PUBLISHERS WEEKLY	159.99
RANGE	229.00
RANGE	225.98
SCOTCH BOY LANDSCAPING	300.00
SHAMROCK FOODS COMPANY	4,016.30
SIMPLIVERIFIED	274.75
SUPERIOR GLASS & MIRROR	2,785.60
SUPPLYWORKS	3,963.21
TETON COUNTY LIBRARY	44.19
THOMAS KLISE/CRIMSON MULTIMEDIA	1,943.95
TOWN OF PINE BLUFFS	340.64
TUNDRA RESTAURANT SUPPLY, INC.	492.45
UNION TELEPHONE CO. INC.	81.26
UNIQUE MANAGEMENT SERVICES	556.20
VERIZON WIRELESS	990.74
WESTERN STATES FIRE PROTECTION	860.00
WG DALE	212.00
WHITTEMORE	1,000.00

WYOMING BEVERAGE CHEYENNE	272.72
WYOMING DEPARTMENT OF EMPLOYMENT	921.00
WYOMING DEPT OF REVENUE	996.35
XESI DOCUMENT SOLUTIONS	508.44
 TOTAL DISBURSEMENTS	 777,239.60
BALANCE AFTER DISBURSEMENTS	2,211,940.73



December 12, 2025

To: Board of Directors
From: Antonia Gaona, Executive Director
RE: Revise the *Social Media Policy*

Requested Action by the Board: Consider a motion to approve revisions to the Social Media Policy.

Background: The Library Leadership team, with feedback from employees, has reviewed the Social Media policy and proposes the revisions as included (page 2-3). A copy of the current Social Media policy is included for comparison (page 4). The proposed revised policy has been reviewed by the policy committee and has been sent to the County Attorney's office for review.

Overview of Changes: The change in this policy aligns with the updated "Library Rules". The changes support current, updated social media practices by establishing community guidelines, clearly communicating moderation practices, and informing patrons that all posted social media content is subject to public records laws.

Questions for the Board:

1. Does the Board of Directors have further questions or input about the Social Media Policy (page 2-3)?
2. Will the Board of Directors consider a motion to enter the 45-day public comment period?

Next Steps:

The recommended changes to the public policy are subject to the 45-day public comment period and pending approval from the Laramie County Attorney office. Once approved, the policy, terms and procedures will be translated into Spanish and posted on the library website.



Social Media

Purpose

Laramie County Library System (LCLS) maintains social media platforms to support its mission and foster engagement. These platforms provide a designated public forum where community members can discover library information, engage with staff, and participate in conversations related to library services, programs, and resources.

Definition of Social Media

For the purposes of this policy, “social media” includes any online platform, application, or tool created, hosted, or moderated by LCLS that enables communication, interaction, or the sharing of information.

Examples include (but are not limited to):

- Library websites and blogs
- Social networking sites (e.g., Facebook, Instagram, YouTube)
- Commenting features, community reviews, online discussions, and public posts
- Any future platforms adopted by LCLS for public communication

Community Guidelines

To maintain a welcoming, safe, and inclusive online environment, LCLS asks all participants to follow these guidelines when engaging with library social media:

Protect Your Privacy

- Do not post personal or sensitive information (e.g., address, phone number, account numbers).
- Young people under 18 should take extra care not to share identifying details.

Be Respectful and Stay on Topic

- Comments should relate to the post or topic being discussed.

Follow the Law and Comply with LCLS Policies

- Posts may not violate copyright, privacy laws, or the LCLS Library Rules

Prohibited Content

- Library employees may remove comments or posts that include:

- Copyright violations
- Off-topic or disruptive comments when a topic is clearly designated
- Commercial promotions, advertisements, or spam
- Repetitive or duplicated posts from the same user
- Obscene, profane, or sexually explicit content
- Specific and imminent threats or encouragement of violence
- Harassment, hate speech, or libelous statements
- Images, videos, or media attachments when posting of such content is disabled or restricted
- Discussion, sale, or promotion of illegal items or illegal activities

LCLS may also remove malware links, misinformation about library operations, or content that interferes with normal library use.

Moderation Practices

LCLS social media is moderated by library employees to maintain a constructive environment for public discussion. Moderation may occur during regular business hours and does not imply ongoing or real-time monitoring.

LCLS reserves the right to:

- Hide, delete, or restrict comments that violate this policy or the LCLS Library Rules
- Disable commenting on posts when needed to maintain a safe environment
- Block or restrict repeat violators from participating on library platforms

All moderation decisions are made to protect the integrity, safety, and mission of the library's online spaces.

Public Records

Content posted on LCLS social media may be subject to applicable public records laws.

SOCIAL MEDIA

Laramie County Library System offers blogs, community reviews, patron comments, and other social media tools as a way to achieve our mission statement. Library social media tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinions, and information about library-related subjects and issues. Library social media is intended to create an online space where library users will find useful and entertaining information and can interact with library employees and other library users. Comments may be moderated by library employees and the library reserves the right to remove comments that are unlawful or do not comply with the library's Code of Conduct or policies.

DEFINITION OF SOCIAL MEDIA

Social media is defined as any web application, site or account offered by the library that facilitates the sharing of opinions and information about library-related subjects and issues.

Social media includes such formats as blogs, listservs, websites, social network pages or posts to community reviews and patron ratings of library materials.

RULES FOR COMMENTING

Protect your privacy. Do not post personally identifying information. Young people under age 18, especially, should not post information such as last name, school, age, phone number, address.

Posts containing the following are against library policies and may be deleted or removed by library employees:

1. Copyright violations
2. Off-topic comments when a clear topic is designated
3. Commercial material/spam
4. Duplicated posts from the same individual
5. Obscene posts
6. Specific and imminent threats
7. Libelous comments
8. Images
9. Illegal items

By choosing to comment, you agree to comply with library policy.

Adopted February 22, 2011, by the Laramie County Library System Board of Directors.



December 12, 20205

To: Board of Directors
From: Sharon Vye, Executive Coordinator
RE: Discussion Overview: Box.com vs. Microsoft Teams for Board Materials

The purpose of this memo is to provide an informational overview of the differences between Box.com and Microsoft Teams as potential platforms for storing and accessing Board materials. The Library currently uses Box.com for the Board packet uploads and retention. As we explore whether Microsoft Teams may meet our long-term needs more effectively, there is no expectation or pressure for an immediate transition. This memo is intended simply to support an open, informed conversation.

Box.com (Current System)

Pros

- Familiar and Established: Board members and staff already know this system well, making it comfortable and predictable to use.
- Straightforward Organization: Box's folder structure is simple and easy to navigate.
- Reliable Access: Board packets and committee materials are consistently accessible in a central location.
- External-Friendly: Box makes it easy to share materials with individuals outside the library system, if needed.

Cons

- Limited Collaboration Features: Box is primarily a file storage system and does not integrate communication or meeting tools.
- Separate Communication Channels: Discussions about materials still occur through email, which can lead to scattered conversations.
- Version Management: While stable, Box does not offer the same level of real-time co-editing or integration found in Microsoft platforms.

Microsoft Teams (Potential Option)

Pros

- All-in-One Workspace: Brings together file storage, meeting links, chat, and notes in one location.
- Integrated with Microsoft 365: Works seamlessly with the tools staff already use (Word, Excel, SharePoint, OneDrive).
- Real-Time Collaboration: Documents can be co-edited during committee work sessions or by staff preparing materials.



- Structured Spaces: Each Board or committee could have its own Teams “channel,” keeping files, discussions, and links organized and connected.

Cons

- Learning Curve: Board members may need time and light training to get comfortable with the platform.
- More Features Than Some Need: For those who prefer simple file access, Teams may feel more complex at first.
- Setup Required: Staff would need to plan out the structure of channels and permissions to keep materials easy to find.

Additional Considerations

- Document Upload & Notifications: Staff currently upload materials to Box.com and then send an email alert to the Board. Teams could streamline this by sending automatic chat notifications when documents are added, eliminating additional email clutter.
- User Limitations: Box.com has a limited number of licensed users and requires paid subscriptions. Teams is included in our existing Microsoft environment and does not limit the number of Board or staff users.
- Security & Platform Management: Moving to Teams would remove the need for an additional paid external platform, reducing our online footprint and related security monitoring needs.

As the Board considers long-term needs, we welcome a discussion about which system best supports your workflows, document access preferences, and committee collaboration styles.



December 11, 2025

To: Laramie County Library Board of Directors
From: Laramie County Library Executive Director/County Librarian
Re: December 2025 Directors' Report

Library Stories

From Duane Bindschadler (*Instagram Follower*)

"I grew up with the Cheyenne Public Library as one of my favorite places to be. I would ride my bike to the library on Saturdays, check out seven books (the limit) and be back next week for more. The library fueled my passion for learning, for knowledge, and taught me so much about the wider world. It was a major factor in my scientific and engineering career, and it is why I've been involved in social justice movements for years. So, keep broadcasting your passion for books, librarians. You make a lasting difference in people's lives just by making books of all kinds available to hungry minds and hearts"

From Rachael Svoboda (*Business Services Librarian*)

"I just heard from ALA International Relations staff that the Libraries That Build Business book that I worked on in 2022 is being translated to Arabic! Wyoming Library to Business has a chapter and there are some other pieces that I helped write as well."

From Kayla Schwab (*Teen Services Coordinator*)

"My grandpa is 72 and got his very first library card a few months ago. He also got signed up for Libby. He has never been a reader.

At Thanksgiving, he told me he has finished the audiobooks of the Longmire series, a ton of CJ Box books, and some more western books that Libby suggested. He said, "I love that library! I've been so entertained and it's free!"

He told our whole family about Libby and was so excited about how much reading he has been able to do.

So thank you to LCLS from me, personally, for giving my grandpa that gift! It has been really amazing for him."

From Megan Fox (*Youth Services Assistant Manager*)



“This afternoon a patron told me she wanted to share something with me. She is originally from Puerto Rico and recently read a picture book about Hurricane Maria with her daughter. Hurricane Maria devastated Puerto Rico in 2017, and our patron lived through it. The book brought back memories, and she cried with her daughter while reading the book to her. The patron’s family home wasn’t damaged, but she and her family helped many others who weren’t as fortunate. She told me who could believe that here in Cheyenne, Wyoming, she would check out a book about something that she experienced in Puerto Rico years ago. She was appreciative that we have materials such as this book in our collection.”

Executive Director Updates

- Library facilities have confirmed that the forthcoming storm water fee (coming in January) will impact the library by \$3,652 annually.
- Library Administration consolidated banking accounts and closed a smaller account with First Wyoming Bank.
- LCLS’s new Outreach & Engagement Manager, Thomas Lear has started in his position and onboarding, training and the new division transition is underway.
- Several library staff attended “Connecting Industry to Education” presented by Wyoming Chamber of Commerce & Wyoming Department of Education to learn how the public sector can provide technical and career assistance to build Laramie County’s workforce skillset and help to realign workers to the needs of the private sector and job and quality of life opportunities.
- The library will co-host a screening of “The Librarians” documentary along with LCCC on January 31st in the Surbrugg/Prentice Auditorium, followed by a panel and a community discussion.
- The library is transitioning from the traditional print calendar to a quarterly magazine to be launched at the start of the new fiscal year. To prep for that launch an interim calendar solution will be offered, a scaled down grid calendar will be paired with the enhanced online calendar.

County/Legislative Updates

- Library administration will attend a 6th Penny Ballot Work Session on December 16th as part of a collaborative and transparent process to review and discuss proposed 6th Penny projects with the County Commissioners.
- The engrossed version of HB10: Sexually explicit materials in libraries has been publicly released and will be considered for introduction in the House. To be introduced, the bill must receive a 2/3 vote of the House side.
- WLA is working with Better Wyoming to recruit volunteers and “Friends of the Library” statewide to educate and share information about potential legislation that will impact libraries, library funding and operations.



Public Service Updates

- Following the adoption of the Collection Development policy and Request for Reconsideration policy, Collection Development Manager Darcy Lipp-Acord will be working with other managers to update training and work procedures for staff.
- Planning for SRC 2026 has begun and we will be full speed ahead after the new year. The Collaborative Summer Library Program slogan for 2026 is Unearth a Story and the theme is dinosaurs, paleontology, and archaeology.
- Staff are working on curating the collection on the bookmobile that will be transferred to the new Mobile Library. In anticipation of the truck's delivery, mobile library services will be suspended from 12/1-2/17 to allow for training of staff and transferring of materials.
- The division is all working hard to shift our thinking as we begin the process of separating Youth Services and Outreach and Engagement.



To: Laramie County Library System Board of Directors
From: Kellie Fine
Date: December 11, 2025
Re: Foundation Director's Report

Booklover's Bash:

Booklovers Bash 2025 Final Numbers

The event was completely sold out, with nearly 460 attendees. We also added 119 new constituents to our donor CRM as a result of the event.

Financial Overview

- **Net Income:** \$148,638 — up from \$137,105 in 2024
- **Sponsorships:** Approximately the same as last year
- **Ticket Sales:** Up \$2,712.20 from 2024
- **Dessert Dash:** \$43,630 — up \$4,830 from last year
- **Book & Bottle Pull:** Increased from 80 to 125 items; raised \$6,250, up \$2,915
- **Silent Auction:** \$4,550 with a total of 476 bids
- **Book Sales:** \$1,759 — up from \$1,011 last year

Cost Savings

- **AES savings:** \$5,000 (not using AES this year)
- **Merchandise and book order reduction:** \$6,900 saved
- **Speaker fee:** Half of last year's cost

Overall Impact

- **Income increase:** +\$6,681 compared to 2024
- **Expense savings:** \$17,807
- **Final net revenue:** \$86,636.38, putting us roughly \$28,438.43 ahead of last year.

Year-End Campaign:

We will give updated numbers on the day of meeting.

Foundation Audit:

Received and no major issues were found.

META Grant:

Submitted for \$481,118.00, submitting for new maker's space.



TO: Board of Directors
FROM: Ethan Kight, Human Resources Coordinator
DATE: December 11, 2025
RE: Personnel changes

Thomas Lear
Outreach & Engagement
Manager
Hired 12/01/2025

Karen Blair Substitute Library Assistant
Resigned 12/21/2025

Ethan Kight

Human Resources Coordinator



Laramie County Library

Financial Statement for Period
Ending November 30, 2025

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Percent YTD

41.67%

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
INCOME						
TAXES						
400-000 1% OPTIONAL SALES	0.00	500,000.00	433,632.08	1,040,717.00	(540,717.00)	48.04%
402-000 AUTO LICENSE FEES	66,116.78	369,334.93	300,000.00	720,000.00	(350,665.07)	51.30%
404-000 MILLAGE	588,691.08	1,187,868.16	2,166,666.67	5,200,000.00	(4,012,131.84)	22.84%
406-000 MISCELLANEOUS TAXES	0.00	6,794.74	2,708.33	6,500.00	294.74	104.53%
409-000 SPECIFIC PURPOSE TAX	18,865.46	85,213.25	57,326.93	137,584.62	(52,371.37)	61.94%
TOTAL TAXES	673,673.32	2,149,211.08	2,960,334.01	7,104,801.62	(4,955,590.54)	
FINES & FEES						
412-000 FINES & FEES	4,928.38	29,396.23	14,583.33	35,000.00	(5,603.77)	83.99%
TOTAL FINES & FEES	4,928.38	29,396.23	14,583.33	35,000.00	(5,603.77)	
GRANTS						
432-000 GRANTS	0.00	0.00	6,250.00	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	35,987.67	73,659.07	89,978.74	215,948.98	(142,289.91)	34.11%
432-009 GRANT - WSL ARPA OPEN +	0.00	146,736.16	0.00	0.00	146,736.16	
433-000 GRANT FROM FND (BSR)	2,073.31	10,312.93	10,416.67	25,000.00	(14,687.07)	41.25%
TOTAL GRANTS	38,060.98	230,708.16	106,645.41	255,948.98	(25,240.82)	

		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	625.00	1,500.00	(1,190.00)	20.67%
	TOTAL SUMMER READING	0.00	310.00	625.00	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	26,469.69	144,764.78	83,333.33	200,000.00	(55,235.22)	72.38%
435-000	E-RTAE	0.00	0.00	0.00	0.00	0.00	
440-000	SALE OF PROPERTY	3.37	942.47	1,041.67	2,500.00	(1,557.53)	37.70%
442-000	MISCELLANEOUS INCOME	92.66	23,309.12	833.33	2,000.00	21,309.12	1165.46%
444-000	CONTRACT WITH FOUNDATION	8,168.09	32,396.20	55,562.50	133,350.00	(100,953.80)	24.29%
445-000	FND DONATIONS	0.00	206,701.28	0.00	0.00	206,701.28	
447-000	LEGISLATIVE ENDOWMENT INTEREST	0.00	0.00	39,144.72	93,947.33	(93,947.33)	0.00%
	TOTAL MISCELLANEOUS	34,733.81	408,113.85	179,915.55	431,797.33	(23,683.48)	
CAFÉ INCOME							
470-000	FOOD SALES	4,206.91	30,057.95	33,333.33	80,000.00	(49,942.05)	37.57%
471-000	KIDS FOOD SALES	577.31	5,226.02	4,583.33	11,000.00	(5,773.98)	47.51%
472-000	HOT DRINK SALES	2,675.06	16,269.73	18,750.00	45,000.00	(28,730.27)	36.15%
473-000	COLD DRINK SALES	916.15	10,402.94	9,583.33	23,000.00	(12,597.06)	45.23%
474-000	MERCHANDISE SALES	223.84	1,347.89	2,083.33	5,000.00	(3,652.11)	26.96%
475-000	SALES TAX COLLECTED	507.82	3,737.00	4,166.67	10,000.00	(6,263.00)	37.37%
476-000	CAFE MISCELLANEOUS INCOME	0.00	1.92	625.00	1,500.00	(1,498.08)	0.13%
	TOTAL CAFÉ INCOME	9,107.09	67,043.45	73,125.00	175,500.00	(108,456.55)	
	TOTAL INCOME	760,503.58	2,884,782.77	3,335,228.30	8,004,547.93	(5,119,765.16)	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
EXPENSES						
PERSONNEL						
505-000 LIBRARY STAFF	318,473.45	1,669,593.72	1,954,960.25	4,691,904.60	(3,022,310.88)	35.58%
511-000 CONTRACT PERSONNEL	20,187.72	109,342.05	114,583.33	275,000.00	(165,657.95)	39.76%
512-000 CONSULTANTS	1,465.00	13,910.91	22,291.67	53,500.00	(39,589.09)	26.00%
514-000 FOUNDATION STAFF	6,900.00	34,266.67	55,562.50	133,350.00	(99,083.33)	25.70%
515-000 FICA	24,733.76	129,788.55	142,434.65	341,843.17	(212,054.62)	37.97%
516-000 WYOMING RETIREMENT	56,042.81	289,566.19	316,011.21	758,426.91	(468,860.72)	38.18%
517-000 UNEMPLOYMENT BENEFITS	921.00	4,304.75	6,250.00	15,000.00	(10,695.25)	28.70%
710-000 INSURANCE - HEALTH	50,950.17	259,534.99	286,674.15	688,017.96	(428,482.97)	37.72%
715-000 INSURANCE - DENTAL	2,514.79	12,870.09	14,666.67	35,200.00	(22,329.91)	36.56%
718-000 WORKERS' COMPENSATION	0.00	4,887.96	8,201.05	19,682.51	(14,794.55)	24.83%
TOTAL PERSONNEL	482,188.70	2,528,065.88	2,921,635.48	7,011,925.15	(4,483,859.27)	
ADMINISTRATION						
519-000 CONFERENCE/CONT. ED.	3,196.83	15,213.25	27,083.33	65,000.00	(49,786.75)	23.41%
521-000 PROFESSIONAL MBSHIPS	899.00	2,798.88	1,875.00	4,500.00	(1,701.12)	62.20%
538-000 PLANNING AND DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	
700-000 INSURANCE-PLANT, LIABLTY	0.00	80,542.47	41,666.67	100,000.00	(19,457.53)	80.54%
705-000 INSURANCE DEDUCTIBLE LOSS	0.00	0.00	4,166.67	10,000.00	(10,000.00)	0.00%
730-000 SECURITY BONDS	0.00	100.00	416.67	1,000.00	(900.00)	10.00%
803-000 BOARD/VOLUNTEER/STAFF ACTIVITIES	493.49	2,068.06	2,083.33	5,000.00	(2,931.94)	0.00%
815-000 REFUNDS ON LOST MATERIALS	204.19	640.62	833.33	2,000.00	(1,359.38)	32.03%
820-000 COLLECTION FEES	556.20	3,254.80	2,916.67	7,000.00	(3,745.20)	46.50%
830-000 PRIOR YEAR CARRYOVER	0.00	52,738.77	18,750.00	45,000.00	7,738.77	117.20%
840-000 MERCHANT FEES	1,728.65	12,115.43	12,083.33	29,000.00	(16,884.57)	41.78%
TOTAL ADMINISTRATION	7,078.36	169,472.28	111,875.00	268,500.00	(99,027.72)	
SUPPLIES & EQUIPMENT						
525-000 OFFICE SUPPLIES	7,362.10	21,722.31	28,333.33	68,000.00	(46,277.69)	31.94%
529-000 EQUIPMENT LEASES - CENTRAL	39,347.64	45,168.91	25,328.33	60,788.00	(15,619.09)	74.31%
530-000 NETWORK	31,393.96	62,126.13	66,756.25	160,215.00	(98,088.87)	38.78%
825-000 SOFTWARE INTERNAL	35,596.58	107,189.31	95,161.90	228,388.56	(121,199.25)	46.93%
TOTAL SUPPLIES & EQUIPMENT	113,700.28	236,206.66	215,579.82	517,391.56	(281,184.90)	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
COMMUNICATIONS						
531-000 POSTAGE	2,884.85	14,284.40	13,750.00	33,000.00	(18,715.60)	43.29%
532-000 TELECOMMUNICATIONS	3,340.48	16,786.25	16,666.67	40,000.00	(23,213.75)	41.97%
534-000 ADVERTISING - CENTRAL	247.54	1,053.35	4,166.67	10,000.00	(8,946.65)	10.53%
536-000 PRINTING AND PUBLICITY	4,563.23	20,109.02	25,000.00	60,000.00	(39,890.98)	33.52%
TOTAL COMMUNICATIONS	11,036.10	52,233.02	59,583.33	143,000.00	(90,766.98)	
LIBRARY MATERIALS						
543-000 ELECTRONIC RESOURCES	0.00	5,200.00	12,583.33	30,200.00	(25,000.00)	17.22%
547-000 ELECTRONIC MATERIALS	0.00	91,099.95	72,916.67	175,000.00	(83,900.05)	52.06%
550-000 LIBRARY MATERIALS	14,583.10	81,908.98	108,333.33	260,000.00	(178,091.02)	31.50%
570-000 PERIODICALS - CENTRAL	361.49	6,702.70	7,500.00	18,000.00	(11,297.30)	37.24%
575-000 BINDING	0.00	0.00	1,041.67	2,500.00	(2,500.00)	0.00%
742-000 OCLC SERVICES	28,621.46	28,621.46	12,679.25	30,430.19	(1,808.73)	94.06%
745-000 WYLD SYSTEM - CENTRAL	0.00	0.00	12,520.48	30,049.14	(30,049.14)	0.00%
TOTAL LIBRARY MATERIALS	43,566.05	213,533.09	227,574.72	546,179.33	(332,646.24)	
PROGRAMS						
580-000 CHILDREN	0.00	34.62	0.00	0.00	34.62	
505-014 FIRST INITIATIVES STAFF	8,595.35	44,371.96	45,000.00	108,000.00	(63,628.04)	41.09%
580-014 FIRST INITIATIVES OTHER	791.75	2,573.76	13,333.33	32,000.00	(29,426.24)	8.04%
581-000 YOUNG ADULT- CENTRAL	0.00	0.00	0.00	0.00	0.00	
582-000 ADULT - CENTRAL	0.00	(281.46)	0.00	0.00	(281.46)	
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	2,500.00	6,000.00	(5,880.01)	2.00%
582-017 LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	416.67	1,000.00	(1,000.00)	0.00%
TOTAL PROGRAMS	9,387.10	46,818.87	61,250.00	147,000.00	(100,181.13)	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
UTILITIES						
610-000 ELECTRICITY	11,222.92	59,887.01	71,046.67	170,512.00	(110,624.99)	35.12%
620-000 NATURAL GAS	2,612.36	10,349.18	25,000.00	60,000.00	(49,650.82)	17.25%
630-000 WATER - CENTRAL	2,113.38	16,783.53	15,833.33	38,000.00	(21,216.47)	44.17%
TOTAL UTILITIES	15,948.66	87,019.72	111,880.00	268,512.00	(181,492.28)	
OPERATION & MAINTENACE OF FACILITIES						
650-000 REPAIR FACILITIES	450.00	16,917.32	34,583.33	83,000.00	(66,082.68)	20.38%
652-000 MAINTENANCE SUPPLIES	6,664.78	26,425.87	25,833.33	62,000.00	(35,574.13)	42.62%
657-000 ROOF REPAIRS	0.00	0.00	20,833.33	50,000.00	(50,000.00)	0.00%
658-000 REPAIR & REPLACE-EQUIP	3,441.93	8,750.50	17,500.00	42,000.00	(33,249.50)	20.83%
748-000 FACILITIES SERV CONTRACT	30,108.98	53,873.49	67,820.83	162,770.00	(108,896.51)	33.10%
749-000 EQUIPMENT SERV CONTRACT	9,180.42	9,180.42	15,775.00	37,860.00	(28,679.58)	24.25%
780-000 EQUIPMENT/FURNISHINGS	0.00	0.00	4,166.67	10,000.00	(10,000.00)	0.00%
TOTAL O&M OF FACILITIES	49,846.11	115,147.60	186,512.50	447,630.00	(332,482.40)	
OPERATION & MAINTENANCE OF VEHICLES						
660-000 REPAIR - VEHICLES	293.48	1,572.09	6,250.00	15,000.00	(13,427.91)	10.48%
665-000 GASOLINE, OIL, PROPANE, ETC	475.20	2,456.37	3,333.33	8,000.00	(5,543.63)	30.70%
667-000 BOOKMOBILE	0.00	0.00	99,583.33	239,000.00	(239,000.00)	0.00%
TOTAL O&M OF VEHICLES	768.68	4,028.46	109,166.67	262,000.00	(257,971.54)	
PROJECTS						
787-000 LIBRARY BUILDINGS	0.00	845.25	72,916.67	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	72,916.67	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	3,393.27	22,109.87	22,000.00	52,800.00	(30,690.13)	41.87%
642-000 DRINK PRODUCTS	2,516.09	19,237.86	18,333.33	44,000.00	(24,762.14)	43.72%
645-000 MERCHANDISE	0.00	0.00	1,666.67	4,000.00	(4,000.00)	0.00%
648-000 CUSTOMER SUPPLIES	1,255.92	7,873.96	8,333.33	20,000.00	(12,126.04)	39.37%
TOTAL CAFÉ COST OF GOODS	7,165.28	49,221.69	50,333.33	120,800.00	(71,578.31)	
CAFÉ OPERATIONS						
523-020 LICENSES/PERMITS	0.00	100.00	208.33	500.00	(400.00)	20.00%
525-020 CAFE SUPPLIES	317.66	1,355.03	2,291.67	5,500.00	(4,144.97)	24.64%
534-020 MARKETING - CAFE	0.00	0.00	0.00	0.00	0.00	0.00%
658-020 CAFE REPAIR & REPLACE EQUIPMENT	0.00	0.00	2,291.67	5,500.00	(5,500.00)	0.00%
780-020 CAFE EQUIPMENT/FURNISHING	0.00	0.00	2,916.67	7,000.00	(7,000.00)	0.00%
845-020 CAFE SALES TAX EXPENSE	840.78	4,203.90	5,000.00	12,000.00	(7,796.10)	35.03%
TOTAL CAFÉ OPERATIONS	1,158.44	5,658.93	12,708.33	30,500.00	(24,841.07)	
GRANTS						
800-000 GRANTS	0.00	0.00	6,250.00	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	15,132.44	48,342.85	0.00	0.00	48,342.85	
800-009 GRANT - WSL ARPA OPEN +	23,949.78	111,296.75	0.00	0.00	111,296.75	
800-010 McMURRY GRANT	0.00	0.00	0.00	0.00	0.00	
TOTAL GRANTS	39,082.22	159,639.60	6,250.00	15,000.00	144,639.60	
TOTAL EXPENSES	780,925.98	3,667,891.05	4,147,265.85	9,953,438.04	(6,285,546.99)	
INCOME OVER EXPENSES	(20,422.40)	(783,108.28)	(812,037.55)	(1,948,890.11)	1,165,781.83	

CASH ON HAND & RESERVES

INCOME						
	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
CASH CARRYOVER						
450-000 PLANNED CASH CARRYOVER	0.00	1,000,000.00	416,666.67	1,000,000.00	0.00	100.00%
460-000 INCOME OVER EXPENSES	0.00	1,607,474.73	669,781.14	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	1,086,447.80	2,607,474.73	0.00	
RESERVE INCOME						
480-000 RESERVE - BOOKMOBILE/VEHICLES	0.00	0.00	99,583.33	239,000.00	(239,000.00)	0.00%
481-000 RESERVE - FACILITY REPAIR	0.00	0.00	41,666.67	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	58,333.33	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	0.00	0.00	199,583.33	479,000.00	(479,000.00)	
TOTAL CASH ON HAND & RESERVE INCOME	0.00	2,607,474.73	1,286,031.14	3,086,474.73	(479,000.00)	

EXPENSE	Current Period	YTD	YTD	Annual Budget	Remaining	Percent
	Actual	Actual	Budget		Budget	of Budget
CASH CARRYOVER						
850-000 PLANNED CASH CARRYOVER	0.00	0.00	416,666.67	1,000,000.00	(1,000,000.00)	0.00%
TOTAL CASH CARRYOVER	0.00	0.00	416,666.67	1,000,000.00	(1,000,000.00)	
RESERVE EXPENSE						
880-000 BOOKMOBILE/VEHICLES	664.61	3,518.94	34,396.15	82,550.77	(79,031.83)	4.26%
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	3,320.71	16,794.39	22,930.77	55,033.85	(38,239.46)	30.52%
TOTAL RESERVE EXPENSE	3,985.32	20,313.33	57,326.93	137,584.62	(117,271.29)	
TOTAL CASH CARRYOVER & RESERVE EXPENSE	3,985.32	20,313.33	473,993.59	1,137,584.62	(1,117,271.29)	
INCOME OVER EXPENSES WITH RESERVES	(24,407.72)	1,804,053.12	0.00	0.00	1,804,053.12	



Laramie County Library

Balance Sheet as of
November 30, 2025

ASSETS		
CURRENT ASSETS	CURRENT YEAR	PRIOR YEAR
CASH		
FIRST INTERSTATE BANK - SAVINGS	21,900.03	39,800.61
FIRST INTERSTATE BANK - CHECKING	30,768.60	59,669.63
WYOMING BANK AND TRUST	3,883.19	3,852.24
FARMERS STATE BANK	-	6,328.69
WYO-STAR	0.04	6,160,192.84
WYOMING CLASS	6,721,295.00	-
AMERICAN NATIONAL CD	37,905.15	36,552.75
AMERICAN NATIONAL CD	39,378.35	37,973.40
FIRST NATIONAL BANK CD	33,901.96	32,917.66
PETTY CASH	165.00	165.00
CASH REGISTERS	2,842.40	2,842.40
WYO-STAR - O&M	995,749.45	947,516.70
WYO-STAR - BOOKMOBILE	-	351,125.80
WYOMING CLASS - BOOKMOBILE	204,119.59	-
TOTAL CASH	7,887,789.17	7,678,937.72
INVENTORY		
FOOD PRODUCTS	3,889.16	3,226.08
DRINK PRODUCTS	2,756.59	3,021.80
MERCHANDISE	1,423.90	2,431.87
CUSTOMER SUPPLIES	4,185.49	4,809.23
TOTAL INVENTORY	12,255.14	13,488.98
TOTAL CURRENT ASSETS	8,104,163.90	7,692,426.70
LIABILITIES AND FUND BALANCE		
LIABILITIES	CURRENT YEAR	PRIOR YEAR
CAFÉ GIFT CARDS	8,895.06	7,703.18
TOTAL LIABILITIES	8,895.06	7,703.18
FUND BALANCE	CURRENT YEAR	PRIOR YEAR
RESTRICTED - O&M	995,749.45	957,516.70
RESTRICTED LBB	1,527.57	21,285.29
BOARD DESIGNATED RESERVES	2,847,692.31	2,847,692.31
RESTRICTED - 1ST STEPS	234,718.64	344,041.81
RESTRICTED - BOOKMOBILE	204,119.59	351,125.80
PETTY CASH	165.00	165.00
CASH REGISTERS	3,381.66	3,381.66
RETAINED EARNINGS - PRIOR	2,003,207.29	1,992,665.66
REVENUE OVER EXPENDITURES	1,804,707.33	1,166,849.29
TOTAL FUND BALANCE	8,095,268.84	7,684,723.52
TOTAL FUND BALANCE AND LIABILITIES	8,104,163.90	7,692,426.70



The Library Café Financial Statement for Period 5
Ending November 30, 2025

Percent YTD 41.67%

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
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CAFÉ INCOME

470-000 FOOD SALES	4,206.91	30,057.95	33,333.33	80,000.00	(49,942.05)	37.57%
471-000 KIDS FOOD SALES	577.31	5,226.02	4,583.33	11,000.00	(5,773.98)	47.51%
472-000 HOT DRINK SALES	2,675.06	16,269.73	18,750.00	45,000.00	(28,730.27)	36.15%
473-000 COLD DRINK SALES	916.15	10,402.94	9,583.33	23,000.00	(12,597.06)	45.23%
474-000 MERCHANDISE SALES	223.84	1,347.89	2,083.33	5,000.00	(3,652.11)	26.96%
475-000 SALES TAX COLLECTED	507.82	3,737.00	4,166.67	10,000.00	(6,263.00)	37.37%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	625.00	1,500.00	(1,498.08)	0.13%
TOTAL CAFÉ INCOME	9,107.09	67,043.45	73,125.00	175,500.00	(108,456.55)	

EXPENSES

CAFÉ COST OF GOODS

640-000 FOOD PRODUCTS	3,393.27	22,109.87	22,000.00	52,800.00	(30,690.13)	41.87%
642-000 DRINK PRODUCTS	2,516.09	19,237.86	18,333.33	44,000.00	(24,762.14)	43.72%
645-000 MERCHANDISE	0.00	0.00	1,666.67	4,000.00	(4,000.00)	0.00%
648-000 CUSTOMER SUPPLIES	1,255.92	7,873.96	8,333.33	20,000.00	(12,126.04)	39.37%
TOTAL CAFÉ COST OF GOODS	7,165.28	49,221.69	50,333.33	120,800.00	(71,578.31)	

PERSONNEL

505-020 SALARY - THE LIBRARY CAFÉ	8,943.31	55,302.04	66,666.67	160,000.00	(104,697.96)	34.56%
515-020 FICA	669.83	4,154.75	5,100.00	12,240.00	(8,085.25)	33.94%
516-020 WYOMING RETIREMENT	0.00	0.00	8,333.33	20,000.00	(20,000.00)	0.00%
710-020 INSURANCE - HEALTH	0.00	0.00	10,416.67	25,000.00	(25,000.00)	0.00%
715-020 INSURANCE - DENTAL	0.00	0.00	208.33	500.00	(500.00)	0.00%
718-020 WORKERS' COMPENSATION	0.00	0.00	333.33	800.00	(800.00)	0.00%
TOTAL PERSONNEL	9,613.14	59,456.79	91,058.33	218,540.00	(159,083.21)	

CAFÉ OPERATIONS

523-020 LICENSES/PERMITS	0.00	100.00	208.33	500.00	(400.00)	20.00%
525-020 CAFE SUPPLIES	317.66	1,355.03	2,291.67	5,500.00	(4,144.97)	24.64%
534-020 MARKETING - CAFE	0.00	0.00	0.00	0.00	0.00	

658-020 CAFE REPAIR & REPLACE EQUIPMENT	0.00	0.00	2,291.67	5,500.00	(5,500.00)	0.00%
780-020 CAFE EQUIPMENT/FURNISHING	0.00	0.00	2,916.67	7,000.00	(7,000.00)	0.00%
840-020 MERCHANT FEES	1,136.35	8,700.37	9,166.67	22,000.00	(13,299.63)	39.55%
845-020 CAFE SALES TAX EXPENSE	840.78	4,203.90	5,000.00	12,000.00	(7,796.10)	35.03%
TOTAL CAFÉ OPERATIONS	2,294.79	14,359.30	21,875.00	52,500.00	(38,140.70)	
TOTAL EXPENSES	19,073.21	123,037.78	163,266.67	391,840.00	(268,802.22)	
INCOME OVER EXPENSES	(9,966.12)	(55,994.33)	(90,141.67)	(216,340.00)	160,345.67	