



## BOARD OF DIRECTORS

Tuesday, January 27, 2026

## AGENDA

### **Presentation: One Book, One Laramie County (B. McAndrew- Events & Exhibitions Manager)**

#### **Consent**

1. Approval of Minutes for December 18, 2025\*
2. Approval of Expenditures for January 2026
3. Ratify email vote for the December 2025 Expenditures\*

#### **Action**

##### Unfinished Business

1. Public Hearing: Meeting Room Policy\*
2. Second DRAFT Social Media Policy\*

##### New Business

1. Removal of Public Policies\*
2. Facilities Master Plan Draft: Presentation JLG\*
3. Mid-Year Budget Review\*

#### **Reports**

- Director's Report\*
- Foundation Director's Report\*
- Personnel Changes\*
- Financial Report for December 2025\*
- Balance Sheet for December 2025\*
- Library Café Financial Report for December 2025\*
- Qrt 2 Statistics Report\*

#### **Meeting and Events Dates and Location**

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

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

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

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

#### **Adjourn**

\*Supporting documentation included



## BOARD OF DIRECTORS

### MINUTES

December 18, 2025

The Board of Directors of Laramie County Library System met in regular session at the Laramie County Library, on Thursday December 18, 2025. Michael Pearlman convened the meeting at 3:48 p.m.. Directors Stacia Berry (virtual), Kris Rude, and Steven Leafgreen (virtual), were present. Also, present were Antonia Gaona (Executive Director/County Librarian), Laura Block (Director of Business and Administration), Beth Cook (Director of Public Services), Kellie Fine (Library Foundation Director), Sharon Vye (Executive Coordinator) and members of the public.

251218:01 Steven Leafgreen presented a motion to approve the November 21, 2025, meeting minutes, and to ratify the email approval of the November 2025 expenditures. Kris Rude seconded, all in favor, motion passed unanimously.

Meeting Adjourned at 5:04 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 DECEMBER 1, 2025	2,887,789.17
RECEIPTS	
TAXES	1,359,978.37
OTHER	8,840.05
TOTAL RECEIPTS	
BALANCE: GENERAL FUND DECEMBER 23, 2025	<hr/> 4,256,607.59

NET PAYROLL	275,936.98
COLONIAL LIFE INSURANCE CO.	99.51
DELTA DENTAL OF WYOMING	3,257.25
FIRST INTERSTATE BANK	77,697.49
GREAT-WEST TRUST COMPANY, LLC	6,970.00
LARAMIE COUNTY TREASURER	62,155.20
LEGALSHIELD	273.15
LINCOLN NAT'L LIFE INS CO.	505.52
MASA	165.00
NCPERS GROUP LIFE INS	128.00
UNITED WAY OF LARAMIE COUNTY	300.00
VISION SERVICE PLAN- (WY)	629.87
WYOMING RETIREMENT SYSTEM	58,823.68

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AL'S UPHOLSTERY	1,463.20
BIG HORN COUNTY LIBRARY	46.95
BLACK HILLS ENERGY	10,002.70
BOARD OF PUBLIC UTILITIES	4,221.02
CAPITAL BUSINESS SYSTEMS, INC	59.74
CARD SERVICES	17,551.57
CAV-FRONT RANGE	55.00
CENGAGE LEARNING, INC.	829.28
CENTER POINT PUBLISHING	646.02
CENTURYLINK	46.28
CENTURYLINK	500.36
CLOUDBACKERS, LLC	5,837.50
COAL CREEK COFFEE COMPANY	2,560.90
CORPORATE PROTECTIVE SERVICES	259.00
DATA AXLE	520.00
EL OTTMAN	50.00
GADELLNET CONSULTING SERVICES, LLC	2,250.88
GRAINGER	488.59
GRANITE TELECOMMUNICATIONS	1,062.60

GREAT AMERICA FINANCIAL SERVICES	733.43	
GREATER CHEY CHAMBER COMMERCE	534.00	
GREENWAY LAWN CARE	1,677.00	
HEALTHCARE SERVICES	10,868.16	
INGRAM BOOK COMPANY, LLC	12,862.46	
JILL GRUND-PETTY CASH	29.15	
LARAMIE COUNTY TREASURER	1,281.48	
LEXISNEXIS ACADEMIC PUBLISHING	335.31	
LILLIAN G.STEPHEN C/O ELAINE STEPHEN	56.00	
LYNGSOE SYSTEMS INC.	21,890.00	
MENARDS	161.41	
MIDWEST CONNECT LLC	3,686.53	
MIDWEST TAPE	21,949.86	
NORCO INC	74.39	
NORMA JEAN VAN ZEE	32.79	
ODP BUSINESS SOLUTIONS, LLC	202.88	
OFFICE SHOP INC.	336.92	
OMEGA INDUSTRIAL SUPPLY INC.	2,312.14	
PEAK PROMOTIONS INC	170.85	
PINE BLUFFS POST	45.00	
PLAYAWAY PRODUCTS LLC	789.31	
PRECISION SECURITY TEAM	8,913.72	
RANGE	229.00	
RANGE	225.98	
SHAMROCK FOODS COMPANY	4,402.95	
STATE OF WYOMING	967.14	
SUMMIT FIRE & SECURITY	39.55	
SUPPLYWORKS	1,936.98	
THOMAS KLISE/CRIMSON MULTIMEDIA	1,204.92	
TOWN OF PINE BLUFFS	333.45	
TUNDRA RESTAURANT SUPPLY, INC.	540.68	
UNIQUE MANAGEMENT SERVICES	391.40	
VERIZON WIRELESS	993.10	
VICTORIA JAYE	93.22	
WHITTEMORE	1,000.00	
WYOMING BEVERAGE CHEYENNE	216.36	
WYOMING TRIBUNE-EAGLE	2,063.17	
XESI DOCUMENT SOLUTIONS	867.29	
YUCCA ROAD PRESS	90.00	
<b>TOTAL DISBURSEMENTS</b>	<b>639,931.22</b>	
<b>BALANCE AFTER DISBURSEMENTS</b>		<b>3,616,676.37</b>

January 20, 2026

To: LCLS Board of Directors

From: Sharon Vye, Executive Coordinator

Subject: Public Comment Period – Meeting Room Policy

This memo serves to document the public comment process for the proposed Meeting Room Policy.

The Meeting Room Policy was made available for public comment from November 24, 2025 through January 8, 2025, in accordance with LCLS public policy procedures. During this public comment period, the policy was publicly posted and accessible for review and feedback.

At the close of the public comment period, no public comments were received regarding the Meeting Room Policy.

Based on the completion of the public comment period and the absence of feedback or requested changes, staff recommend adoption of the Meeting Room Policy as previously presented.

January 20, 2026

To: Board of Directors  
From: Antonia Gaona, Executive Director (County Librarian)  
Joelle Ashley, Marketing & Community Manager

Re: Social Media Policy (Second Draft)

## MEMORANDUM

This memo outlines the key revisions made to the Social Media Policy in response to public comment and the Board's feedback after reviewing the first draft of the policy. The updates are designed to improve clarity, reduce ambiguity, and clearly distinguish between behavior-based moderation and viewpoint-based disagreement, while maintaining the library's ability to manage its online spaces responsibly and lawfully.

No changes were made to expand moderation authority; rather, the revisions clarify how existing authority is exercised.

### Summary of Changes by Section

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#### Purpose Section

- What Changed
  - Added a sentence affirming that a range of viewpoints and respectful disagreement are welcome on library social media platforms.
- Intent
  - To reinforce that LCLS social media spaces support open dialogue and inquiry, not just informational messaging.
  - To clarify that participation is not limited to agreement with library decisions or viewpoints.

#### Community Guidelines Section

##### Opening Sentence

- What Changed
  - Reworded the introductory sentence to emphasize productive participation rather than enforcement.
- Intent
  - To frame the guidelines as shared expectations for engagement, rather than restrictions on expression.

### **“Be Respectful and Stay on Topic”**

- What Changed
  - Added a sentence clarifying that disagreement is allowed, provided it remains focused on issues rather than individuals.
- Intent
  - To explicitly distinguish respectful disagreement from harassment or personal attacks.
  - To reduce ambiguity around what “respectful” means in practice.

### **Prohibited Content Section**

- What Changed
  - Edited Bullet 2: Clarified language around off-topic or disruptive content.
  - Edited Bullet 5: Removed reference to “sexually explicit” content.
  - Edited Bullet 7: Removed reference to “hate speech.”
  - Edited the final sentence of the section to more narrowly define removable content.
- Intent
  - To rely on behavior-based and legally grounded standards rather than terms that can be interpreted subjectively or ideologically.
  - To reduce the perception that content is moderated based on beliefs, viewpoints, or speech categories rather than conduct.

### **Moderation Practices Section**

#### **Moderation Actions**

- What Changed
  - Edited Bullet 1 to remove “delete” as a listed action.
  - Edited Bullet 3 to clarify when blocking or restricting users may occur.
- Intent
  - To better reflect actual moderation practices and escalation steps.
  - To emphasize proportional responses and pattern-based enforcement rather than single-instance actions.

### **Closing Sentence**

- What Changed
  - Revised the final sentence to clarify that moderation decisions are based on conduct and policy compliance.
- Intent
  - To reinforce viewpoint neutrality and transparency.
  - To align the policy with public-forum principles and best practices for public institutions.

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



# 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. LCLS welcomes a broad range of viewpoints and encourages respectful dialogue, including questions and constructive disagreement.

## 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 support productive and respectful participation, 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. Disagreement with ideas or decisions is permitted; however, comments should focus on the issue rather than on individuals.

### **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 to prevent meaningful participation by others
- Commercial promotions, advertisements, or spam
- Repetitive or duplicated posts from the same user
- Obscene or profane content
- Specific and imminent threats or encouragement of violence
- Harassment 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, demonstrably false information about library hours, services, or policies, 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 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 who repeatedly violate this policy after prior moderation actions

All moderation decisions are made to protect the integrity, safety, and mission of the library's online spaces and are based on conduct, not on viewpoint or opinion.

## Public Records

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

January 15, 2026

To: Board of Directors  
From: Director of Business & Administration  
RE: Outdated public policies

The following public policies that are outdated, procedural or no longer serve a meaningful purpose. We are requesting the Board of Directors remove these from public policy.

**ORGANIZATIONAL CHART** - (Graphic of the current organizational structure)

**BROCHURES/PAMPHLETS, NON-LIBRARY MATERIAL** (Procedure)

1. Laramie County Library System will only accept brochures promoting non-library sponsored events or dissemination of information if they fit the following criteria:
  - a. Does not promote a commercial event or product.
  - b. Is not intended as a permanent promotion of a non-educational event.
2. Brochures/pamphlets for non-library sponsored events or information dissemination may be accepted at any service point. Library employees will place them in the hall off the gallery area near the west entrance as space permits. The library has the authority to dispose of extra brochures as necessary or if space becomes limited, the event has ended, or the brochures are not being utilized.

**BULLETIN BOARDS FOR COMMUNITY EVENTS** (Procedure)

1. Library employees must first approve any item posted on the bulletin board. Employees will dispose of all posters that are on bulletin boards past the date of the event or items posted without employees' approval or as otherwise necessary.
2. Laramie County Library System will utilize bulletin boards in Cheyenne, Pine Bluffs, and Burns to promote local events, including:
  - a. Governmental, school, nonprofit, religious organizations or community group one-time events.
  - b. Any sale of product/item that is intended to raise funds for charity or a nonprofit, including raffles.
  - c. Events that charge, but the event is to raise funds for charity or a nonprofit.
  - d. General information about a governmental program or similar program that provides a free service to the public (these are space permitting).
3. The following are prohibited from being posted:
  - a. Any business promotion, such as business cards, information of services, how to contact someone for services, etc.
  - b. Any selling of an item, such as vehicles, furniture, etc.
  - c. Any notice of a free item to give away, such as furniture, books, etc.



- d. Any notice of an event that is intended to provide a business with contacts, clients or future income in any manner.
  - e. Any political campaign-related materials.
4. When space is limited, employees may remove and repost regularly occurring meetings when space becomes available, such as a group that meets every 3<sup>rd</sup> Tuesday of the month.
5. Any posting that is not clearly covered in the criteria listed in this policy will go to the Executive Director (County Librarian) or their designee to determine if it can be posted or not. The library will notify the contact for the posting within 72 hours.

#### **DVD LOANS TO SCHOOLS, BILLING** (Outdated)

1. For the purpose of checking out DVDs for in school use only, all high schools and junior high schools in LCSD #1 and LCSD #2 are eligible for one school AV library card.
2. A principal, assistant principal or another school employee authorized to expend funds and take responsibility for card usage must sign for the card. Contact the Audiovisual Coordinator for procedures.
3. The fee for DVDs checked out on these library cards will be \$1.00 per title for 4 days.
4. The library card must be presented to library employees by a designee of the school in order to check out DVDs. Self-checkout is not an option when using these library cards.
5. DVDs will be available in the same manner as they are for individual library users. They may not be held for a specific date or time.

#### **LCD PROJECTOR** (Outdated)

1. The portable LCD projector is for use by library employees for library business only.
2. Each meeting room has a ceiling-mounted LCD projector and connectivity for use with a laptop or DVD player.
3. A laptop on an AV cart is available for a fee and may be used in any meeting room.

#### **MINORS IN A LIBRARY WITH A GROUP** (Procedure)

Minors who are in the library with a group will be the responsibility of the adult(s) who brought the group to the library.

#### **PARKING** (Hard to enforce #1, Procedure)

1. The parking lot west of the Laramie County Library is designated for those who are using library services.
2. Overnight parking is prohibited.
3. Any vehicle found to be in violation of this policy may be towed at the owner's expense.

4. In cooperation with the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program, the Laramie County Library will have:
  - a. Parking spaces conveniently located near the west entrance of the library designated for carpools only.
  - b. The designated parking spaces are reserved for vehicles with more than one person and will be clearly marked with surface paint and/or signage.
5. Parking spaces for the disabled will consist of spaces in the bank of parking spaces nearest the building and spaces on 22<sup>nd</sup> Street.
6. The parking lot on the northeast corner of the site is designated for employee parking.

**PET RELIEF AREA** (Hard to enforce)

A Pet Relief Area is provided for pets and their owners. Owners must leash their pets using this space. Owners must clean up after their pets, disposing of waste in a proper receptacle.

**SHOPLIFTING** (Procedure)

Law enforcement will be notified of any person found shoplifting and criminal prosecution pursuant to Wyo. Stat. Ann. §6-3-404, as amended, will be initiated. A demand for civil restitution pursuant to Wyo. Stat. Ann. §1-1-127, as amended, will be presented to the person found shoplifting. If such demand is not met, further civil action may be pursued.

**SMOKING**

1. All facilities and vehicles of Laramie County Library System are designated tobacco/smoke-free areas. The use of e-cigarettes is also prohibited. Signs stating the buildings are tobacco/smoke-free facilities will be placed at all entrances.
2. Clearly marked designated tobacco use areas are located outside the Laramie County Library away from the entrances with outdoor seating, trash containers, and ash urns.
3. Employees who use tobacco may do so during their breaks in designated tobacco use areas.

**STORAGE** (Procedure)

Storage of items at the library will be limited to those of the library and library organizations.

**TRESPASSING** (Outdated, 2800 Central Ave. building could be climbed on)

Laramie County Library System will prosecute anyone caught attempting to climb on the building without the permission of the Executive Director (County Librarian). Anyone trespassing or loitering on the grounds after operating hours may be prosecuted. Laramie



County Library System may have any unauthorized vehicle parked on the grounds outside of operating hours towed at the owner's expense.



January 20th, 2026

Antonia Gaona, Executive Director  
Laramie County Library System  
2200 Pioneer Ave  
Cheyenne, WY 82001

Dear Antonia,

Thank you for the opportunity to work with you and your staff at LCLS to provide this Facilities Assessment Report. JLG worked with the Owner to perform a visual assessment of each LCLS branch location including Cheyenne, Burns and Pine Bluffs, during a facilities tour with the LCLS Facilities team in April 2025. The Owner approved a local MEP Engineer (ST+B Engineering) to also perform a visual assessment of each branch. Structural and Civil were not requested nor evaluated.

This assessment is limited to reporting of what is visually observable; no destructive testing or analysis is included in the scope. The purpose of this assessment is to identify visual deficiencies within the subject facility to aid in understanding of the current condition of the facility, as well as identify potential impacts for future facility upgrades or modifications. This report, including enclosures and attachments, has been prepared for the exclusive use and benefit of the addressee(s) and solely for the purpose to serve as an evaluation of the current condition of the subject project as of the effective date of the report.

This report provides no guarantee or warranty as to the condition of the facility, and further, provides no opinion as to latent conditions or potential cost of performing any work. Conclusions drawn from this assessment should be considered in conjunction with other professional evaluations, testing, and professional opinions as needed for a comprehensive understanding of the condition and value of the facility and work to be performed, and accordingly, this report should not be solely relied upon as the basis for any purchase decision, cost estimate, or decision to proceed with planned renovations. JLG shall have no liability for unintended uses of this report or to any third-party.

Sincerely,

Kelley LeBlanc, Project Architect  
JLG Architects



## TABLE OF CONTENTS

LARAMIE COUNTY LIBRARY SYSTEM  
JLG 24345

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### LCLS FACILITIES ASSESSMENT REPORT:

- COVER LETTER
- TABLE OF CONTENTS
- BURNS - ARCHITECTURE
- BURNS - MEP/ NOTES/ KEY TAKEAWAYS
- PINE BLUFFS - ARCHITECTURE
- PINE BLUFFS - MEP/ NOTES/ KEY TAKEAWAYS
- PINE BLUFFS (POLICE STATION) - ARCHITECTURE
- PINE BLUFFS (POLICE STATION) - MEP/ NOTES/ KEY TAKEAWAYS
- CHEYENNE - ARCHITECTURE
- CHEYENNE - MEP/ NOTES/ KEY TAKEAWAYS
- ST+B ENGINEERING MEP FACILITIES ASSESSMENT REPORT



## BURNS - ARCHITECTURE FACILITIES ASSESSMENT NOTES

LARAMIE COUNTY LIBRARY SYSTEM

JLG 24345

Date of Facility Assessment Walk Through: 4/15/2025

Walk Through Attendees: Tom Behm (JLG), Kelley LeBlanc (JLG), Jeff Aghbashian (LCLS), Robert Miller (LCLS)

Report Issued: 01/20/2026

### RATING LEGEND


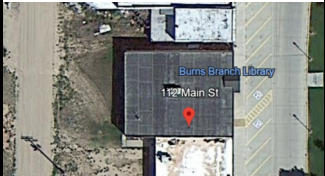

5 = System condition is in new or near new condition. No Issues observed.







4 = System is generally suitable for intended use. Minor improvements are needed to improve building performance & longevity.

3 = System is suitable, but requires specific upgrades to meet performance and operational objectives. Minor issues observed.





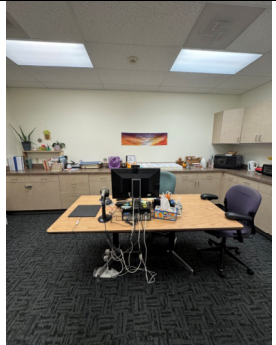
2 = System has serious deficiencies.

1 = System is unsuitable for intended use. Deficiencies present.

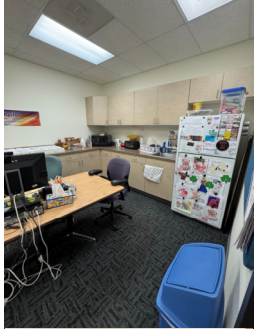




CATEGORY	SYSTEMS	RATINGS						COMMENTS	PHOTOS
		EXCELENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR	N/A		
SITE	SIDE WALKS	5	4	3	2	1	0	City sidewalks at building front-main entry/ good condition/ also paved sidewalk at the rear staff entrance in good condition Facilities team mentioned some heaving in the sidewalk at rear of building and plans to have it jacked up w/ polyurethane process	
	PARKING	5	4	3	2	1	0	Angled street parking in front of building/ good condition	
	SITE DRAINAGE	5	4	3	2	1	0	Did not observe any site drainage issues/ downspouts from roof at rear of building drain into conc gutters that drain away from the building	

	SIGNAGE/ WAYFINDING	5	4	3	2	1	0	Signage is clear at front façade/ entry	
	SITE LIGHTING	5	4	3	2	1	0	Was not on site at night but observed street lights along sidewalk	
	LANDSCAPING	5	4	3	2	1	0	Building sits at the city sidewalk edge/ no site landscaping at front/ rear of building has a grass lawn area abutting a gravel alleyway	
	OUTDOOR PROGRAM SPACE	5	4	3	2	1	0	No outdoor program space	
BUILDING ENVELOPE/ EXTERIOR	GENERAL CONDITION	5	4	3	2	1	0	Exterior façade is Brick with a Metal cover along the top of the front façade with an EIFS entry accent/CMU at back/ all in good condition and well maintained	
	ROOF	5	4	3	2	1	0	Roof replaced: 11/08/2024: EPDM membrane roof/ no ballast	
	DOORS	5	4	3	2	1	0	Front entry vestibule Storefront doors/ Rear door Hollow Metal/ all in good condition Consider future desire to provide Open Access/ after hours access to the building for Patrons, door security system and access hardware considerations	
	WINDOWS	5	4	3	2	1	0	Storefront windows appear to be in decent condition/ South facing front façade has some degradation with window sill/ trim	


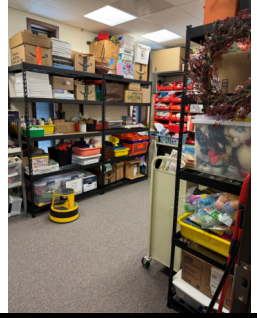


MAIN LIBRARY/ STACKS/ INTERIOR	FLOORS	5	4	3	2	1	0	Sheet carpet appears new/ good condition	
	WALLS	5	4	3	2	1	0	Painted gyp walls/ fair condition Facilities team mentioned wanting to repaint	
	CEILINGS	5	4	3	2	1	0	ACT lay-in ceiling/ good condition	
	CASEWORK	5	4	3	2	1	0	Casework w/ sink in sitting area/ good condition	
	FURNITURE	5	4	3	2	1	0	Furniture replaced 2 years ago	
	DOORS	5	4	3	2	1	0	Solid wood panel doors/ good condition	
	WINDOWS	5	4	3	2	1	0	Interior Storefront lites/ good condition	
	FLOORS	5	4	3	2	1	0	Sheet carpet appears new/ good condition	
	WALLS	5	4	3	2	1	0	Painted gyp walls/ good condition	
	CEILINGS	5	4	3	2	1	0	ACT lay-in ceiling/ good condition	



OFFICES	CASEWORK	5	4	3	2	1	0	Casework w/ sink/ good condition	 
	EQUIPMENT/ APPLIANCES	5	4	3	2	1	0	Refrigerator and other kitchen appliances appear in good condition	
	DOORS	5	4	3	2	1	0	Solid wood panel sliding pocket door/ good condition Would prefer a locking door for security	
	WINDOWS	5	4	3	2	1	0	No windows in office	
	OTHER							Note: IT equipment located/ exposed within office space	
MEETING ROOMS	FLOORS	5	4	3	2	1	0	Sheet carpet appears new/ good condition	
	WALLS	5	4	3	2	1	0	Painted gyp walls/ good condition	
	CEILINGS	5	4	3	2	1	0	ACT lay-in ceiling/ good condition	
	CASEWORK	5	4	3	2	1	0	Casework w/ sink/ good condition	
	DOORS	5	4	3	2	1	0	Solid wood panel doors/ good condition	
	WINDOWS	5	4	3	2	1	0	Interior Wood lites/ Exterior Storefront windows/ good condition	

REST ROOMS	FLOORS	5	4	3	2	1	0	Sheet vinyl w/ rubber base/ good condition	
	WALLS	5	4	3	2	1	0	Painted gyp walls/ good condition	
	CEILINGS	5	4	3	2	1	0	Painted gyp hard lid ceiling/ good condition	
	FIXTURES	5	4	3	2	1	0	Single user RR with toilet/ urinal and drop-in sink w/ counter top. Note: Staff posted sign to push handle down twice after flushing/ may be in need of replacement or repair (urinal and sink appeared to be in fine condition)	
	RR ACCESSORIES	5	4	3	2	1	0	Baby changing table/ grab bars/ typ RR accessories/ good condition	
	DOORS	5	4	3	2	1	0	Solid wood panel door/ good condition	

BACK OF HOUSE	FLOORS	5	4	3	2	1	0	Sheet vinyl w/ rubber base at rear Storage/ Sheet carpet at front Storage/ good condition	
	WALLS	5	4	3	2	1	0	Painted gyp walls/ good condition	
	CEILINGS	5	4	3	2	1	0	ACT lay-in ceiling/ good condition	
	DOORS	5	4	3	2	1	0	Solid wood panel door/ good condition Would like a lockset for better security at door in rear hallway (between restroom and BOH storage area/ door to exterior)	
	WINDOWS	5	4	3	2	1	0		
CODE COMPLIANCE	ACCESSIBILITY	5	4	3	2	1	0	Did not observe any accessibility concerns	
	DOOR HARDWARE	5	4	3	2	1	0	Push button hardware at main entry vestibule doors/ good condition	
	HANDRAILS/ GUARDRAILS	5	4	3	2	1	0	No stairs/ ramps	
	RESTROOM COUNTS	5	4	3	2	1	0	Have not verified required restroom counts per code	
	RESTROOM CLEARANCES	5	4	3	2	1	0	Restroom appears to have the required accessibility clearances/ grab bars/ etc	



## BURNS – MEP FACILITIES ASSESSMENT NOTES

LARAMIE COUNTY LIBRARY SYSTEM

JLG 24345

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- Please reference the MEP Assessment Report prepared by ST+B Engineering dated 7/21/2025 for additional information and summary of their visual assessment.

### MEP NOTES/ COMMENTS SHARED BY LCLS FACILITIES TEAM:

- AHU: Trane replaced roof unit September 2022
- HW Heater: 3 years old
- Observed fire extinguisher cabinets throughout space/ no fire suppression-sprinkler system observed
- Facilities team mentioned a desire to add a control panel system to be able to remotely view and control systems from the main Cheyenne branch to avoid having to travel and visit in person to adjust temperature etc
- Desire to convert current fluorescent lighting to LED for less maintenance
  - Feels that the space has too many lights/ is over lit
  - Lighting is manual controls

### OTHER NOTES:

- 1988: Original construction
- 2001: Remodel
- 4,500 sf

### KEY TAKEAWAYS:

- Review Restroom fixtures/ consider replacement
- Sliding Door to Office/ consider new hardware or switch to swing door w/ new hardware for security and lockability with new Open Plus access hours
- Consider a remote-control system to control environment/ lighting/ etc from Cheyenne branch
- Convert fluorescent fixtures to LED









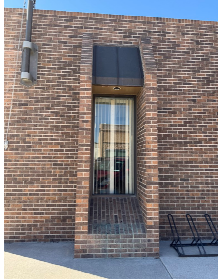

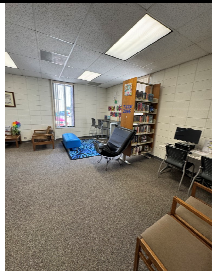
**PINE BLUFFS - ARCHITECTURE FACILITIES ASSESSMENT NOTES**  
LARAMIE COUNTY LIBRARY SYSTEM  
JLG 24345

Date of Facility Assessment Walk Through: 4/15/2025  
Walk Through Attendees: Tom Behm (JLG), Kelley LeBlanc (JLG), Jeff Aghbashian (LCLS), Robert Miller (LCLS)  
Report Issued: 01/20/2026


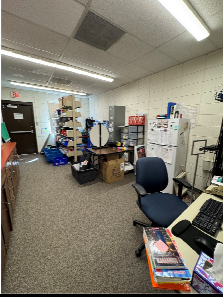


**RATING LEGEND**

- 5 = System condition is in new or near new condition. No Issues observed.
- 4 = System is generally suitable for intended use. Minor improvements are needed to improve building performance & longevity.
- 3 = System is suitable, but requires specific upgrades to meet performance and operational objectives. Minor issues observed.
- 2 = System has serious deficiencies.
- 1 = System is unsuitable for intended use. Deficiencies present.

CATEGORY	SYSTEMS	RATINGS						COMMENTS	PHOTOS
		EXCELENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR	N/A		
SITE	SIDE WALKS	5	4	3	2	1	0	Front entry door faces North/ in winter has snow/ ice issues at entry sidewalk Pedestrian sidewalk good condition	
	PARKING	5	4	3	2	1	0	Angled street parking in front of building/ good condition	
	SITE DRAINAGE	5	4	3	2	1	0	Concrete was poured on the south and east sides in 2016 to improve drainage	
	SIGNAGE/WAYFINDING	5	4	3	2	1	0	Community feedback indicated that signage and wayfinding to the library from town is difficult. Consider improving the size and contrast of the signage from the exterior for easier identification	
	SITE LIGHTING	5	4	3	2	1	0	Did not observe site lighting	

	LANDSCAPING	5	4	3	2	1	0	Building sits at the city sidewalk edge/ no site landscaping	
	OUTDOOR PROGRAM SPACE	5	4	3	2	1	0	No outdoor program space	
BUILDING ENVELOPE/ EXTERIOR	GENERAL CONDITION	5	4	3	2	1	0	Exterior façade is Brick with a painted mural on top of CMU at the rear/ all in good condition and well maintained	
	ROOF	5	4	3	2	1	0	Roof replaced April 2017 (from hail storm damage)	
	DOORS	5	4	3	2	1	0	Front entry vestibule Storefront doors/ Side door Hollow Metal/ all in good condition	
	WINDOWS	5	4	3	2	1	0	Storefront windows appear to be in good condition	
MAIN LIBRARY/ STACKS/ INTERIOR	FLOORS	5	4	3	2	1	0	Sheet carpet good condition Floor at Vestibule is quarry tile, some tiles have cracked and concrete is disintegrating underneath	
	WALLS	5	4	3	2	1	0	Painted CMU walls/ fair condition	
	CEILINGS	5	4	3	2	1	0	ACT lay-in ceiling/ good condition	
	CASEWORK	5	4	3	2	1	0		
	FURNITURE	5	4	3	2	1	0	Furniture in decent condtion, consider updates	



	DOORS	5	4	3	2	1	0	Solid wood panel doors/ good condition	
	WINDOWS	5	4	3	2	1	0	No interior windows	
OFFICE	FLOORS	5	4	3	2	1	0	Sheet carpet good condition	
	WALLS	5	4	3	2	1	0	Painted CMU walls/ good condition	
	CEILINGS	5	4	3	2	1	0	ACT lay-in ceiling/ good condition	
	CASEWORK	5	4	3	2	1	0	Casework w/ sink/ outdated/ consider updating/ reconfigure	
	EQUIPMENT/ APPLIANCES	5	4	3	2	1	0	Free standing refrigerator	
	DOORS	5	4	3	2	1	0	Solid wood panel doors/ good condition	
	WINDOWS	5	4	3	2	1	0	Exterior window appears in fine condition	
	OTHER							Note: Office and storage space is intermixed. Consider separating to organize and improve flow	
	FLOORS	5	4	3	2	1	0	Quarry tile/ good condition	
	WALLS	5	4	3	2	1	0	Painted gyp walls with half height tile/ good condition	
	CEILINGS	5	4	3	2	1	0	ACT lay-in ceiling/ good condition	
	FIXTURES	5	4	3	2	1	0	Single user RR with toilet and wall mounted sink. Toilet recently replaced.	

RESTROOMS	RR ACCESSORIES	5	4	3	2	1	0	Baby changing table/ grab bars/ typ RR accessories/ good condition	
	DOORS	5	4	3	2	1	0	Solid wood panel door/ good condition	
BACK OF HOUSE	FLOORS	5	4	3	2	1	0	Concrete floor	
	WALLS	5	4	3	2	1	0	Unfinished GWB	
	CEILINGS	5	4	3	2	1	0	Mech/ unfinished?	
	DOORS	5	4	3	2	1	0	Solid wood panel door/ good condition	
	WINDOWS	5	4	3	2	1	0		
CODE COMPLIANCE	ACCESSIBILITY	5	4	3	2	1	0	Did not observe any accessibility concerns	
	DOOR HARDWARE	5	4	3	2	1	0	Push button hardware at main entry vestibule doors/ good condition	
	HANDRAILS/ GUARDRAILS	5	4	3	2	1	0	No stairs/ ramps	
	RESTROOM COUNTS	5	4	3	2	1	0	Have not verified required restroom counts per code	
	RESTROOM CLEARANCES	5	4	3	2	1	0	Restroom appears to have the required accessibility clearances/ grab bars/ etc	





## PINE BLUFFS – MEP FACILITIES ASSESSMENT NOTES

LARAMIE COUNTY LIBRARY SYSTEM

JLG 24345

- 
- Please reference the MEP Assessment Report prepared by ST+B Engineering dated 7/21/2025 for additional information and summary of their visual assessment.

### MEP NOTES/ COMMENTS SHARED BY LCLS FACILITIES TEAM:

- AHU unit located on the roof
- Gas/ forced air furnace on interior with (2) exterior condenser units located on grade at east side
- A/C Unit replaced 07/12/2016
- Have experienced water pressure issues/ recently replaced the toilet (Winter 2025)
- Lighting changed to LED fixtures December 2021

### OTHER NOTES:

- 1969: Original construction
- 3,000 sf

### KEY TAKEAWAYS:

- Improve signage/ wayfinding
- Furniture updates
- Consider redesign of BOH/Office space to update and better organize uses



**PINE BLUFFS (POLICE STATION) - ARCHITECTURE FACILITIES ASSESSMENT NOTES**  
LARAMIE COUNTY LIBRARY SYSTEM  
JLG 24345

Date of Facility Assessment Walk Through: 4/15/2025

Walk Through Attendees: Tom Behm (JLG), Kelley LeBlanc (JLG), Jeff Aghbashian (LCLS), Robert Miller (LCLS)

Report Issued: 01/20/2026

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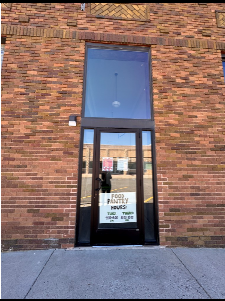


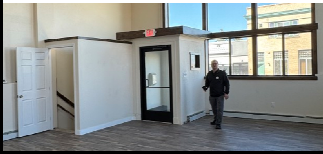

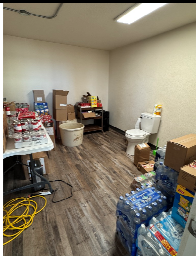
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3 = System is suitable, but requires specific upgrades to meet performance and operational objectives. Minor issues observed.

2 = System has serious deficiencies.

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CATEGORY	SYSTEMS	RATINGS					N/A	COMMENTS	PHOTOS
		EXCELENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR			
SITE	SIDE WALKS	5	4	3	2	1	0	Pedestrian sidewalk good condition/ Ramp and single stair lead to main entry	
	PARKING	5	4	3	2	1	0	Angled street parking in front of building/ good condition	
	SITE DRAINAGE	5	4	3	2	1	0	Building is a zero lot line at city sidewalks/ abuts adjacent buildings	
	SIGNAGE/ WAYFINDING	5	4	3	2	1	0		
	SITE LIGHTING	5	4	3	2	1	0	Did not observe site lighting	
	LANDSCAPING	5	4	3	2	1	0	Zero lot line building	
	OUTDOOR PROGRAM SPACE	5	4	3	2	1	0	No outdoor area	
	GENERAL CONDITION	5	4	3	2	1	0	Exterior façade is brick, in need of tuckpointing/ repair work, noted brick crumbling near sidewalk/ some CMU infill at previous opening on north side	

BUILDING ENVELOPE/ EXTERIOR	ROOF	5	4	3	2	1	0	Remove and replace roof	
	DOORS	5	4	3	2	1	0	Main entry door and vestibule appear small and may not meet code minimum clearance requirements. Side entry door on the north appears to be more recent storefront	
	WINDOWS	5	4	3	2	1	0	Windows appear to be storefront w/ some sliding operable panels	
INTERIOR	FLOORS	5	4	3	2	1	0	Vinyl plank flooring (Note: possibly has original terrazzo underneath) Carpet on Mezz	
	WALLS	5	4	3	2	1	0	TBC: Plaster?	
	CEILINGS	5	4	3	2	1	0	TBC: Plaster?	
	CASEWORK	5	4	3	2	1	0	No casework	
	FURNITURE	5	4	3	2	1	0	No Furniture	
	DOORS	5	4	3	2	1	0	TBC: Hollow Core paneled doors?	
	WINDOWS	5	4	3	2	1	0	No interior windows	
RESTROOMS	FLOORS	5	4	3	2	1	0	Vinyl plank flooring Note: floor level steps up from main level and does not meet code for an Accessible Restroom	
	WALLS	5	4	3	2	1	0	TBC: Plaster?	
	CEILINGS	5	4	3	2	1	0	TBC: Plaster?	
	FIXTURES	5	4	3	2	1	0	Toilet Only	
	RR ACCESSORIES	5	4	3	2	1	0	No Accessories	

	DOORS	5	4	3	2	1	0	TBC: Hollow Core paneled doors?	
BASEMENT	FLOORS	5	4	3	2	1	0	Overall in poor run down condition/ potential for lead paint/ plumbing pipes/ asbestos  Old bank vault still has original vault door  Windows in basement are subgrade with sidewalk covering what was previously presumed to be window wells.	
	WALLS	5	4	3	2	1	0		
	CEILINGS	5	4	3	2	1	0		
	DOORS	5	4	3	2	1	0		
	WINDOWS	5	4	3	2	1	0		
CODE COMPLIANCE	ACCESSIBILITY	5	4	3	2	1	0	Main entry doors located off of Main Street (west side) are narrow and vestibule appears to not meet current ADA clearance requirements.  Further study of the entry and access to the building will be required. May need to redo the front entry and/or look at relocating the main entry to the north side with access off of E 2nd Street.	
	DOOR HARDWARE	5	4	3	2	1	0	Did not evaluate	
	HANDRAILS/GUARD RAILS	5	4	3	2	1	0	Stairway up to the Loft level and edge of Loft is missing guardrails/ handrails	
	RESTROOM COUNTS	5	4	3	2	1	0	Restroom Counts would need to be evaluated for use conversion. Current Restroom does not meet code/ no sink is provided/ Floor steps up from main level	
	RESTROOM CLEARANCES	5	4	3	2	1	0	Current location does not meet code for floor transitions. Otherwise room is oversized.	



**PINE BLUFFS (POLICE STATION) – MEP FACILITIES ASSESSMENT NOTES**  
LARAMIE COUNTY LIBRARY SYSTEM  
JLG 24345

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- Please reference the MEP Assessment Report prepared by ST+B Engineering dated 7/21/2025 for additional information and summary of their visual assessment.

MEP NOTES/ COMMENTS SHARED BY LCLS FACILITIES TEAM:

- Radiant Hot Water heating/ Boiler
- Noted a new water heater but did not appear to be connected
- Radon tested positive and will need to be addressed (see test dated 12/20/2024)
- A generator was put in place for use while it was a Police Station
- Lighting and electrical need updates

OTHER NOTES:

- See Inspection Report dated 12/18/2024 for more information
- LCLS is in the process of purchasing the Police Station building adjacent to the Pine Bluffs branch and is looking to expand the library into this building.
- Building was originally a bank, was used by the Police Station and is currently vacant.

KEY TAKEAWAYS:

- Lighting and electrical will require updates
- Building currently has several items that do not appear to meet code
  - Main entry vestibule does not appear to meet code required clearances for Accessibility
  - Restroom does not have fixtures or required grab bars and has a step up in the floor level which does not meet Accessibility codes
  - Mezzanine and staircase do not have railings installed



**CHEYENNE - ARCHITECTURE FACILITIES ASSESSMENT NOTES**  
LARAMIE COUNTY LIBRARY SYSTEM  
JLG 24345

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CATEGORY	SYSTEMS	RATINGS					N/A
		EXCELENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR	
SITE	SIDE WALKS	5	4	3	2	1	0
	PARKING	5	4	3	2	1	0
	SITE DRAINAGE	5	4	3	2	1	0
	SIGNAGE/WAYFINDING	5	4	3	2	1	0
	SITE LIGHTING	5	4	3	2	1	0
	LANDSCAPING	5	4	3	2	1	0
	OUTDOOR PROGRAM SPACE	5	4	3	2	1	0
BUILDING ENVELOPE/ EXTERIOR	GENERAL CONDITION	5	4	3	2	1	0
	ROOF	5	4	3	2	1	0
	DOORS	5	4	3	2	1	0
	WINDOWS	5	4	3	2	1	0
MAIN LIBRARY/ STACKS/ INTERIOR	FLOORS	5	4	3	2	1	0
	WALLS	5	4	3	2	1	0
	CEILINGS	5	4	3	2	1	0
	CASEWORK	5	4	3	2	1	0
	FURNITURE	5	4	3	2	1	0
	DOORS	5	4	3	2	1	0
	WINDOWS	5	4	3	2	1	0
	FLOORS	5	4	3	2	1	0
	WALLS	5	4	3	2	1	0

OFFICES	CEILINGS	5	4	3	2	1	0
	CASEWORK	5	4	3	2	1	0
	EQUIPMENT/ APPLIANCES	5	4	3	2	1	0
	DOORS	5	4	3	2	1	0
	WINDOWS	5	4	3	2	1	0
MEETING ROOMS	FLOORS	5	4	3	2	1	0
	WALLS	5	4	3	2	1	0
	CEILINGS	5	4	3	2	1	0
	CASEWORK	5	4	3	2	1	0
	DOORS	5	4	3	2	1	0
	WINDOWS	5	4	3	2	1	0
RESTROOMS	FLOORS	5	4	3	2	1	0
	WALLS	5	4	3	2	1	0
	CEILINGS	5	4	3	2	1	0
	FIXTURES	5	4	3	2	1	0
	RR ACCESSORIES	5	4	3	2	1	0
	DOORS	5	4	3	2	1	0
BACK OF HOUSE	FLOORS	5	4	3	2	1	0
	WALLS	5	4	3	2	1	0
	CEILINGS	5	4	3	2	1	0
	DOORS	5	4	3	2	1	0
	WINDOWS	5	4	3	2	1	0
CODE COMPLIANCE	ACCESSIBILITY	5	4	3	2	1	0
	DOOR HARDWARE	5	4	3	2	1	0
	HANDRAILS/GUARDRAILS	5	4	3	2	1	0
	RESTROOM COUNTS	5	4	3	2	1	0
	RESTROOM CLEARANCES	5	4	3	2	1	0



## CHEYENNE – MEP FACILITIES ASSESSMENT NOTES

LARAMIE COUNTY LIBRARY SYSTEM

JLG 24345

- 
- Please reference the MEP Assessment Report prepared by ST+B Engineering dated 7/21/2025 for additional information and summary of their visual assessment.

### MEP NOTES/ COMMENTS SHARED BY LCLS FACILITIES TEAM:

- Roof warranty expires in 2027/ Consider replacement strategy
- Boilers replaced 2022
- Chiller rebuilt July 2024
- Light fixtures changed to LED December 2020
- Owner indicated that Lighting control system is outdated/ parts are discontinued/ support no longer provided.
  - Will need to address/ replace

### OTHER NOTES:

- 2007: Original construction
- 103,000 sf

### KEY TAKEAWAYS:

- Consider strategy for roof replacement (warranty expires 2027)
- Consider strategy for Lighting control replacement (parts & support discontinued)



**EXISTING CONDITIONS ASSESSMENT FOR MEP SYSTEMS**  
OF THE Library Building Assets in Laramie County, WY  
FOR Laramie County Library System (LCLS)

ST+B ENGINEERING,  
5920 YELLOWSTONE AVE; STE 2  
CHEYENNE, WY 82001  
STB# 2946.01  
**July 21, 2025**

**EXECUTIVE SUMMARY:**

This narrative identifies existing conditions of building heating/air systems, electrical, plumbing systems serving the community libraries for Cheyenne, Burns, and Pine Bluffs. It is not intended to cover all systems in their entirety, but to be used as a guide and basis for which the systems' current condition, capacity, and service life expectancy can be ranked.

The following evaluation and analysis of the existing buildings systems is taken from discussions with the Owner and Architect, as well as a limited survey of the existing conditions in conjunction with available Record Documents. ST+B Engineers have attempted to include information in this report reflecting the current system configuration and future capabilities.

**ST+B understands that LCLS is currently in the due diligence period in their potential purchase of the Pine Bluffs Old Police Station (Pine Bluffs Annex) and recommends prioritizing the following additional investigations during this time:**

- Scope existing sewer lines to verify continuity and assess condition
- Access main utility disconnect and generator transfer equipment to verify ratings and configurations.

**DIVISION 21 – FIRE PROTECTION:**

**SUMMARY AND RECOMMENDATIONS**

**Cheyenne:** Existing fire sprinkler main and distribution piping appears intact and sufficiently sized to serve the proposed occupancy classification.

**Pines Bluffs Library:** We did not observe fire protection systems within the Pines Bluff Library. Depending on the insurer, this may be required to protect assets. Otherwise, fire protection is not required by code.

**Pine Bluffs Police Station:** We did not observe fire protection systems within the Pines Bluff Library. Depending on the insurer, this may be required to protect assets. Otherwise, fire protection is not required by code.

**Burns:** We did not observe fire protection systems within the Pines Bluff Library. Depending on the insurer, this may be required to protect assets. Otherwise, fire protection is not required by code.

## **DIVISION 22 – PLUMBING SYSTEMS:**

### **SUMMARY AND RECOMMENDATIONS**

**Cheyenne Location:** Existing plumbing system are modern and, they are in a code, compliant arrangement. It is recommended that major capital equipment is replaced in a periodic basis, based on equipment life. It has been noted that domestic water heaters and hot water recirculation pumps are failing and near the end of their useful life.

**Pines Bluffs Library:** The existing plumbing systems are simple, and they are in a code, compliant arrangement. It is recommended that major capital equipment is replaced in a periodic basis based on industry standard equipment life. The water heater is the only pieces of equipment that would be considered major. We are uncertain of the age or condition.

**Pine Bluffs Police Station:** We did not observe functioning plumbing systems. Several fixtures exist but they are disconnected. If new systems are installed, verification of city domestic water and sanitary connections will be required. Based on the age of the building, these systems could be decayed, and not usable and new connection may be required.

**Burns:** The existing plumbing systems are simple, and they are in a code compliant arrangement. It is recommended that major capital equipment is replaced in a periodic basis based on industry standard equipment life. The water heater is the only pieces of equipment that would be considered major. We are uncertain of the age or condition.

## **DIVISION 23 – HEATING, VENTILATION, & AIR CONDITIONING (HVAC):**

### **SUMMARY AND RECOMMENDATIONS**

**Cheyenne Location:** Existing mechanical system are modern and, they are in a code, compliant arrangement. It is recommended that major capital equipment is replaced in a periodic basis based on equipment life. It has been noted that controls, fans and VFD have been at issue. Due to the complexity and age of the Cheyenne location, it is recommended that a true equipment replacement plan is developed. This plan would account for equipment remaining life and cost budgeting so that the library can budget capital equipment replacement in the near term instead of being reactionary and replacing equipment when it breaks, which would lead to higher cost.

**Pines Bluffs Library:** The existing mechanical systems are simple. It is unknown whether or not proper ventilation is provided to the space, so we are uncertain if the system is code compliant. The system consists of two furnaces with remote air-cooled condensing units. The space was conditioned during our visit and the maintenance personnel did not have any complaints with the system.

It is recommended that a true equipment replacement plan is developed. This plan would account for equipment remaining life and cost budgeting so that the library can budget capital equipment replacement in the near term instead of being reactionary and replacing equipment when it breaks, which would lead to higher cost.

**Pine Bluffs Police Station:** We observed partially functioning mechanical systems. A boiler finned tube heating systems exist but it has been reported that it does not heat the space fully during design conditions. The spaces do not have any ventilation per code. New mechanical systems will be required for the entire space. We would recommend some sort of roof mounted system so that conditioning and ventilation can occur within one unit.

**Burns:** The existing mechanical systems are simple. The system consists of one rooftop unit with ventilation capacity. Though a single zone unit, the system is satisfactory for the size of the space. The space was conditioned during our visit and the maintenance personnel did not have any complaints with the system.

Capital equipment replacement plan could be quite simple given the age, however, periodic hail damage could be more of a motivator to replace equipment.

## **DIVISION 26 - ELECTRICAL:**

### **SUMMARY AND RECOMMENDATIONS**

The electrical capacity for all the buildings appears sufficient for typical office/study usage. Gear is in a serviceable condition, although it is aging for the old Police Station in Pine Bluffs. System configuration was discussed with each utility and annual usage numbers were pulled. Services are all acceptable with current electrical standards. The power delivery for the Cheyenne branch may have problems with harmonics and imbalance, as it was reported that VFD failure is at an abnormally high rate.

The existing generator at the Old Police Station in Pine Bluffs is adequately sized for its usage. Belly tank capacity should be verified to determine the total anticipated runtime in the event of an outage. The system should be exercised and tested to verify operation. Annual preventive maintenance and servicing should be performed prior to use. The ATS panel was locked at time of investigation. None of the other facilities had a generator.

Lighting has been upgraded to LED for the Pine Bluffs facility, and LED was installed during initial construction for the Cheyenne Library. There are some old incandescent sockets still at the Old Police Station. The Burns facility still has tube fluorescent troffers. Fluorescent lighting is old technology with outdated controls.

Given the current advances in LED along with market trends, it would be prudent to consider upgrading the lighting to energy efficient LED luminaries using digital controls for the Burns Library as well as the Old Police Station. The lighting control system is aging at the Cheyenne Library, and components are no longer available. The system should be replaced with new digital controls.

### **SITE UTILITIES**

The Power Service Company (PSC) that serves the existing building(s), and the configuration of the individual services are as follows:

- Cheyenne Branch
  - Black Hills Energy: Meter #336-22-570
  - 1,000 kVA Distribution Transformer (Pad Mount)
  - 480(Y)/277VV Service with a 2,000A Main Service Disconnect
  - Max annual demand of 247.7kVA (~300A)
- Burns Branch
  - High West Energy: Meter #270-56-465
  - (3x) 15 kVA Distribution Transformers (Pole Mount) – [ASSUMED SIZE]
  - 208(Y)/120V Service with a 200A Main Service Disconnect
  - Tarrif does not measure max demand.
  - Max usage based on 126 operating hours is roughly 32kVA (89A)
- Pine Bluffs Branch
  - Black Hills Energy: Meter #135-011-726
  - 50 kVA Distribution Transformers (Pole Mount)
  - 240/120V Service with a 200A Main Service Disconnect
  - Demand numbers were not received from utility.
- Pine Bluffs Annex
  - Black Hills Energy: Meter #135-011-745

- 25 kVA Distribution Transformers (Pole Mount)
- 240/120V Service with a 100A Main Service Disconnect
- Demand numbers were not received from utility.

On-site power generation is only installed at the Pine Bluffs Annex. provided by a Generac propane-fueled generator. Unit appears to be a 20kVA rated unit with an output voltage of 240/120V, single-phase. A 100A main breaker was observed in the unit. Accessory power and jacket heater are presently installed. Remote Alarm Panel (RAP) was not located. Automatic Transfer Switch (ATS) appears to be a 200A rated unit with 2-Pole, open-transition. ATS was not accessible at the time of visit and ratings should be verified when the factory technician provides the next service and maintenance.

#### POWER DISTRIBUTION

CHEYENNE: The Building Distribution Panel (BDP) is a 2,000A Siemens Switchgear, with a 2,000A LSIG Main Circuit Breaker. Panel fault bracing (WCR) is 65,000 AIC. Facility has a current and workable One Line Diagram. A complete accounting of panels is not replicated here. The service is observed to be:

<i>NAME</i>	<i>LOCATION</i>	<i>SYSTEM</i>	<i>SIZE</i>	<i>BUS</i>
Panel MDP	Elec Room	3-phase, 4W	Switchboard	2,000A MCB

BURNS: The Building Distribution Panel (BDP) is a 225A Square D Load Center fed from a 200A Main Service Disconnect. Panel fault bracing (WCR) is 22,000 AIC. Surge protection was present on service. A One-Line Diagram was not found for review. The following panels were observed:

<i>NAME</i>	<i>LOCATION</i>	<i>SYSTEM</i>	<i>SIZE</i>	<i>BUS</i>
Panel P	Elec Room	3-phase, 4W	42 CKT	225A MLO
Panel LP12	Elec Room	1-phase, 3W	30 CKT	125A MLO

PINE BLUFFS: The Building Distribution Panel (BDP) is a 225A Square D Load Center fed from a 200A Main Service Disconnect. Panel fault bracing (WCR) is 10,000 AIC. Surge protection was NOT present on service. A One-Line Diagram was not found for review. The following panel was observed:

<i>NAME</i>	<i>LOCATION</i>	<i>SYSTEM</i>	<i>SIZE</i>	<i>BUS</i>
Panel P	Elec Roml	1-phase, 3W	30 CKT	225A MLO

POLICE STATION: The Building Distribution Panel (BDP) is a 125A , Eaton Load Center fed from a 125A Main Service Disconnect. Panel fault bracing (WCR) is 10,000 AIC. Surge protection was NOT present on service. A One-Line Diagram was not found for review. The following panels were observed:

<i>NAME</i>	<i>LOCATION</i>	<i>SYSTEM</i>	<i>SIZE</i>	<i>BUS</i>
Panel P	Bsmt Hall	1-phase, 3W	30 CKT	125A MLO

For the Old Police Station, no metering data was obtained because the facility has been vacant for over a year. It is also understood that most of the branch wiring will be demolished back to the panel due to age and lack of historical knowledge on routing. The Contractor would spend too much labor trying to work out as-built conditions than they would to replace branch circuit wiring. Pictures of panel schedules are available on request.

#### LIGHTING & CONTROLS

CHEYENNE: Existing lighting systems are LED with a digital control system. Parking lots are illuminated with area pole lighting. The lighting control panel is a Genesys 2400 Series. These panels are becoming obsolete, and parts and service are more costly and less available. The Maintenance staff has done a good job of working with the existing system. But it is the recommendation of this study to provide a new control system throughout.

BURNS: Existing lighting systems are fluorescent tubes with local controls. Lighting and controls should be upgraded as soon as budget is available. Streetside parking is illuminated by the building lighting.

PINE BLUFFS: Existing lighting systems are LED with local controls. Streetside parking is illuminated by the building lighting. Lighting can be replaced to improve aesthetics, and controls can be added to improve energy efficiency. But neither upgrade is needed immediately.

OLD POLICE: Existing lighting systems are primarily porcelain keyless socket style lights with medium base, screw-in lamps. These lamps have been replaced with residential grade LED bulbs that are self-driven. Streetside parking is illuminated by building lighting as well. Lighting can be replaced to improve aesthetics, and controls can be added to improve energy efficiency. But neither upgrade is needed immediately.

Exit signage appeared to be sufficiently located for the current usage. Egress lighting is provided via battery “frog eyes” on the walls. It does not appear the generator is being used for exits or egress and would not be classified as a Level 1 system. Egress levels were not measured at the time of visit.

#### UTILIZATION POWER (EQUIPMENT, RECEPTACLES, AND APPLIANCES)

The majority of branch circuits were wired to mechanical equipment. Most circuits will be demolished, and new power ran as needed to accommodate new building usage. Boxes may be reused where appropriate. Unused boxes will be filled and sealed.

Safety switches and local safety disconnects are mounted throughout to power associated equipment. Abandoned disconnects will be removed or repurposed as needed.

### **DIVISION 27 - COMMUNICATIONS:**

#### SUMMARY AND RECOMMENDATIONS

Each site is already outfitted with a connection to a local internet service provider (ISP).

It may be beneficial for the Owner to procure a new fiber service for additional speed and bandwidth. The systems could be partitioned in voice-over-IP (VoIP) phones, wireless access, security, and television distribution as needed. However, an analysis of the current network usage was not part of this evaluation.

Existing CAT3 phones and coax TV distribution should be removed in their entirety. Streaming internet services (Netflix, Roku, Disney+, etc.) are a more common setup for entertainment areas.

#### SITE UTILITIES

Telecom utility looks to route into the DEMARC room distribute form Owner switches in TDR racks.

#### STRUCTURED CABLING

There are some scattered data ports located throughout the buildings. No comments were received about these systems. Connections to WiFi access ports appear to be more common than hardwired connections.

### **DIVISION 28 – ELECTRONIC SECURITY:**

#### SUMMARY AND RECOMMENDATIONS

The existing fire alarm systems appear to be serviceable and can likely be retained and reconfigured for use in any anticipated minor renovation.

It would be the recommendation of ST+B to investigate the costs and benefits of an Electronic Access Control (EAC) system was mentioned during the facility evaluations. The system being evaluated was Open Plus. There appear to be a number of benefits to the community. The system additions are anticipated to minor at the entry points to interface new readers and hardware. There is a network connection for all sites (although Old Police Station needs to be connected to Library WAN).

#### FIRE DETECTION AND ALARM SYSTEM

A digital, addressable fire alarm system is installed in each of the three branch facilities. Device power supply is located in the main electrical closets. Pull stations are located at each exit. Combination Horn/Strobes are located along the hallways, and in assembly areas.

No CO detectors were observed during the investigations. It also appears there may be a few locations where additional visual notification will need to be installed to comply with current adopted codes of the State.

The fire alarm control units (FACU) for each of the buildings were as follows:

• <u>BRANCH</u>	<u>MFR</u>	<u>SERIES</u>	<u>INTEGRATOR</u>
• Cheyenne	Edwards	System 3 Series	JCI
• Burns	Notifier	Silent Knight Series	WSFP
• Pine Bluffs	Notifier	Silent Knight Series	WSFP
• Old Police	---	---	NO SYSTEM

The systems were not testing during these investigations. However, it appears they are in a serviceable condition. It is likely that devices can be reused/relocated with some minor addition in order to bring the system up to current codes.

#### **END OF REPORT**

#### DOCUMENT CONTROL

Z:\Box\STB Projects\2946.01 - LCLS Library Study\070.Design\E\LCLS\_E.assess\_20250623.docx





FIG. 01: CHEYENNE BRANCH, EXT. FULL



# TABLE OF CONTENTS

## 1.0 EXECUTIVE SUMMARY

Executive Summary	6 - 7
Mission & Values	8 - 9
Laramie County Library Strategic Plan Overview	10 - 11
Burns Branch - Strategic Plan Goal Areas	12 - 13
Pine Bluffs - Strategic Plan Goal Areas	14 - 15
Cheyenne - Strategic Plan Goal Areas	16 - 17
Expanded Services Strategic Plan Goal Areas	18 - 19

## 2.0 PRIORITIES AND RECOMMENDATIONS

Laramie County Library System Branch Location Map	22 - 23
<b>2.1</b> Burns Recommendations	
Existing Conditions Photos	26 - 29
Site Plan and Contexts	30 - 31
Master Plan Diagram - First Floor Plan	32 - 33
<b>2.2</b> Pine Bluffs Recommendations	
Existing Conditions Photos	36 - 39
Site Plan and Context	40 - 41
Master Plan Diagram - First Floor Plan	42 - 43
Master Plan Diagram - Second Floor Plan	44 - 45
Master Plan Diagram - Basement Plan	46 - 47
<b>2.3</b> Cheyenne Recommendations	
Existing Conditions Photos	50 - 57
Site Plan and Context	58 - 59
Site Improvements	60 - 61
Master Plan Diagram - First Floor Plan	62 - 63
Master Plan Diagram - Second Floor Plan	64 - 65
Master Plan Diagram - Third Floor Plan	66 - 67
<b>2.4</b> Expanded Services	
City and Regional Growth	70 - 71
Areas to Consider for Expanded Services	72 - 73
Library Card Holder Map	74 - 75
Cheyenne Greenway Map	76 - 77

## 3.0 APPENDIX

Project Participation	80 - 81
List of Tables and Figures	82 - 85
Sources	86 - 87





FIG. 02: BURNS BRANCH, EXT. FULL



FIG. 03: PINE BLUFFS BRANCH, EXT. FULL



FIG. 04: CHEYENNE BRANCH, EXT. FULL

1.0  
EXECUTIVE SUMMARY



# EXECUTIVE SUMMARY

The Laramie County Library System (LCLS) is a true community cornerstone. From engaging early literacy programs, to teen activities where true friendships are born, to fun and interesting events for adults and seniors, LCLS brings people together. LCLS buildings and spaces are an integral part of library service and much needed gathering spots for people throughout Cheyenne, Burns, Pine Bluffs and the surrounding areas.

Laramie County has a long history of community involvement and library service. Established in 1886, LCLS is the oldest continually operating county library system in the United States. The library in Cheyenne was housed in various locations until the opening of the current building at 2200 Pioneer Avenue in 2007. The 2007 building in Cheyenne achieved LEED Gold Certification and was the first building in Wyoming to achieve LEED certification, showcasing the County's forward-thinking leadership. As a result of excellent services and facilities, LCLS was named Library Journal Library of the Year in 2008.

Today, that excellence continues as LCLS serves a population of 100,512 across three branches. The main branch is in downtown Cheyenne, with two satellite branches located in the hearts of the Pine Bluffs and Burns. All three locations offer services and materials carefully selected to serve their specific communities.

Everyone at LCLS works hard to ensure that the library serves as a welcoming resource that honors diverse ideas, experiences and perspectives and where every person feels valued. As the library looks to the future, these core values remain central.

As the Laramie County community evolves and the way residents live their lives changes, library leadership recognizes that services, programming and physical spaces must also evolve to keep pace to stay vibrant in a fast-changing world. LCLS is committed to innovation, new approaches and creative solutions to expand opportunities for learning and connection.

To that end, LCLS engaged with us at JLG Architects and LibraryIQ to undertake strategic and master planning to prepare for a successful future. Throughout 2025, a team comprising the LCLS Board, administrators, and staff members worked tirelessly with our consultants to craft strategic and master plans. The community showed up in force to support their library and make their opinions and requests

known. A public survey, community meetings, focus groups, and one-to-one interviews combined to ensure a depth and breadth of voices were heard and included in plan development.

The strategic plan was finished in July 2025 and helped to inform direction as we moved into the Master Planning Phase. We held a second set of in-person focus group sessions with library staff in September. We began the process of identifying how the strategic goal areas and the input received from the staff would inform planning of the physical spaces of each branch.

As we worked with and got to know LCLS Board members, administrators, staff, and patrons, it became clear how much the community values its library and how critical LCLS buildings and services are for learning, entertainment, and connection throughout the region.

This Master Plan is the cumulation of community and stakeholder input, analysis of current LCLS operations, library trends and projections for growth. The Master Plan aligns with Laramie County and library strategic goals to ensure LCLS moves confidently into the future while continuing to respond to the needs and wants of the community. At its core, this Master Plan ensures that the library remains a hub with open access to information and resources, as well as a welcoming place that supports learning, discovery, and personal growth for all.

It has been a pleasure to work with all the LCLS leaders, staff and stakeholders. We are inspired by the energy, passion and spirit of the core team, including Library Executive Director Antonia Gaona, Director of Business & Administration Laura Block, and Director of Public Services Beth Cook. These leaders, along with the LCLS Board and staff, were invaluable in shaping the direction and vision of this Master Plan. This plan reflects a collective vision and collaborative effort to envision an exciting future for LCLS and the entire community.

Sincerely,

JLG Architects and LibraryIQ

JANUARY 2026

## MISSION AND VALUES

As part of the overall process, Laramie County Library System leadership felt it was a good time to re-evaluate the Vision, Mission and Commitments statements.

Working with the guidance of LibraryIQ and meeting with staff, the team simplified and clarified their Mission and Values statements to align with community feedback. The Strategic Plan reinforces the Library's commitment to Connecting the Community, Igniting Curiosity and Fueling Imagination.

**IGNITE CURIOSITY.  
FUEL IMAGINATION.  
CONNECT COMMUNITY.**



### OUR VALUES

#### ACCESS

We are committed to barrier-free access to information, resources, and opportunities for all.

#### RESPECT

We honor the dignity, perspectives, diverse ideas and contributions of every individual, and work to demonstrate that every person is valued.

#### INTEGRITY

We act with honesty, transparency, and accountability in all we do, building trust with our community and each other.

#### INNOVATION

We seek new approaches, pursue curiosity and creative solutions that expand opportunities for learning and connection and keep our library vibrant.

#### ENTHUSIASM

We approach our work with energy and optimism, inspiring others through our commitment and care.

#### RESILIENCE

We prepare for challenges, embrace growth, and remain a steady resource for our community.

FIG. 05: LCLS STRATEGIC PLAN VALUES

# LARAMIE COUNTY LIBRARY STRATEGIC PLAN OVERVIEW

In July 2025, the Laramie County Library System's 2025-2030 Strategic Plan was issued with the theme of Connecting Community. The plan represents the LCLS shared vision for the future and was based on deep listening to the families, students, business owners, seniors, educators, and civic leaders in the community.

Through focus group sessions with the public and staff, public surveys, and utilizing LibraryIQ's depth of knowledge and insight around Library trends, the plan is grounded in data and evidence based research. .

The Strategic Plan sets high-level, overarching organizational objectives and will help to allocate resources and direct long term decision making over a designated time frame.

- The Strategic Plan identified 4 main goal areas:
- 1. EXPAND OUTREACH, MARKETING AND ACCESS
  - 2. ENHANCE COLLECTIONS AND EVENTS
  - 3. INNOVATE OPERATIONS
  - 4. REIMAGINE SPACES

Referencing the Strategic Plan document, we analyzed each goal area to identify key points for informing the Master Planning process.

The Master Plan sets a road map for capital improvements and helps to guide decision making for construction, renovation and management of existing and future assets.

The following pages looks through the lens of each individual branch location and highlights items utilizing the Strategic Goal Areas that specifically relate to that location. Section 2 then takes those goals and begins to transform them into the big ideas that relate to the physical spaces.

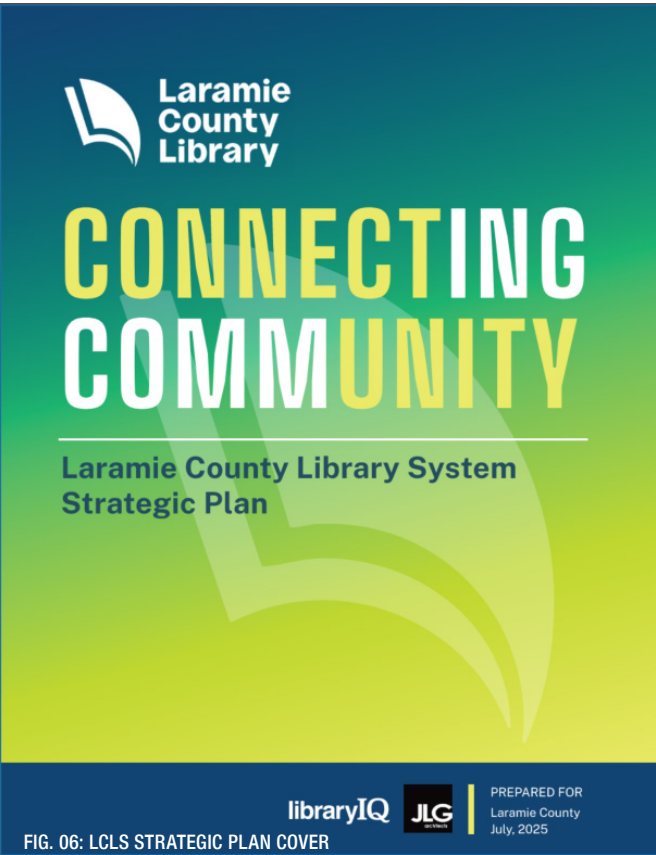


FIG. 06: LCLS STRATEGIC PLAN COVER



FIG. 07: LCLS STRATEGIC PAGE 5



FIG. 08: LCLS STRATEGIC PAGE 6

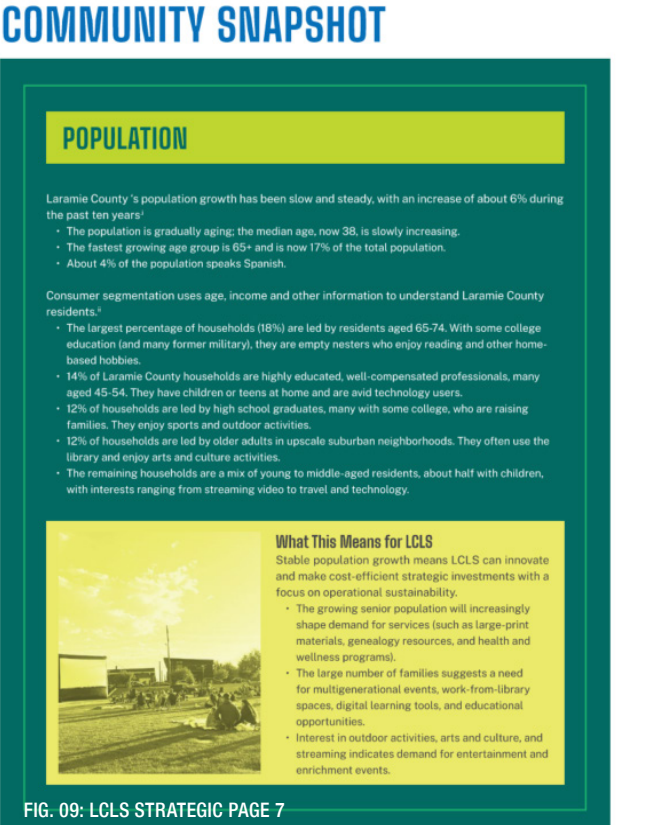


FIG. 09: LCLS STRATEGIC PAGE 7



# BURNS BRANCH STRATEGIC PLAN GOAL AREAS

1

EXPAND OUTREACH, MARKETING AND ACCESS

2

ENHANCE COLLECTIONS AND EVENTS

3

INNOVATE OPERATIONS

4

REIMAGINE SPACES

The bullets below identify the focus areas from the Strategic Plan that inform direction moving into the Master Plan

## MASTER PLAN FOCUS AREAS:

- Open Plus
- Signage
- Website and Marketing Integration
- Burns Centric Community Hub
- Flexible Meeting/Community Room
- Interior Refresh
- Space Planning Updates
  - Children's
  - Teen's Area
  - Computers
  - Staff Work Space



FIG. 10: BURNS BRANCH, GENERAL LIBRARY SEATING



## PINE BLUFFS BRANCH STRATEGIC PLAN GOAL AREAS

1	 <b>EXPAND OUTREACH, MARKETING AND ACCESS</b>
2	 <b>ENHANCE COLLECTIONS AND EVENTS</b>
3	 <b>INNOVATE OPERATIONS</b>
4	 <b>REIMAGINE SPACES</b>

The bullets below identify the focus areas from the Strategic Plan that inform direction moving into the Master Plan

### MASTER PLAN FOCUS AREAS:

- Open Plus
- Signage
- Website and Marketing Integration
- Full Remodel
  - Interior/Exterior/Systems
- Expanded Space for Community Hub
  - Dynamic/Flexible Space
- Opportunities for New Programming
- Space Planning Updates
  - Meeting Rooms
  - Children's
  - Teen's
  - Restrooms



FIG. 11: PINE BLUFFS BRANCH, CHILDRENS AREA



# CHEYENNE BRANCH STRATEGIC PLAN GOAL AREAS

1	 <b>EXPAND OUTREACH, MARKETING AND ACCESS</b>
2	 <b>ENHANCE COLLECTIONS AND EVENTS</b>
3	 <b>INNOVATE OPERATIONS</b>
4	 <b>REIMAGINE SPACES</b>

The bullets below identify the focus areas from the Strategic Plan that inform direction moving into the Master Plan

## MASTER PLAN FOCUS AREAS:

- Refreshed First Floor Experience
  - Supporting Self Service
  - Reduce/Lower Stacks
  - Improve Sightlines
  - Create Adaptable Community Spaces
- Enhanced Meeting and Study Rooms
  - Mobile Scheduling
  - AV/Tech Infrastructure
  - Acoustics
- Expanded Creative Spaces
  - Community Maker Space
  - Podcast/STEAM
- Support Community Art
- Library of Things
- Variety in Space Offerings
- Site Enhancements



FIG. 12: CHEYENNE BRANCH, CHILDRENS AREA



# EXPANDED SERVICES STRATEGIC PLAN GOAL AREAS

The Strategic Plan identifies some areas of potential growth and expanded services to consider for the future of Laramie County.

## FACTORS/ DRIVERS:

- Demographics
- Under served areas
- Expansion and new growth direction of the city

## OPPORTUNITIES:

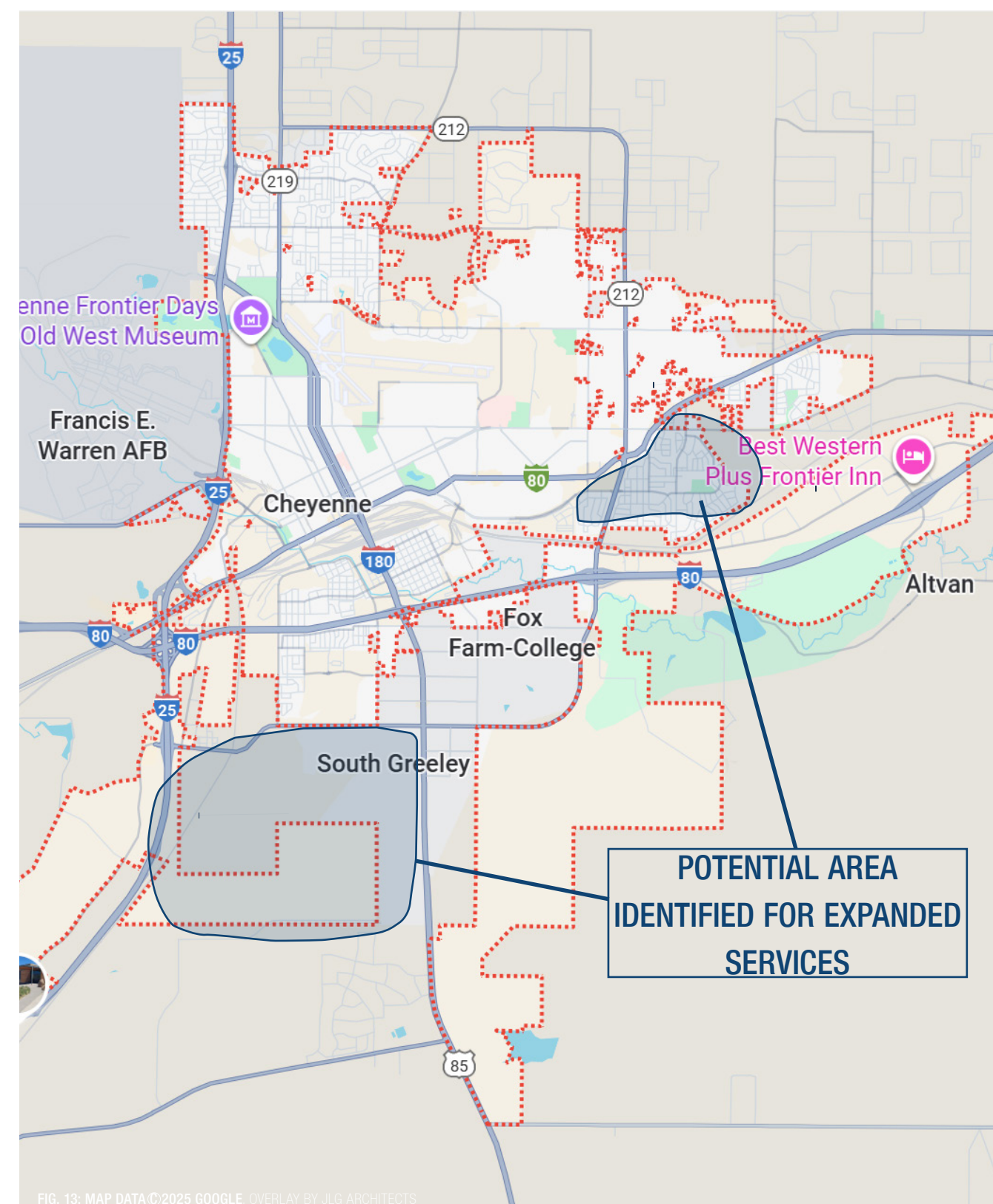
- Land or Building donation opportunities
- Local Partnerships

## EXPANDED SERVICES CONSIDERATIONS:

- Explore potential satellite branch locations
- Extended access through flexible operating hours
- Co-locating library services with other community services
- Holds pickup and browsing lockers at non-library locations
- Services offered out in the Community:  
Parks, schools, senior centers, and other local hubs

## AREAS TO CONSIDER:

- East of I-25/ South of E College Drive/ West of 85
- East of N Collge Drive/North of I-80/ South of E Pershing Blvd





# 2.0

PRIORITIES AND  
RECOMMENDATIONS



FIG. 02: BURNS BRANCH, EXT. FULL



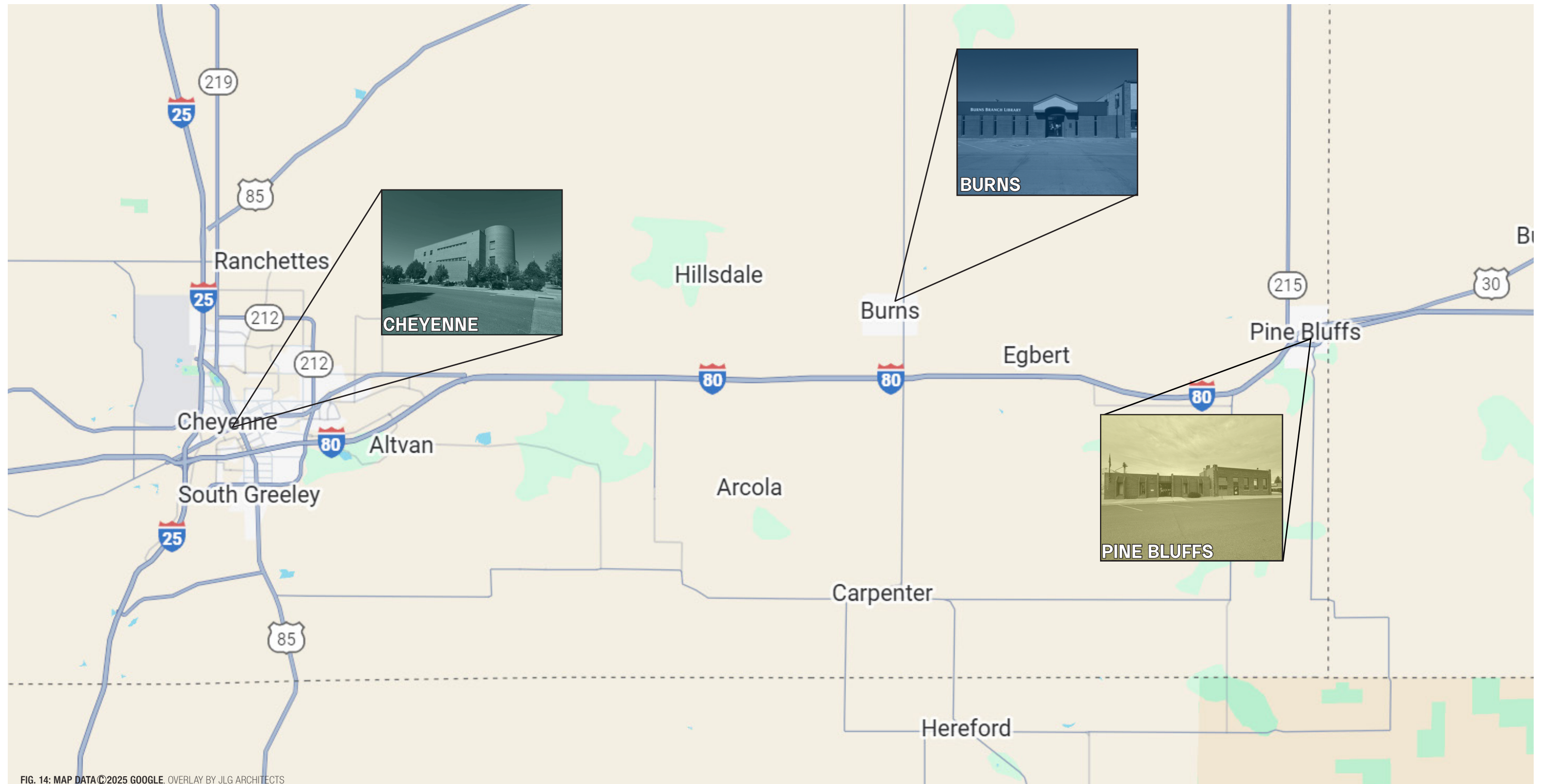
FIG. 03: PINE BLUFFS BRANCH, EXT. FULL



FIG. 04: CHEYENNE BRANCH, EXT. FULL



# LARAMIE COUNTY LIBRARY SYSTEM BRANCH LOCATION MAP





# 2.1

## BURNS RECOMMENDATIONS



FIG. 02: BURNS BRANCH, EXT. FULL



EXISTING CONDITIONS PHOTOS



FIG. 15: BURNS BRANCH FRONT FACADE



FIG. 18: BURNS BRANCH, ENTRY WAY



FIG. 19: BURNS BRANCH, FRONT DESK



FIG. 16: BURNS BRANCH FRONT ENTRANCE



FIG. 17: BURNS BRANCH BACK FACADE



FIG. 20: BURS BRANCH, FRONT DESK



FIG. 21: BURNS BRANCH. COFFEE AREA



# EXISTING CONDITIONS PHOTOS



FIG. 22: BURNS BRANCH, HOT AND NEW SECTION



FIG. 23: BURNS BRANCH, SEATING



FIG. 26: BURNS BRANCH, CHILDRENS AREA



FIG. 27: BURNS BRANCH, CHILDRENS AREA



FIG. 24: BURNS BRANCH, TEEN ZONE



FIG. 25: BURNS BRANCH, COMPUTERS



FIG. 28: BURNS BRANCH, SEATING



FIG. 29: BURNS BRANCH, CONFERENCE ROOM



# SITE PLAN AND CONTEXT

Burns is a small town with a population of about 350, located approximately 25 miles to the east of Cheyenne. Originally, the community located near the Union Pacific Railroad and was conceived as a German-Lutheran settlement named New Berlin.

Today, the community consists largely of ranches and farms. The residents take great pride in their small community, especially their local library.

The Library fronts the town's Main Street, which has a greenway running down the center with an outdoor covered bandstand and area for public gatherings.

LCLS has begun steps to add Open Access to the library which will allow local residents with library cards to gain access to the library after hours to pick up holds or browse the books. This is a unique offering that increases access to those unable to make it during the libraries limited and varied operating hours.

The building is centrally located within the town and has good visibility and access for the public. A few items are noted for site improvements:

## STAFF PARKING:

There is desire and opportunity to add a designated staff parking lot in the rear of the building off of the alley/Luther Ave. This improvement would allow safer and more direct access for staff to enter/exit the building. Modifications for rear door keycard access and security are recommended.

## OUTDOOR PLAY AREA:

With the available space in the rear of the building there is an opportunity to connect the interior children's area to an outdoor play zone. This fenced area can provide outdoor play equipment and space for outdoor programming.



FIG. 30: MAP DATA ©2024 TERRA GIS, OVERLAY BY JLG ARCHITECTS



# FIRST FLOOR PLAN

The Burns Branch Library is a favorite meeting spot for local residents and is well loved by the community.

The big idea for Burns is to rework the layout to create a more connected and welcoming experience for everyone. With a footprint of approximately 4,500sf, the goal is to keep the layout open, flexible and efficient. Rearranging the stacks will create a stronger visual connection across the space.

A new "Community Living Room" is created by providing an operable partition at the existing conference room. This will create opportunity for larger community gatherings and programming opportunities while still allowing the flexibility for smaller gatherings or meetings.

Huddle/Telehealth pods provide additional meeting room spaces for smaller groups, quiet study areas, or spaces for private conversations.

Staff areas will be reorganized to improve workflow and security with a centralized circulation desk.

The community's beloved coffee nook remains with upgrades to provide seating and tables to facilitate reading the paper and meeting with friends.

The spaces are designed for everyone, featuring flexible layouts with varied seating and furniture that can adapt to different audiences throughout the day

Stacks will be rearranged to create a clear visual flow and highlight popular collections.

Finish and furniture updates throughout the library will align the LCLS branding so that all locations feel cohesive with a consistent identity.

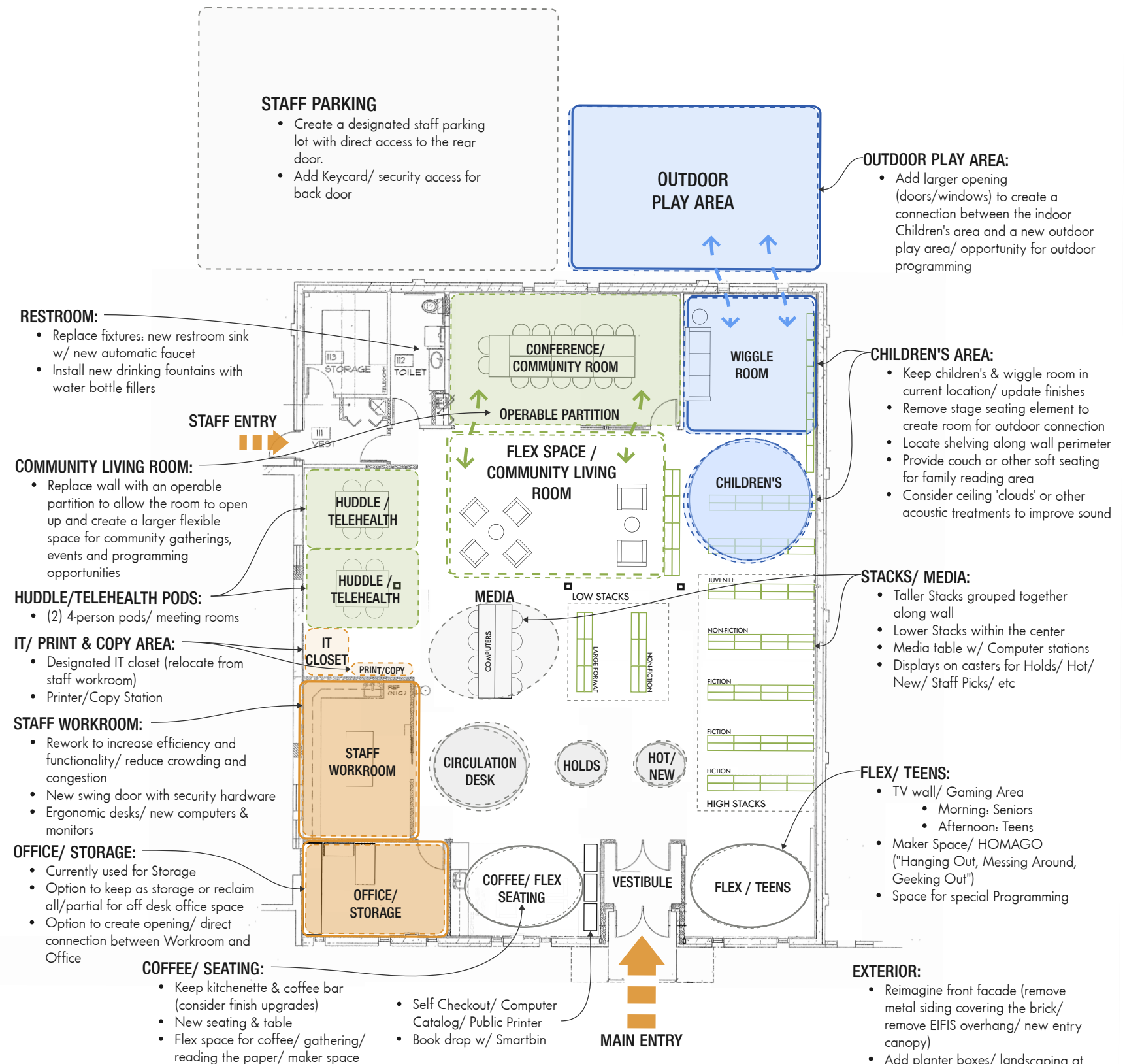


FIG. 31: BURNS BRANCH, MAIN FLOOR PLAN, OVERLAY BY JLG ARCHITECTS



# 2.2

## PINE BLUFFS RECOMENDATIONS



FIG. 03: PINE BLUFFS BRANCH, EXT. FULL



EXISTING CONDITIONS PHOTOS





EXISTING CONDITIONS PHOTOS





# SITE PLAN AND CONTEXT

Pine Bluffs is a small town with a population of about 1,129, located approximately 41 miles to the east of Cheyenne. The town borders the state line with Nebraska and was originally known as Rock Ranch until 1868, when railroad officials changed the name to Pine Bluffs for the pines on the nearby bluffs. Pine Bluffs was one of the largest cattle shipping points on the Union Pacific Railroad and became known as the "Frontier Crossroads" where many cattle trails crisscrossed. Today the "Frontier Crossroads" name continues with the town located at the intersections of I-80, US 30, and the railroad.

The library in Pine Bluffs is located at the corner of W 2nd St and Main St. Although it is well situated within the center of town, residents and staff shared that it is hard to find, especially for people not familiar with the area.

New signage for the building is recommended. It is also suggested to work with local city officials to add more directional signage around town and near the freeway to help with wayfinding.

The exciting news in Pine Bluffs is LCLS's recent acquisition of the adjacent Police Station building! This new addition will open opportunities for the expansion of the library and will create a much needed gathering space for the community.

Another factor in planning for Pine Bluffs relates to the upcoming military Sentinel project. The project involves a \$141 billion nuclear weapons program to modernize the intercontinental ballistic missiles, launch facilities and command centers in rural areas of eastern Laramie County and western Nebraska. This project is anticipated to create population growth in the area with outside labor being brought in to construct the project. Timing is still to be determined but is estimated to be in the next five years.

Given this anticipated project, library leadership is looking to ensure that the Pine Bluffs library will be ready to support the community as it grows. With this in mind the team studied how to expand the library by adding a second story to the existing building. Coupled with the expansion into the newly acquired adjacent building, the stage is set for library success and service to the community today and tomorrow



FIG. 46: MAP DATA © 2024 TERRA GIS, OVERLAY BY JLG ARCHITECTS



# FIRST FLOOR PLAN

The Pine Bluffs Library is a central part of this small community and is well loved. Patrons come to check out books, meet with friends and children frequent the library after school.

With the planned Sentinel project and the projected increase in the local population, it became clear the master planning process revealed that Pine Bluffs needed to plan for expansion to ensure that the library can adequately support this growing community.

The team worked with a local structural engineer, Martin/Martin Consulting Engineers, to come up with a strategy for adding a second story to the existing library as well as connecting through to the adjacent police station building. This will expand the square footage potential and offerings of the library. Total square footage of the new building is approximately 8,950.

The Master Plan diagrams explore this idea with a two story building layout and a concept to build a new envelope that would encase the first floor footprint and allow opportunity for a new aesthetic expression and design for the expanded library. The aesthetic of the existing Police Station building would remain largely untouched as it is an important architectural reference for the community. New signage is recommended on the front facade as well as repairs and maintenance to the exterior brick facade.

A connection to the adjacent building at the first floor allows the two buildings to flow into one another and provide a clear visual connection while also allowing flexibility to close them off if desired for events.

Feedback from the community and library staff indicated a strong desire and need to have a larger gathering space for events and programming opportunities. The unique volume within the adjacent police station building presents the perfect opportunity for this larger gathering space.

The Master Plan diagram relocates the main entry to a new vestibule off of E 2nd St which aligns with a new centrally located reception/circulation desk. Displays and flex seating are all on castors to be easily moved to provide an open flexible space for events and gatherings.

The existing library side on the first level houses the adult collection, staff office, workroom, storage as well as a large conference room.

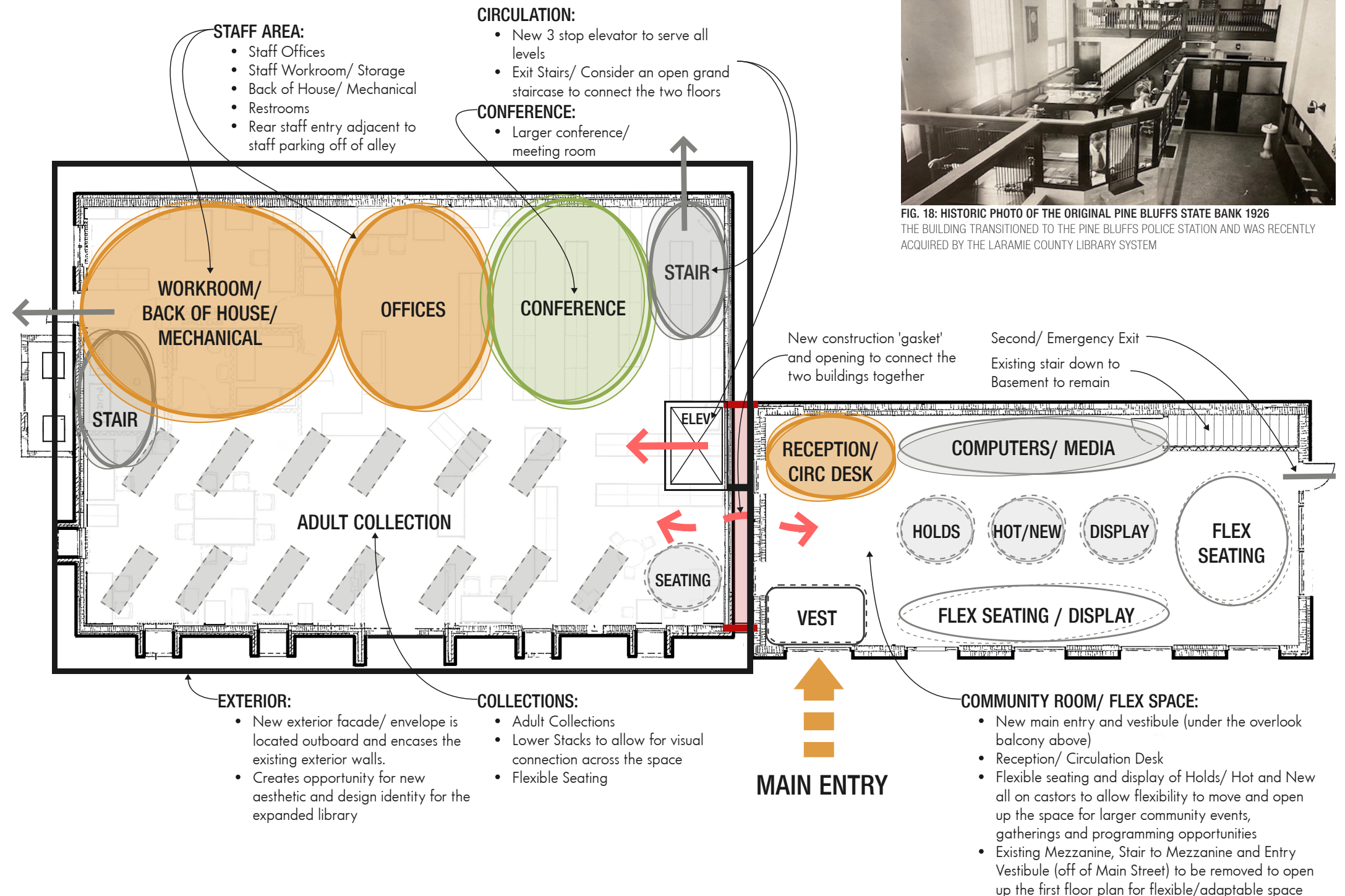


FIG. 18: HISTORIC PHOTO OF THE ORIGINAL PINE BLUFFS STATE BANK 1926  
THE BUILDING TRANSITIONED TO THE PINE BLUFFS POLICE STATION AND WAS RECENTLY ACQUIRED BY THE LARAMIE COUNTY LIBRARY SYSTEM

FIG. 47: PINE BLUFFS BRANCH , MAIN FLOOR PLAN, OVERLAY BY JLG ARCHITECTS

# SECOND FLOOR PLAN

A new two-sided elevator will be added within the existing library footprint to serve the two levels of the expanded building as well as the basement of the existing Police Station building.

The second level is proposed as the Children's and Teens area. This layout is very similar to the Cheyenne Library, with a level dedicated for youth and families.

A large flexible space with seating, additional collection stacks, and huddle/study rooms provides opportunity for gathering, study, small meetings, and areas for youth programming.

A bit of whimsy and fun finds it's place with an overlook balcony that breaks through between the two buildings and provides visibility and connection into the adjacent space. It is recommended to remove the existing mezzanine and stair within the police station building to open up level one and avoid trying to align the new second floor with the existing mezzanine.

With the new envelope location outboard of the existing level one walls, additional square footage is gained on the second floor.

The project will require a full mechanical, electrical, and plumbing overhaul and new restrooms to meet code requirements based on the size of the facility.

New finishes and furniture updates throughout the library will align with LCLS branding so that all locations feel cohesive with a consistent identity.

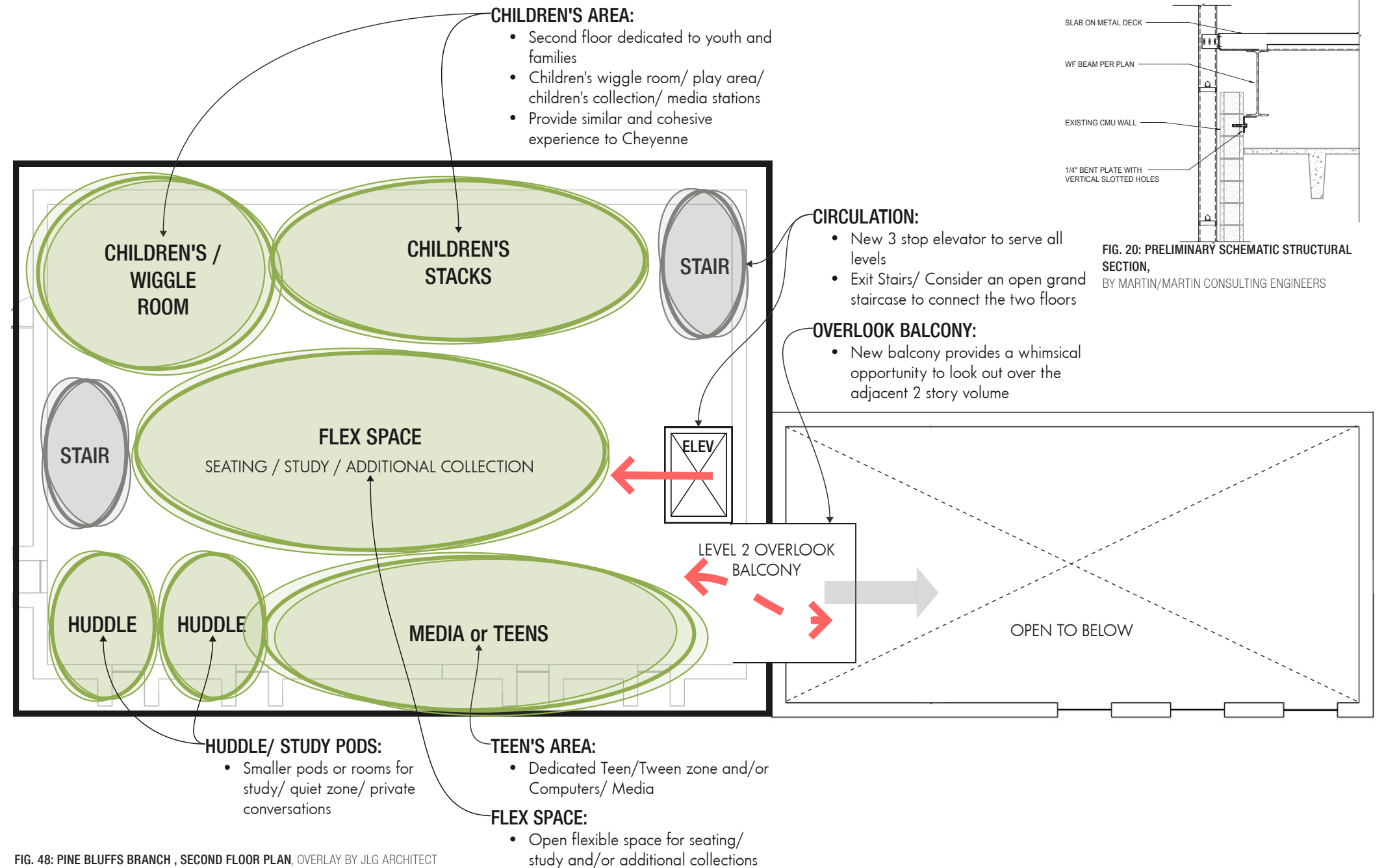
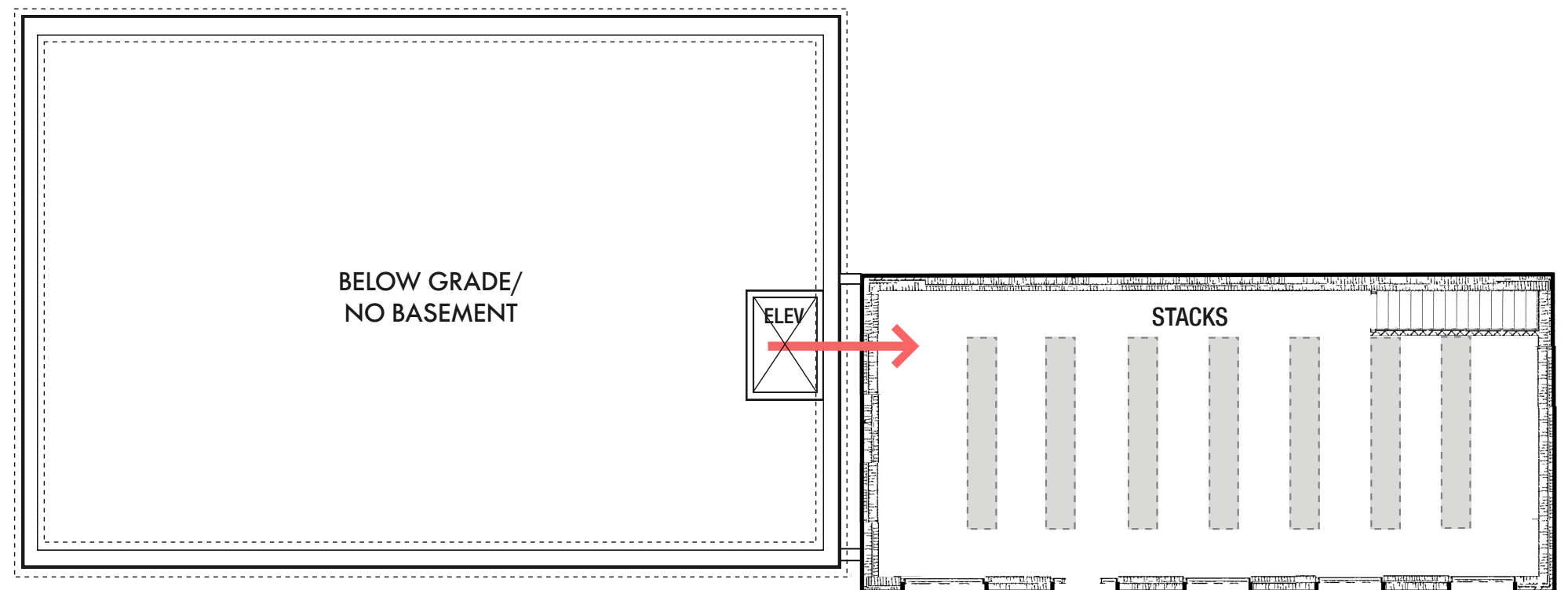


FIG. 48: PINE BLUFFS BRANCH , SECOND FLOOR PLAN, OVERLAY BY JLG ARCHITECT

# BASEMENT PLAN

The basement level is served by the new elevator to provide accessibility. There are many options for this level which could be cleared out of the existing walls (pending structural evaluation) and opened up to house additional collection and stacks, storage, or flexible space for events, meetings, or special programming.



## BASEMENT:

- Remove existing walls (pending structural review) to open up the space
- Elevator access to the basement to provide code required accessibility
- Many options for Basement could include:
  - Stack/ Additional Collection
  - Staff Storage
  - Back of House/ MEP
  - Community Gathering or Meeting Rooms

FIG. 49: PINE BLUFFS BRANCH , BASEMENT FLOOR PLAN, OVERLAY BY JLG ARCHITECTS



# 2.3

## CHEYENNE RECOMENDATIONS



FIG. 04: CHEYENNE BRANCH, EXT. FULL



# EXISTING EXTERIOR CONDITIONS PHOTOS





# EXISTING FIRST FLOOR CONDITIONS PHOTOS



FIG. 56: CHEYENNE BRANCH, FRONT ENTRY GALLERY



FIG. 57: CHEYENNE FIRST, FLOOR ENTRANCE



FIG. 60: CHEYENNE BRANCH, FIRST FLOOR STACKS AND SEATING



FIG.61: CHEYENNE BRANCH, CONFERENCE BRANCH



FIG. 58: CHEYENNE BRANCH, SELF SERVICE



FIG. 59: CHEYENNE BRANCH, FIRST FLOOR STACKS



FIG. 62: CHEYENNE BRANCH, FIRST FLOOR STACKS



FIG. 63: CHEYENNE BRANCH, LOW STACKS



# EXISTING SECOND FLOOR CONDITIONS PHOTOS



FIG. 64: CHEYENNE BRANCH, CHILDRENS SPACE



FIG. 65: CHEYENNE BRANCH, CHILDRENS SPACE



FIG. 68: CHEYENNE BRANCH, TEEN ZONE COMPUTERS



FIG. 69: CHEYENNE BRANCH, FIRST/SECOND FLOOR CONNECTION



FIG. 66: CHEYENNE BRANCH, CHILDRENS STACKS



FIG. 67: CHEYENNE BRANCH, LITEBRIGHT WALL



FIG. 70: CHEYENNE BRANCH, TEEN ZONE STUDY ROOM



FIG. 71: CHEYENNE BRANCH, TEEN ZONE STACKS



# EXISTING THIRD FLOOR CONDITIONS PHOTOS



FIG. 72: CHEYENNE BRANCH, THIRD FLOOR STACKS



FIG. 73: CHEYENNE BRANCH, THIRD FLOOR STACKS



FIG. 76: CHEYENNE BRANCH, THIRD FLOOR STACKS AND SEATING



FIG. 77: CHEYENNE BRANCH, READING ROOM



FIG. 74: CHEYENNE BRANCH, STUDIO



FIG. 75: CHEYENNE BRANCH, COMPUTER LAB



FIG. 78: CHEYENNE BRANCH, SPECIAL COLLECTIONS



FIG. 79: CHEYENNE BRANCH, QUIET READING ROOM



# SITE PLAN AND CONTEXT

As the capital of Wyoming, Cheyenne is home to a population of 65,132 and is the county seat of Laramie County. Cheyenne was established within the Dakota Territory in 1867 as a junction along the Union Pacific Railroad.

The Library was established in 1886 while Wyoming was still a territory and is the oldest continually operating county library system in the United States. It was housed in several different locations until 2007 when the current building opened at 2200 Pioneer Ave. The three-story, 103,000 square foot building achieved the first LEED-certified public building in Wyoming with a Gold Certification for Leadership in Energy and Environmental Design. In 2008 it was named Library of the Year by Library Journal/Gale & listed as a Top Ten Destination Library by Nancy Pearl in USA Today.

While the library has achieved many accolades and continues to be an important cornerstone and resource to a wide variety of patrons, the building is approaching its 20 year mark. Leadership is looking forward to the next 20 years. Through the Master Plan process, the team explored ways to ensure the building continues to receive necessary maintenance, while also identifying opportunities to modernize spaces, expand accessibility, and create innovative, user-centered environments.

The Master Plan diagrams illustrate the reimagining of spaces in the Cheyenne Branch, using input from public focus groups, surveys, sessions with library staff and leadership, and the Strategic Plan goal areas to guide the creation of more flexible, inclusive, and engaging space. While being mindful to maintain parts of the library that already work well, the team focused on identifying areas that would have the most impact, while being good stewards of public dollars.



FIG. 80: MAP DATA © 2024 TERRA GIS, OVERLAY BY JLG ARCHITECTS



# SITE ENHANCEMENTS

- 1 **INTERACTIVE PATHWAYS**
  - Provide outdoor interactive features to make the approach to the library engaging for all ages
  - Examples: musical installations along the story walk, small-scale workout equipment, natural play features, sensory or tactile stations
  - Placement could follow pathways from the parking lot towards the entrance
- 2 **STAFF PARKING**
  - Investigate in-slab heating to melt snow/ice
  - Consider improvements to north side parking
- 3 **POLLINATOR GARDEN**
  - Maintain pollinator gardens and landscaping for habitat value
  - Install educational signage about native plants, pollinators and seasonal changes
  - Keep natural pathways for exploration
- 4 **ENTRY/SPLASH PAD**
  - Add shaded seating areas to make the front entrance more inviting and comfortable in all weather
  - Replace the concrete pad and surrounding grass with a family-friendly splash pad surrounded by benches or seating
- 5 **NATURAL PLAY**
  - Add natural playscapes to encourage outdoor play



FIG. 81: MAP DATA © 2024 TERRA GIS, OVERLAY BY JLG ARCHITECTS



# FIRST FLOOR PLAN

One of the first areas the team focused on for the Cheyenne branch was the patron experience as they enter the building and explore the first floor.

The existing building has a strong diagram and organizational system that locates the main library collections and functions in the large block on the east side. A corridor runs north/south with the elevators and main stair core in the center. Circulation desks are located on each floor off of the elevator. Back of house and staff areas are located on the west side of this axis.

As you enter the library, there are two main entry points, one from the parking lot to the west and one off of Pioneer Ave to the east. A three story atrium space called The Gallery divides the main library to the north and has large meetings rooms to the south of this axis. At the east entry point is the well loved Library Cafe.

The first big idea for Level One is to reimagine the first impression for patrons as they walk through The Gallery and look through the windows into the main space. A new "bookstore" vibe will provide a warm welcome feel and features a rotating display of hot and new, staff selections, and book sale items.

As patrons enter into the main floor of the library, to the left is a new self serve experience with built in casework to create a cohesive feel with self serve stations, catalog computers, printer, copier, holds and other quick serve task options. The book drop remains in its current location but is incorporated into the casework. A new Library of Things is located in the center of the space and features items for checkout that could include tech items, sports equipment, tools, games, crafts, etc.

A new Circulation Desk centralizes the point of service to provide visual connection to the main entry and across the rest of the floor plate.

Lowering the stacks to a maximum of five shelves (removing two to two and one-half feet from the current height) improves sightlines and creates a more welcoming feel to the first floor.

The popular and active 'Commons' area is relocated along the central axis of the elevators with lower height stacks on either side.

At the north end is a Living Room area, which is a quiet zone with comfortable seating. In the center, four-person Huddle/Meeting pods create a separation line from a new Exhibition space that will showcase local cultural, art and other community displays.

With the book sale items now located in the 'Bookstore', that space opens up as an Outreach Center and allows the Business Service Coordinator more room and opportunity to meet with the public and provide services.

Other items on Level One include moving Outreach and Circulation staff into the work area to create more efficiency in their working relationships.

Several options are outlined for handling storage for tables and chairs in the Cottonwood Room as well as addressing additional storage needs for the Cafe.

Exploration is underway to investigate alternative service models for the Cafe to improve operations and efficiency.

Overall, Level One plays a crucial role in ensuring library userexperience spaces that feels welcoming and inclusive to all.

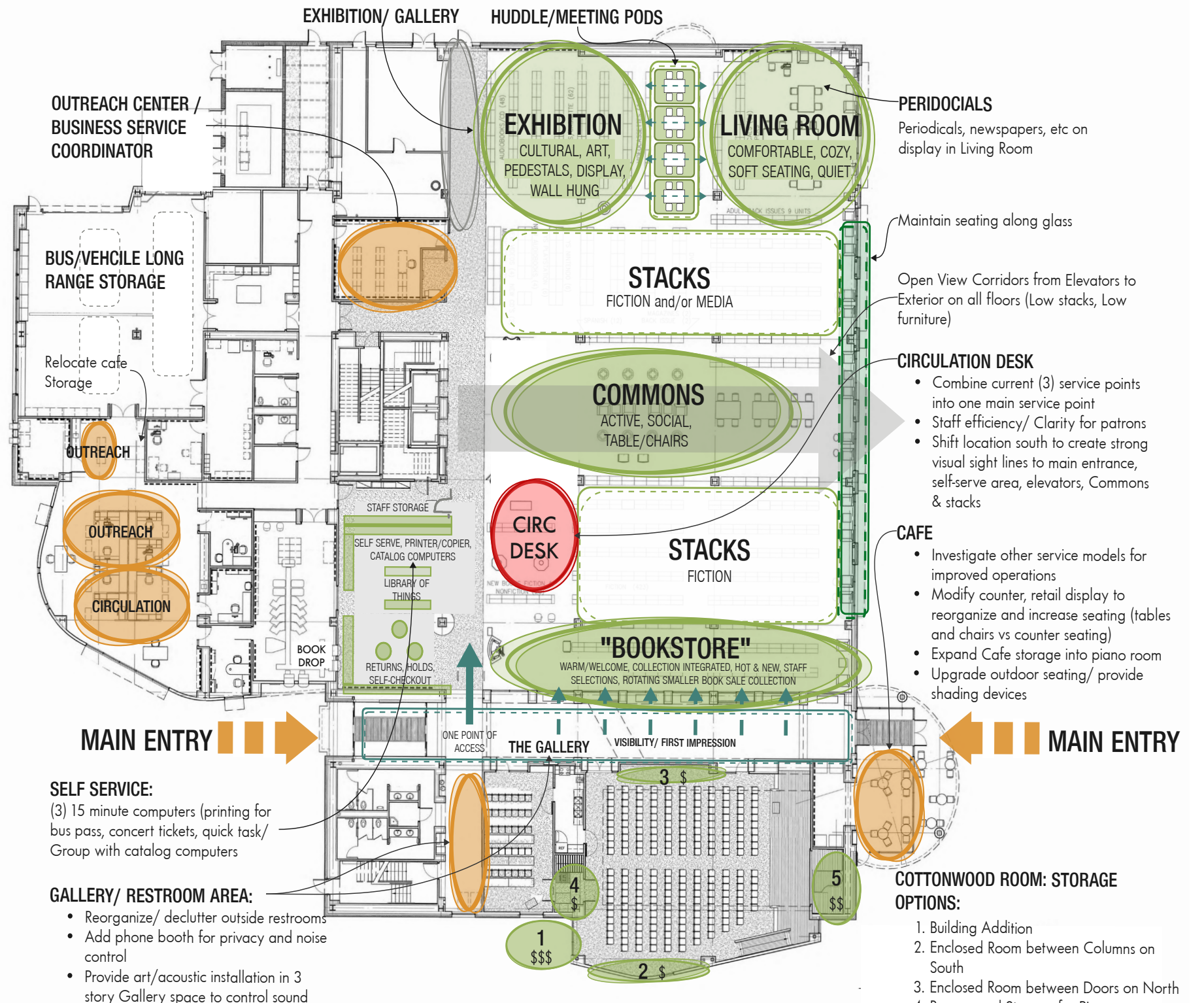


FIG. 82: CHEYENNE BRANCH , FIRST FLOOR PLAN, OVERLAY BY JLG ARCHITECTS



# SECOND FLOOR PLAN

The second level of the Cheyenne branch library is dedicated to children and teens.

The Children's area is very popular and heavily used, featuring a large collection, computers and media tables, a wide variety of play options, and a spacious dedicated room for Storytime and other children's programming.

The community and staff report that this area is currently working well and that no changes are proposed as part of the Master Plan.

Relocating the Mother's Room (to replace a pod at the other end of the floor) is suggested to the empty room next to the Children's restroom which would locate it much closer to the Children's zone.

We did receive feedback about an awkward adjacency between Children's and the Teens space. Both teens and staff noted that kids will often come from their area with the desire to play in the Teen Zone. To help mitigate this and respond to the need for additional study space, three Huddle/Study pods are suggested at the end of the Children's area. Relocating the Lite Bright wall to the back of the study pods is also recommended. This would block off both the visual and physical connection between the two spaces to more clearly define the boundary.

The existing three study rooms along the corridor spine are subdivided into five rooms to meet the higher demand for these spaces. Four of the rooms fit one-two for individual study, while one room remains larger for three-four persons.

Makerspace tables and other amenities are already planned to the Teen Zone. Stacks are moved into the existing glass-surrounded study rooms by removing some walls and opening upspace for seating or computers.

A Tween space is desired to give 10-13 year-olds a space to call their own. Options are presented to locate either adjacent to the Teen zone or across the bridge.

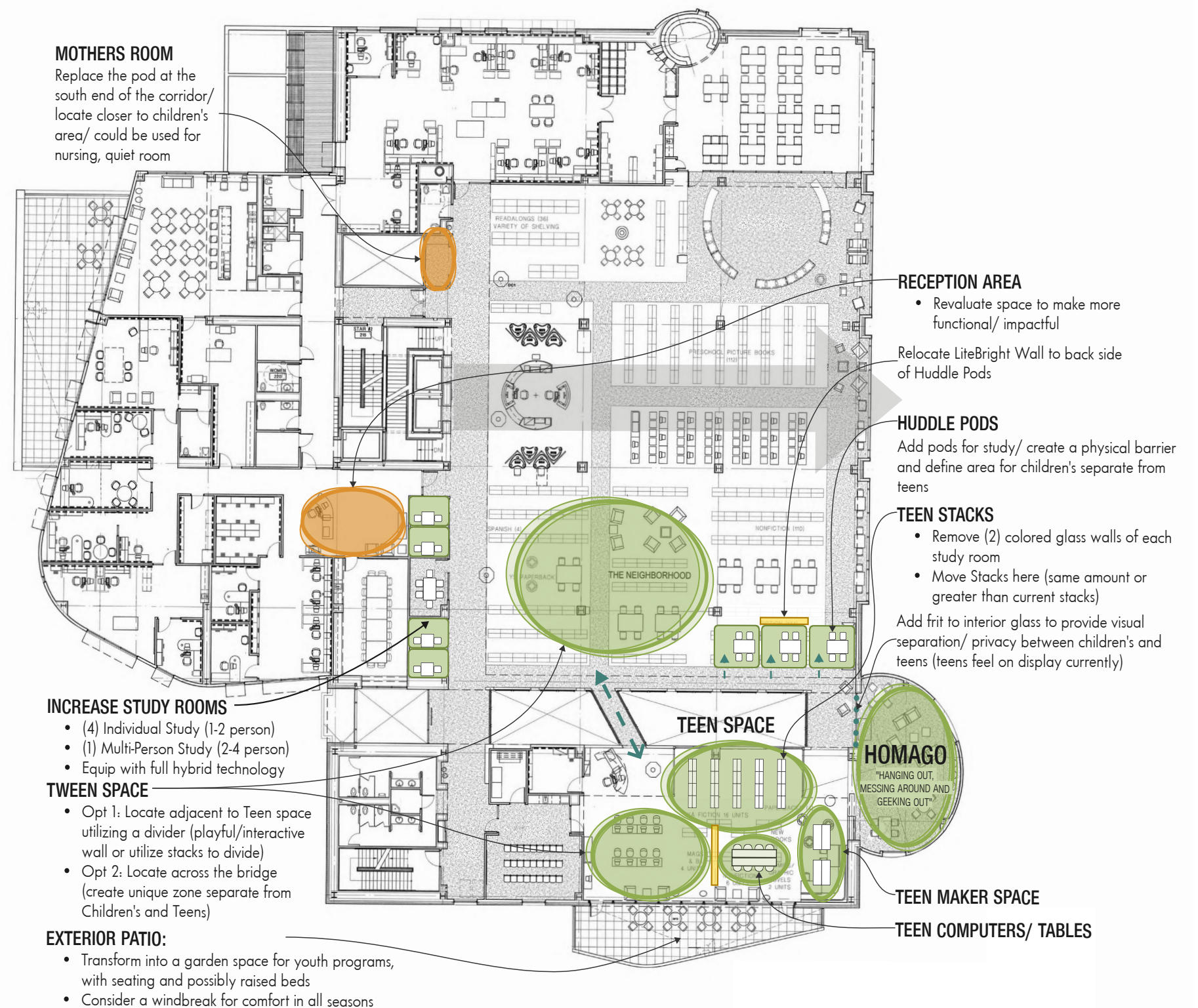


FIG. 83: CHEYENNE BRANCH , SECOND FLOOR PLAN, OVERLAY BY JLG ARCHITECTS



# THIRD FLOOR PLAN

The third floor of the library is an adult space that houses a large amount of stacks and collections.

Patrons and staff report that the reading rooms and special collections area work well and remain unchanged.

Usage data reveals that the reference collection is largely outdated and no longer needed and will be replaced with community computer tables adjacent to the Circulation Desk. The Circulation Desk remains in its current location but is repurposed to include notary and business support services as well as support for resumes, job applications, etc., which pairs nicely with the new computer area.

In the center of the floor is a new Living Room/ Level Three Lounge area with comfortable seating and views of the capital in the distance.

The Strategic Plan indicated that approximately one-third of the collection on Level Three could be removed as it is not circulating or is outdated material. Stacks are reduced in along a path from the elevators to the new Maker Space at the south end (previously the computer room) to allow a strong visual and line of sight connection. Stacks will stair step with the lowest stacks located nearest to the elevators, mid height stacks in the middle and the taller existing stacks along the back near the windows.

The key feature on Level Three is the new Maker Space. It offers patrons opportunities to use equipment and tools they may not otherwise have access to, and creates synergy with the adjacent classroom, allowing both learning and hands-on experiences to build skills. This flexible and engaging space also opens the door to partnership and programming opportunities for LCLS.

Although it is highly used, the current Computer Lab has more machines and space than is needed and the current Studio room is underutilized and not functional. This location for the Maker Space offers the most logical solution for mechanical/ electrical needs and infrastructure requirements.

Similar to Level Two, the existing three study rooms along the corridor spine are subdivided into five rooms to meet the higher demand for these spaces. Four of the rooms fit one-two people for individual study, while the remaining larger room is fitted out as either a meeting room or a podcasting room. These changes provide the equipment previously offered in the Studio space with improved acoustics and updated equipment.

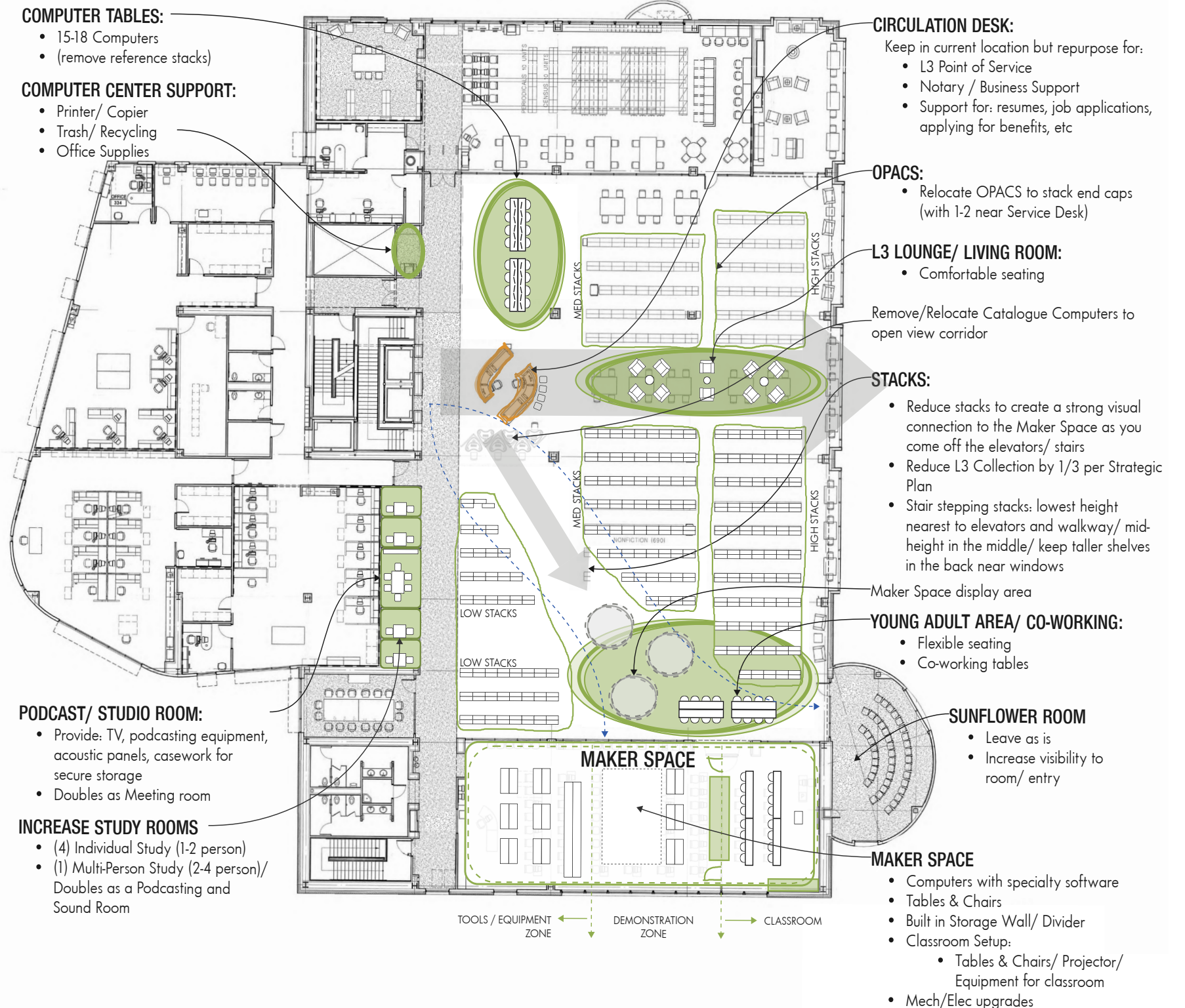


FIG. 84: CHEYENNE BRANCH , THIRD FLOOR PLAN, OVERLAY BY JLG ARCHITECTS

## 2.4

EXPANDED SERVICES



FIG. 85. MAP DATA © GOOGLE EARTH 2020



# CITY AND REGIONAL GROWTH

In 2025 the City of Cheyenne adopted the 2024 Cheyenne DDA (Downtown Development Authority) Plan of Development, setting an area wide plan and strategic vision for Cheyenne's Downtown District.

Understanding future growth and areas of focus for improvement in downtown Cheyenne are important consideration as LCLS evaluates potential future expanded services locations.

Currently the DDA district has two geographic areas, the northern portion and the southern gateway. The two areas are physically separated by an overpass and Union Pacific railroad lines. The DDA plan seeks to better connect and enhance the southern gateway area to the northern downtown region.

LCLS has identified south Cheyenne as an area in need of library services and although further south from these downtown regions, advocating for improved connections and transit as the city extends to the south could be beneficial.

One of the four core themes identified in the DDA plan is Transportation and Parking. The vast majority of visitors and residents travel by car and public transit is limited. The plan identifies public transit, bike lanes and walkable streets as a goal to ensure that downtown is accessible and pedestrian friendly. Diagrams from the plan are included here to highlight plans for public transit, bike lanes, sidewalks and planned Greenway expansion.



FIG. 88: CHEYENNE AERIAL VIEW

## TRANSIT

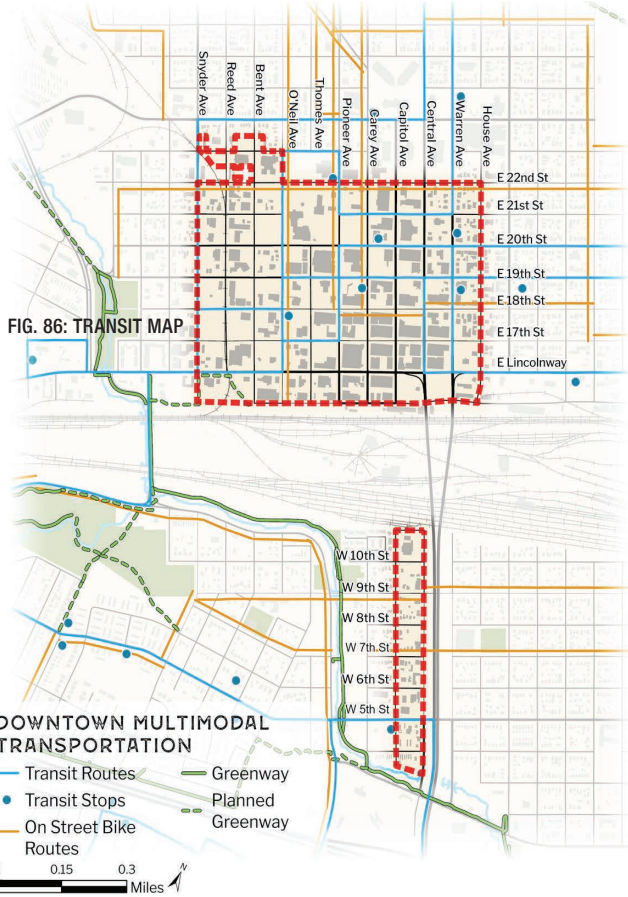


FIG. 86: TRANSIT MAP

## BIKE PATHS

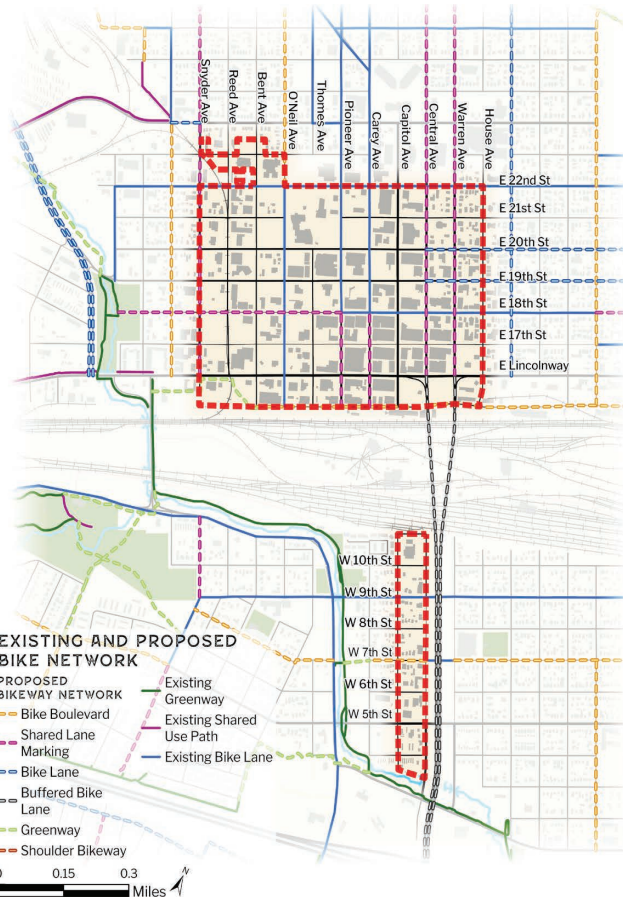


FIG. 87: BIKE PATH MAP



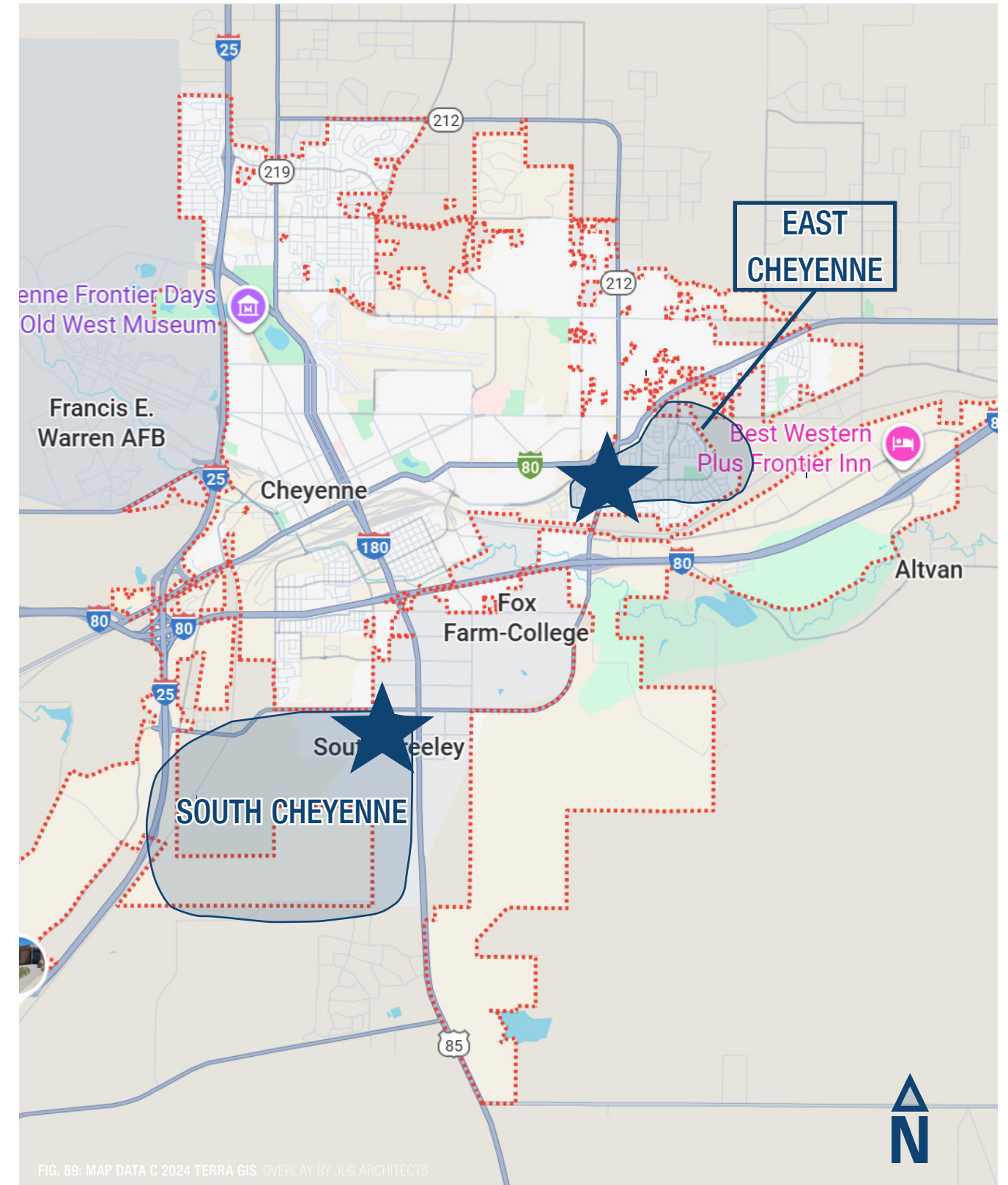
# AREAS TO CONSIDER FOR EXPANDED SERVICES

## SOUTH CHEYENNE

- East of I-25/ south of E College Drive/ west of 85
- Potential new satellite branch location
- Serve lower income/ high need area
- Expansion and new growth direction of the city

## EAST CHEYENNE

- East of N College Drive, north of I-80, and south of E Pershing Blvd
- Potential pocket retail library
- Serve residential neighborhoods to the East





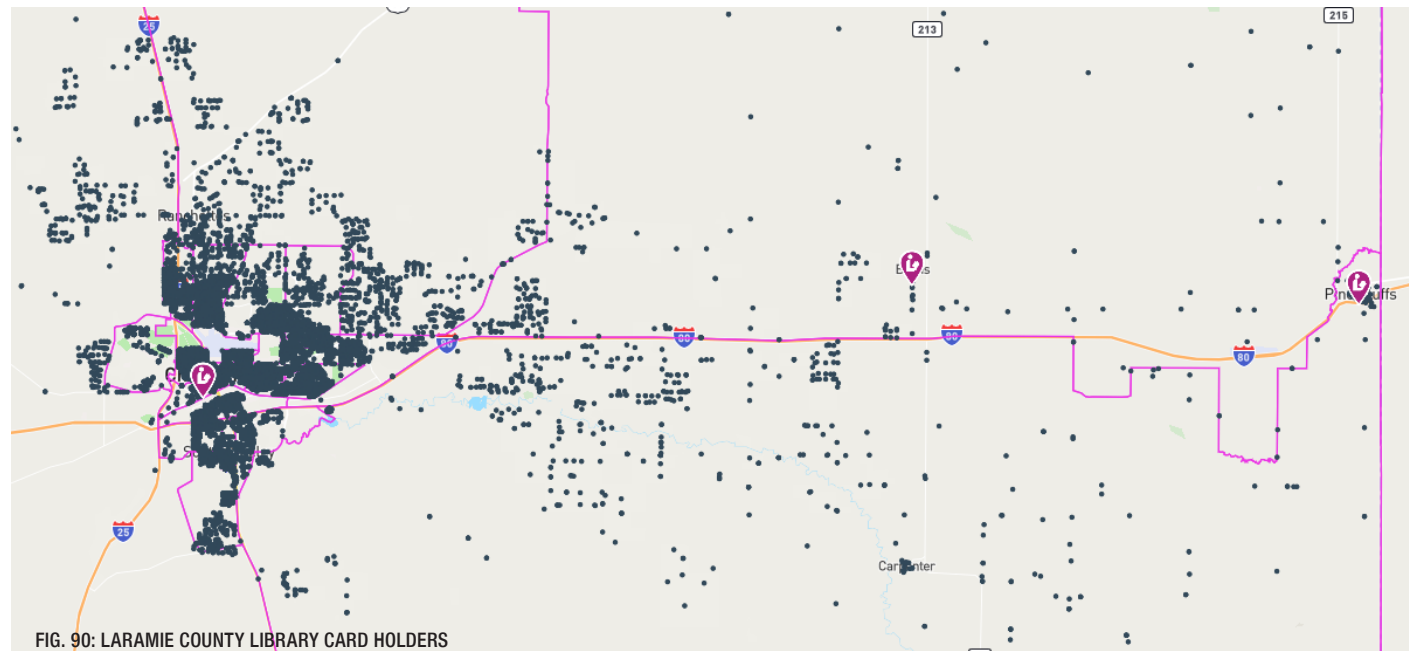
# LIBRARY CARD HOLDER MAP

During the Strategic Planning process, LibraryIQ gathered data on patron cardholders and households.

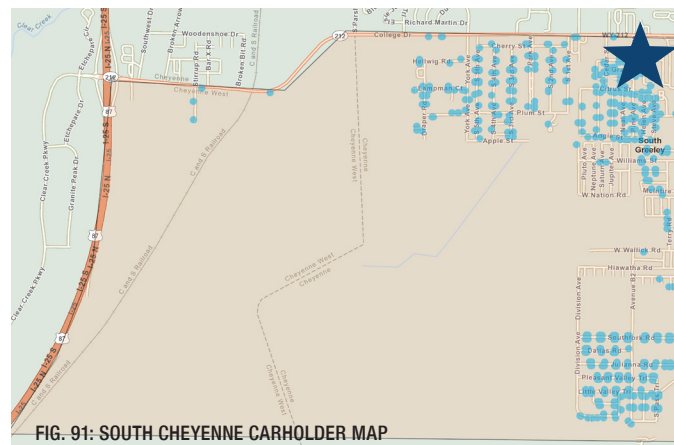
The diagrams here map that data by location and demonstrate where cardholders are concentrated across the City and County.

Locations for potential future expanded services are overlaid on the Cheyenne map showing the relationship to cardholder households..

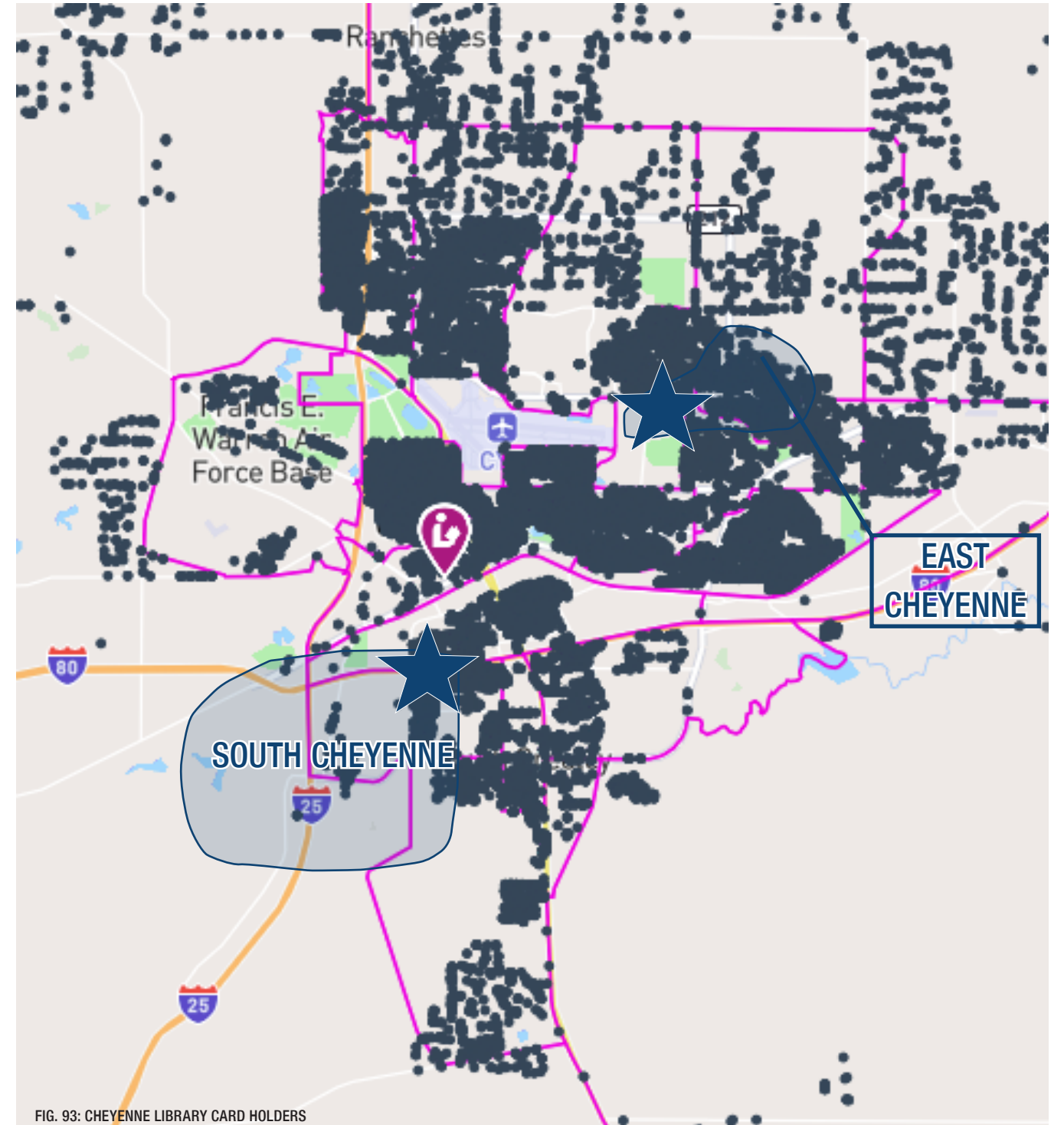
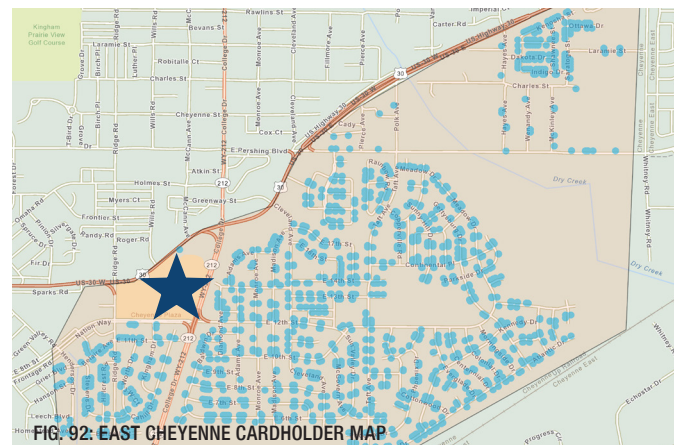
## COUNTY MAP: CARDHOLDERS



## SOUTH CHEYENNE: CARDHOLDERS



## EAST CHEYENNE: CARDHOLDERS



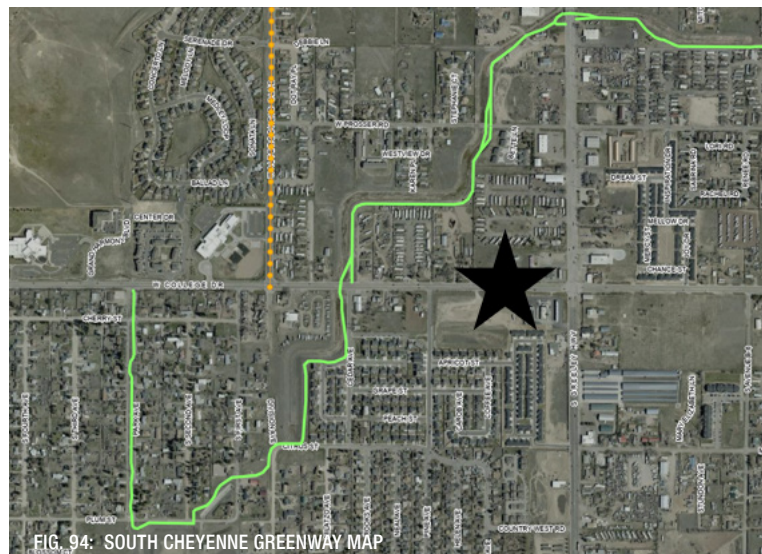


EXPANDED SERVICES

# CHEYENNE GREENWAY MAP

The Greater Cheyenne Greenway is a 10 foot wide, concrete path that is used by pedestrians and bicyclists throughout the City and parts of the County. As of 2024, 47 miles of this Greenway has been constructed throughout the community. The Greenway creates a safe and accessible recreational corridor that connects neighborhoods and is an important component of the City and County infrastructure. In looking at potential future library locations, proximity and access to the Greenway is of critical importance. With this adjacency opportunity arises for alternative transportation and access to the library for those without means or access to vehicles. These diagrams show an overlay of the suggested expanded services locations and proximity to current Greenway infrastructure.

## SOUTH CHEYENNE



## EAST CHEYENNE

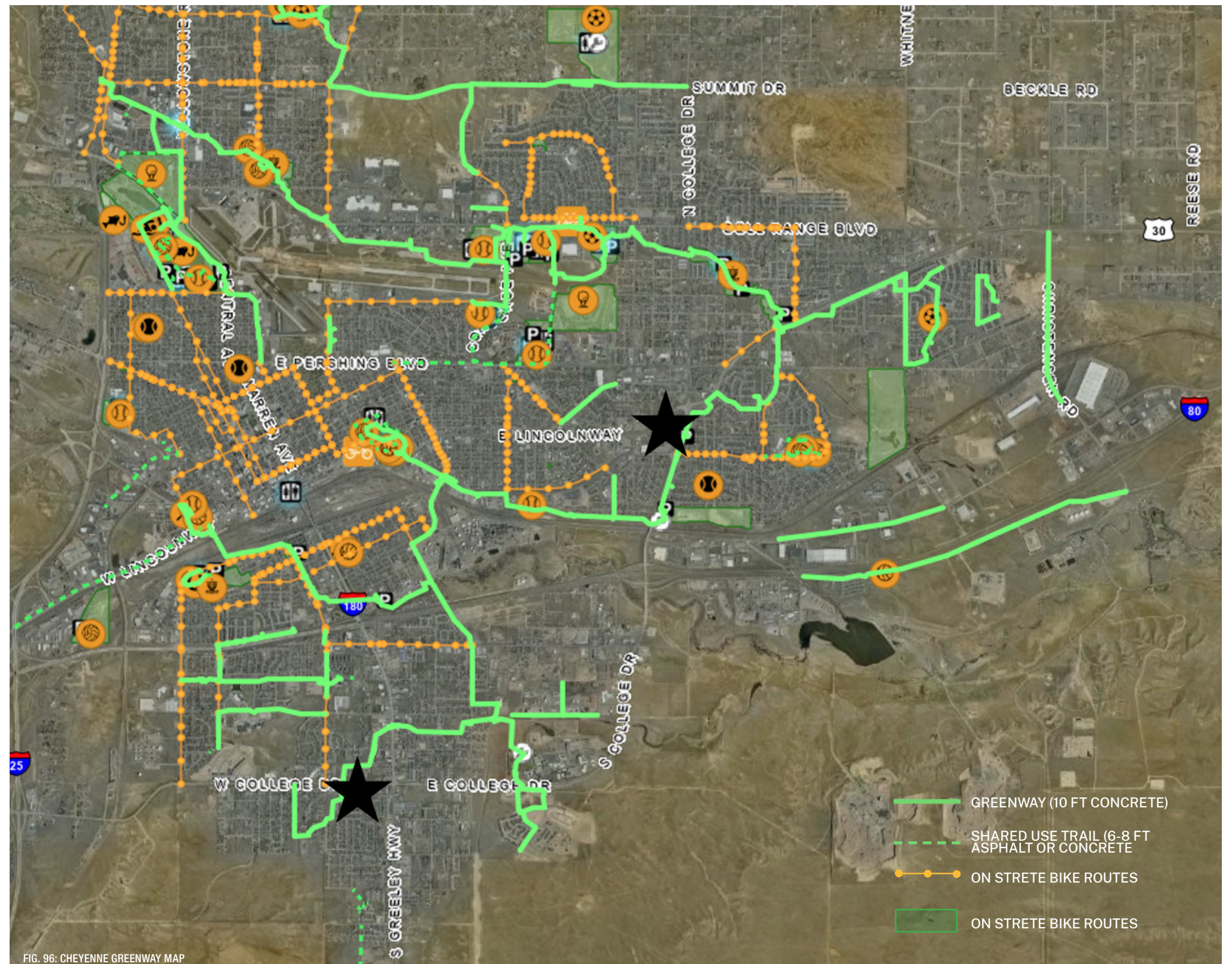
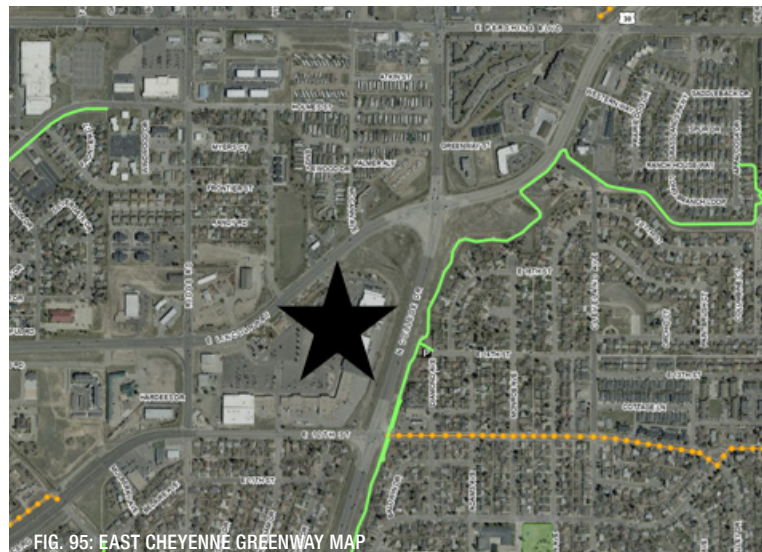






FIG. 02: BURNS BRANCH, EXT. FULL



FIG. 03: PINE BLUFFS BRANCH, EXT. FULL



FIG. 04: CHEYENNE BRANCH, EXT. FULL

3.0  
APPENDIX



# PROJECT PARTICIPATION

Special thanks to...

## LARAMIE COUNTY LIBRARY

Antonia Gaona, Executive Director  
Laura Block, Director or Business & Administration  
Beth Cook, Director of Public Services  
Joelle Ashley, Marketing and Communications Manager  
Mynda Camphouse, Youth and Outreach Services Manager  
Mike Kamber, Information Technology Services Manager  
Blithe McAndrew, Events and Exhibitions Manager  
Elizabeth Thorson, Adult Services Manager  
Kashawna White, Circulation and Branch Services Manager  
Jeff Aghbashian, Facilities Superintendent  
Robert Miller, Assistant Superintendent

## 2025 LCLS LIBRARY BOARD OF DIRECTORS

Stacia Berry, Chair	Rob Dickerson, Treasurer
Michael Pearlman, Vice-Chair	Elizabeth Dillow
Steven Leafgreen, Secretary	Gunnar Malm, County Commissioner - Ex Officio

## 2025 LCLS FOUNDATION BOARD

Dan Moss, President	Dallas Lain	Nancy McCann	Frank Magazine
Caitlin Harper, Vice President	Stephanie Prescott	Julie Calkins	Charles Routt
Kristin Lee, Treasurer	Paul Howard	Tom Garrison	
Roz Schliske, Past President	Paul Kapp	Brandi Monger	

## LCLS STAFF

LCLS Staff gave their time, feedback, and insight throughout this process

## LIBRARYIQ

Debbie Joy	Hayes Hartpence
Mallorie DeVilbiss	Corina Iannaggi
Rebecca Piazza	Amy Johnson

Report prepared by...

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FIG. 97: CHEYENNE BRANCH, FRONT ENTRANCE



# LIST OF TABLES AND FIGURES

Fig. 01: Cheyenne Branch, Ext. Full	Cover	Fig. 22: Burns Branch, Hot and New Section	28
Fig. 02: Burns Branch, Ext. Full	4 - 5 20 - 21 24 - 25 78 - 79	Fig. 23: Burns Branch, Seating	28
Fig. 03: Pine Bluffs Branch, Ext. Full	4 - 5 20 - 21 34 - 35 78 - 79	Fig. 24: Burns Branch, Teen Zone	28
Fig. 04: Cheyenne Branch, Ext Full	4 - 5 20 - 21 48 - 49 78 - 79	Fig. 25: Burns Branch, Computers	28
Fig. 05: LCLS Strategix Plan Values	8 - 9	Fig. 26: Burns Branch, Childrens Area	29
Fig. 06: LCLS Strategic Plan Cover	11	Fig. 27: Burns Branch, Childrens Area	29
Fig. 07: LCLS Strategic Plan Page 5	11	Fig. 28: Burns Branch, Seating	29
Fig. 08: LCLS Strategic Plan Page 6	11	Fig. 29: Burns Branch, Conference Room	29
Fig. 09: LCLS Strategic Plan Page 7	11	Fig. 30: Map Data©2024 Terra GIS	30 - 31
Fig. 10: Burns Branch, General Library Seating	13	Fig. 31: Burns Branch, Main Floor Plan	32 - 33
Fig. 11: Pine Bluffs Branch, Childrens Area	15	Fig. 32: Pine Bluffs Branch, Front Facade	36
Fig. 12: Cheyenne Branch, Childrens Area	17	Fig. 33: Pine Bluffs Branch, Front Entrance	36
Fig. 13: Map Data©2025 Google	19	Fig. 34: Pine Bluffs Branch, Back Facade	36
Fig. 14: Map Data©2025 Google	22 - 23	Fig. 35: Pine Bluffs Police Station, Entrance	37
Fig. 15: Burns Branch, Front Facade	26	Fig. 36: Pine Bluffs Police Station, Side Facade	37
Fig. 16: Burns Branch, Front Entrance	26	Fig. 37: Pine Bluffs Police Station, Corner	37
Fig. 17: Burns Branch, Back Facade	26	Fig. 38: Pine Bluffs Branch, Teen Zone	38
Fig. 18: Burns Branch, Entry Way	27	Fig. 39: Pine Bluffs Branch, Front Entrance and Displays	38
Fig. 19: Burns Branch, Front Desk	27	Fig. 40: Pine Bluffs Branch, Childrens Areas	38
Fig. 20: Burns Branch, Front Desk	27	Fig. 41: Pine Bluffs Branch, New Books Displays	38
Fig. 21: Burns Branch, Coffee Area	27	Fig. 42: Pine Bluffs Branch, Stacks	39
		Fig. 43: Pine Bluffs Branch, Stacks	39
		Fig. 44: Pine Bluffs Police Station, Interior	39
		Fig. 45: Pine Bluffs Police Station, Interior	39
		Fig. 46: Map Data©2024 Terra GIS	40 - 41

# LIST OF TABLES AND FIGURES

Fig. 47: Pine Bluffs Branch, Main Floor Plan	42 - 43	Fig. 73: Cheyenne Branch, Third Floor Stacks	56
Fig. 48: Pine Bluffs Branch Second Floor Plan	44 - 45	Fig. 74: Cheyenne Branch, Studio	56
Fig. 49: Pine Bluffs Branch Basement Floor Plan	46 - 47	Fig. 75: Cheyenne Branch, Computer Lab	56
Fig. 50: Cheyenne Branch, Corner	50	Fig. 76: Cheyenne Branch, Third Floor Stacks and Seating	57
Fig. 51: Cheyenne Branch, Front Entrance	50	Fig. 77: Cheyenne Branch, Reading Room	57
Fig. 52: Cheyenne Branch, Front Lawn	50	Fig. 78: Cheyenne Branch, Social Collections	57
Fig. 53: Cheyenne Branch, Side Facade	51	Fig. 79: Cheyenne Branch, Quiet Reading Room	57
Fig. 54: Cheyenne Branch, Book Drop	51	Fig. 80: Map Data C 2024 Terra GIS	58 - 59
Fig. 55: Cheyenne Branch, Street View	51	Fig. 81: Map Data C 2024 Terra GIS	60 - 61
Fig. 56: Cheyenne Brnach Front Entry Gallery	52	Fig. 82: Cheyenne Branch, First Floor Plan	62 - 63
Fig. 57: Cheyenne Branch, First Floor Entrance	52	Fig. 83: Cheyenne Branch, Second Floor Plan	64 - 65
Fig. 58: Cheyenne Branch, Self Service	52	Fig. 84: Cheyenne Branch, Third Floor Plan	66 - 67
Fig. 59: Cheyenne Branch, First Floor Stacks	52	Fig. 85: Map Data C Google Earth 2024	68 - 69
Fig. 60: Cheyenne Branch, First Floor Stacks and Seating	53	Fig. 86: Transit Map	70
Fig. 61: Cheyenne Branch, Conference Room	53	Fig. 87: Bike Map	70
Fig. 62: Cheyenne Branch, First Floor Stacks	53	Fig. 88: Cheyenne Aerial View	71
Fig. 63: Cheyenne Branch, Low Stacks	53	Fig. 89: Map Data C Google Maps 2024	73
Fig. 64: Cheyenne Branch, Childrens Space	54	Fig. 90: Laramie County Library Card Holders	74
Fig. 65: Cheyenne Branch, Childrens Space	54	Fig. 91: South Cheyenne Cardholder map	74
Fig. 66: Cheyenne Branch, Childrens Stacks	54	Fig. 92: East Cheyenne Cardholder Map	74
Fig. 67: Cheyenne Branch, Lite Bright Wall	54	Fig. 91: Cheyenne Library Card Holders	75
Fig. 68: Cheyenne Branch, Teen Zone Computers	55	Fig. 94: South Cheyenne Greenway map	76
Fig. 69: Cheyenne Branch, First/Second Floor Connection	55	Fig. 95: East Cheyenne Greenway Map	76
Fig. 70: Cheyenne Branch, Teen Zone Study Room	55	Fig. 96: Cheyenne Greenway Map	76 - 77
Fig. 71: Cheyenne Branch, Teen Zone Stacks	55	Fig. 97: Cheyenne Branch, Front Entrance	81
Fig. 72: Cheyenne Branch, Third Floor Stacks	56		



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January 14, 2026

To: Board of Directors  
From: Director of Business & Administration  
RE: Mid-year budget review FY26

As of December 31, 2025 the budget is in good shape. Areas to note:

- **INCOME**

- 406-000 – Miscellaneous Taxes was under budgeted for FY 26.
- 412-000 - Fines & Fees will exceed the budgeted amount by Fiscal Year End (FYE). FY 26 budget figure was reduced significantly from the previous year in anticipation of fee structure changes. Those changes haven't impacted income as anticipated.
- 442-000 – Miscellaneous Income includes a refund for payroll taxes overpaid in a previous fiscal year.
- 434-000 - Interest income is coming in much better than anticipated. The budget figure was at 86% of budget as of December 31, 2025.
- Café income is steady, but slightly under budget overall.

- **EXPENSES**

- 521-000 – Memberships → This includes one-time expenses incurred in the beginning of the year. This will be within budget.
- 700-000 – Insurance-Plant, Liability → Property insurance is paid in one lump sum at the beginning of the fiscal year. Liability insurance is paid in one lump sum at the end of the fiscal year. This will be within budget.
- 529-000 – Equipment Leases → Includes an annual lease payment for self-check kiosks. This should be within budget at FYE.
- 749-000 – Equipment Service Contract → This includes annual payments in the first half of the year. It should be within budget amounts at FYE.

The remaining line items are on track.



January 20, 2026

To: Laramie County Library System Board  
From: Laramie County Library Executive Director/County Librarian  
Re: January 2026 Directors' Report

## Library Stories

*From AmyLou Terrell (Circulation Coordinator)*

"I had a patron that was wanting to get set up with hoopla, she brought her laptop with her. So, first, I showed her how to connect to Wi-Fi. Then I was able to walk her through the process of getting logged into Hoopla. I gave her a brief overview of how the website is laid out, how to find items, the daily limits, etc. She was excited to find the book she wanted and was absolutely THRILLED to go home and get started reading it!

(I was also pleasantly surprised that we hadn't yet hit the limit for today! yay!)"

NOTE: The shifts LCLS is making in collection spending is having a positive impact on the availability of digital items and patrons have noticed!

*From Karl Linde (Deputy County Attorney)*

Email to Antonia Gaona, notifying LCLS of his upcoming departure: "I have thoroughly enjoyed the opportunities to advise you and the library. I admire librarians and all the great work they do for communities, especially in these unusual times."

*From Susan Parkins (Bookmobile Coordinator)*

One of my high school students, whom I have known since she was in grade school, took a moment today to thank me for turning her into a reader. She said she hated to read when she was younger and remembers how I kept suggesting different books. It wasn't until a few years ago that she finally checked out a few suggestions. She had me in tears when she said that she just wanted to take a moment to let me know how much she appreciates me getting her to read. She also comes into the library, so we chatted about the Teen space and HOMAGO. She is really excited to see the changes and what is in store.

## Executive Director Updates

- The screening of "The Librarians" documentary is on for January 31<sup>st</sup> in the Surbrugg/Prentice Auditorium. Scheduled panelists include Terri Lesley, a Wyoming public librarian whose

nationally recognized fight against book censorship followed her dismissal as director of Campbell County Public Library; Jennifer Markus, a former LCSD1 high school librarian who became a prominent local advocate for students' freedom to read; Paula, a Cheyenne parent with experience navigating school library issues alongside her student; and Dan Zwonitzer, a former Wyoming state legislator who has been actively engaged in education policy and access to information during his tenure. Additional panelists may be added and will be announced as they are confirmed.

- LCLS launched a new website on Monday, January 12<sup>th</sup>. It has a beautiful and revolutionary new look and feel with access, functionality, and an improved user experience as the main objective.
- LCLS's Semiquincentennial commemoration is entitled "Common Ground: 250 Years of Stories in the Making" and will kick off on February 2. Here is a brief overview of the planned activities:
  - One Book, One Laramie County, a community reads program (book TBA soon!)
  - Reading on Common Ground: A Semiquincentennial Beanstack Challenge
  - Themed events for youth, teens, and adults at all branches
  - Special exhibits at all locations
  - Themed book displays
  - An interactive digital timeline of US, Wyoming, Laramie County, and library historyThere will be a dedicated "Common Ground: 250 Years of Stories in the Making" webpage on the new website. Library staff are excited to launch this project that has been in the works for the last six months and hope the board will help us build energy and enthusiasm with library patrons and in the community.
- LCLS has to pause interlibrary loan lending to other libraries in Wyoming and beyond for the time being due to an unforeseen interruption in mail carrier service. A manual solution has been found to continue borrowing ILLs for Laramie County patrons. Staff is pursuing a resolution.
- The new mobile library has been delayed in production, so the old bookmobile is being put back into service until later in March. The new mobile library will likely be received in the middle of March.

### **County/Legislative Updates**

- In addition to HB10 "Sexually explicit materials in libraries- requirements" and property tax legislation, WLA is tracking HC030 which would negatively impact the amount counties receive from vehicle registrations. LCLS requested a projected impact summary from County finance.
- WLA will not be hosting a Legislative Reception this year, due to low attendance from legislators during budget sessions. Instead, the WLA Legislative Committee will be providing information about top issues facing libraries and provide snacks to legislators during session.

### **Public Service Updates**

- Adult Services is preparing to launch the seed library season- it is the 10th anniversary of this program!



- The Collection team has been working with new purchasing tools in the Overdrive platform to bring down the long holds lists in Libby. The library sees a reduction in long wait times for popular items, which means an increase in patron satisfaction.
- Southeastern Wyoming is one of the featured locations on Anywhere Adventures, an interactive mobile website showcasing local history. The site was created by Vivian Li, the 2025 Library of Congress Innovator in Residence. The library is working with Vivian on promotion of the site and library programming, including bringing her to LCLS for an event.
- The LCSD#1 Art Connects exhibition opens February 11 with a reception for the student artists and their families on Thursday, February 12 at 5:30 in the Cottonwood Room— the board is invited.
- The anticipated “open” for the HOMAGO space in Teen Zone will be the first day of Spring Break on March 20<sup>th</sup>.
- The Events Team did a fantastic job with our annual New Years at Noon event! Over 600 patrons participated in several balloon drops around the building.



# Laramie County Library *Foundation*

To: Laramie County Library System Board of Directors  
From: Kellie Fine  
Date: January 20, 2026  
Re: Foundation Director's Report

## **Year-End Campaign:**

Last year the total for 2024-year end giving was \$33,420.

Our 2025 total is \$92,775; our goal was \$50,000.

We had one very generous donor couple who gifted us \$52,000 for specific library community outreach projects. Even without that donation we still raised \$40,675.

We reengaged several donors who had lapsed and had 63 individual donations.

## **Foundation Audit:**

Received and no major issues were found. Please see attached report.

## **Grants:**

Submitted Meta Grant for \$481,118.00, submitting for new maker's space. I should know end of February.

Submitted grants for:

- Women's Civic League for \$3,000, for Summer Reading
- Kiwanis for \$10,000, For Summer Reading.
- When the Delta Kappa Gamma Grant is open, I will also submit it for that grant.

## **Dates to remember for Foundation:**

May 1, 2026- VIP Night

Come Spring Again – June 6, 2026

WyoGives- July 15, 2026

Booklovers Bash – October 16, 2026



Financial Statement for Period  
Ending December 31, 2025

6

Percent YTD

50.00%

**INCOME**

**TAXES**

400-000	1% OPTIONAL SALES	0.00	500,000.00	520,358.50	1,040,717.00	(540,717.00)	48.04%
402-000	AUTO LICENSE FEES	52,549.27	421,884.20	360,000.00	720,000.00	(298,115.80)	58.60%
404-000	MILLAGE	1,275,093.33	2,462,961.49	2,600,000.00	5,200,000.00	(2,737,038.51)	47.36%
406-000	MISCELLANEOUS TAXES	0.00	6,794.74	3,250.00	6,500.00	294.74	104.53%
409-000	SPECIFIC PURPOSE TAX	17,203.33	102,416.58	68,792.31	137,584.62	(35,168.04)	74.44%
	<b>TOTAL TAXES</b>	<b>1,344,845.93</b>	<b>3,494,057.01</b>	<b>3,552,400.81</b>	<b>7,104,801.62</b>	<b>(3,610,744.61)</b>	

**FINES & FEES**

412-000	FINES & FEES	5,061.69	34,457.92	17,500.00	35,000.00	(542.08)	98.45%
	<b>TOTAL FINES &amp; FEES</b>	<b>5,061.69</b>	<b>34,457.92</b>	<b>17,500.00</b>	<b>35,000.00</b>	<b>(542.08)</b>	

**GRANTS**

432-000	GRANTS	0.00	0.00	7,500.00	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	15,132.44	88,791.51	107,974.49	215,948.98	(127,157.47)	41.12%
432-009	GRANT - WSL ARPA OPEN +	2,084.00	148,820.16	0.00	0.00	148,820.16	
433-000	GRANT FROM FND (BSR)	2,259.91	12,572.84	12,500.00	25,000.00	(12,427.16)	50.29%
	<b>TOTAL GRANTS</b>	<b>19,476.35</b>	<b>250,184.51</b>	<b>127,974.49</b>	<b>255,948.98</b>	<b>(5,764.47)</b>	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
<b>SUMMER READING</b>						
454-000 SUMMER READING SALES/DONATIONS	0.00	310.00	750.00	1,500.00	(1,190.00)	20.67%
<b>TOTAL SUMMER READING</b>	<b>0.00</b>	<b>310.00</b>	<b>750.00</b>	<b>1,500.00</b>	<b>(1,190.00)</b>	
<b>MISCELLANEOUS</b>						
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	27,789.41	172,554.19	100,000.00	200,000.00	(27,445.81)	86.28%
435-000 E-RTAE	0.00	0.00	0.00	0.00	0.00	
440-000 SALE OF PROPERTY	196.27	1,138.74	1,250.00	2,500.00	(1,361.26)	45.55%
442-000 MISCELLANEOUS INCOME	0.00	23,309.12	1,000.00	2,000.00	21,309.12	1165.46%
444-000 CONTRACT WITH FOUNDATION	8,168.09	40,564.29	66,675.00	133,350.00	(92,785.71)	30.42%
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	46,973.67	93,947.33	(93,947.33)	0.00%
<b>TOTAL MISCELLANEOUS</b>	<b>36,153.77</b>	<b>444,267.62</b>	<b>215,898.67</b>	<b>431,797.33</b>	<b>12,470.29</b>	
<b>CAFÉ INCOME</b>						
470-000 FOOD SALES	5,319.63	35,377.58	40,000.00	80,000.00	(44,622.42)	44.22%
471-000 KIDS FOOD SALES	910.10	6,136.12	5,500.00	11,000.00	(4,863.88)	55.78%
472-000 HOT DRINK SALES	3,755.28	20,025.01	22,500.00	45,000.00	(24,974.99)	44.50%
473-000 COLD DRINK SALES	1,200.15	11,603.09	11,500.00	23,000.00	(11,396.91)	50.45%
474-000 MERCHANDISE SALES	285.41	1,633.30	2,500.00	5,000.00	(3,366.70)	32.67%
475-000 SALES TAX COLLECTED	671.93	4,408.93	5,000.00	10,000.00	(5,591.07)	44.09%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	750.00	1,500.00	(1,498.08)	0.13%
<b>TOTAL CAFÉ INCOME</b>	<b>12,142.50</b>	<b>79,185.95</b>	<b>87,750.00</b>	<b>175,500.00</b>	<b>(96,314.05)</b>	
<b>TOTAL INCOME</b>	<b>1,417,680.24</b>	<b>4,302,463.01</b>	<b>4,002,273.97</b>	<b>8,004,547.93</b>	<b>(3,702,084.92)</b>	



	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
<b>EXPENSES</b>						
<b>PERSONNEL</b>						
505-000 LIBRARY STAFF	331,708.38	2,001,302.10	2,345,952.30	4,691,904.60	(2,690,602.50)	42.65%
511-000 CONTRACT PERSONNEL	19,781.88	129,123.93	137,500.00	275,000.00	(145,876.07)	46.95%
512-000 CONSULTANTS	2,062.60	15,973.51	26,750.00	53,500.00	(37,526.49)	29.86%
514-000 FOUNDATION STAFF	6,900.00	41,166.67	66,675.00	133,350.00	(92,183.33)	30.87%
515-000 FICA	24,915.65	154,704.20	170,921.59	341,843.17	(187,138.97)	45.26%
516-000 WYOMING RETIREMENT	58,823.68	348,389.87	379,213.46	758,426.91	(410,037.04)	45.94%
517-000 UNEMPLOYMENT BENEFITS	0.00	4,304.75	7,500.00	15,000.00	(10,695.25)	28.70%
710-000 INSURANCE - HEALTH	53,337.38	312,872.37	344,008.98	688,017.96	(375,145.59)	45.47%
715-000 INSURANCE - DENTAL	2,700.54	15,570.63	17,600.00	35,200.00	(19,629.37)	44.23%
718-000 WORKERS' COMPENSATION	0.00	4,887.96	9,841.26	19,682.51	(14,794.55)	24.83%
<b>TOTAL PERSONNEL</b>	<b>500,230.11</b>	<b>3,028,295.99</b>	<b>3,505,962.58</b>	<b>7,011,925.15</b>	<b>(3,983,629.16)</b>	
<b>ADMINISTRATION</b>						
519-000 CONFERENCE/CONT. ED.	2,859.53	18,072.78	32,500.00	65,000.00	(46,927.22)	27.80%
521-000 PROFESSIONAL MBSHIPS	964.00	3,762.88	2,250.00	4,500.00	(737.12)	83.62%
538-000 PLANNING AND DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	
700-000 INSURANCE-PLANT, LIABTY	0.00	80,542.47	50,000.00	100,000.00	(19,457.53)	80.54%
705-000 INSURANCE DEDUCTIBLE LOSS	0.00	0.00	5,000.00	10,000.00	(10,000.00)	0.00%
730-000 SECURITY BONDS	18.00	118.00	500.00	1,000.00	(882.00)	11.80%
803-000 BOARD/VOLUNTEER/STAFF ACTIVITIES	358.04	2,426.10	2,500.00	5,000.00	(2,573.90)	0.00%
815-000 REFUNDS ON LOST MATERIALS	69.77	710.39	1,000.00	2,000.00	(1,289.61)	35.52%
820-000 COLLECTION FEES	391.40	3,646.20	3,500.00	7,000.00	(3,353.80)	52.09%
830-000 PRIOR YEAR CARRYOVER	0.00	52,738.77	22,500.00	45,000.00	7,738.77	117.20%
840-000 MERCHANT FEES	2,430.68	14,546.11	14,500.00	29,000.00	(14,453.89)	50.16%
<b>TOTAL ADMINISTRATION</b>	<b>7,091.42</b>	<b>176,563.70</b>	<b>134,250.00</b>	<b>268,500.00</b>	<b>(91,936.30)</b>	
<b>SUPPLIES &amp; EQUIPMENT</b>						
525-000 OFFICE SUPPLIES	1,641.97	23,364.28	34,000.00	68,000.00	(44,635.72)	34.36%
529-000 EQUIPMENT LEASES - CENTRAL	1,997.38	47,166.29	30,394.00	60,788.00	(13,621.71)	77.59%
530-000 NETWORK	3,386.55	65,512.68	80,107.50	160,215.00	(94,702.32)	40.89%
825-000 SOFTWARE INTERNAL	13,502.15	120,691.46	114,194.28	228,388.56	(107,697.10)	52.84%
<b>TOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>20,528.05</b>	<b>256,734.71</b>	<b>258,695.78</b>	<b>517,391.56</b>	<b>(260,656.85)</b>	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
<b>COMMUNICATIONS</b>						
531-000 POSTAGE	3,690.78	17,975.18	16,500.00	33,000.00	(15,024.82)	54.47%
532-000 TELECOMMUNICATIONS	3,335.98	20,122.23	20,000.00	40,000.00	(19,877.77)	50.31%
534-000 ADVERTISING - CENTRAL	362.91	1,416.26	5,000.00	10,000.00	(8,583.74)	14.16%
536-000 PRINTING AND PUBLICITY	450.24	20,559.26	30,000.00	60,000.00	(39,440.74)	34.27%
<b>TOTAL COMMUNICATIONS</b>	<b>7,839.91</b>	<b>60,072.93</b>	<b>71,500.00</b>	<b>143,000.00</b>	<b>(82,927.07)</b>	
<b>LIBRARY MATERIALS</b>						
543-000 ELECTRONIC RESOURCES	0.00	5,200.00	15,100.00	30,200.00	(25,000.00)	17.22%
547-000 ELECTRONIC MATERIALS	21,000.00	112,099.95	87,500.00	175,000.00	(62,900.05)	64.06%
550-000 LIBRARY MATERIALS	14,782.52	96,691.50	130,000.00	260,000.00	(163,308.50)	37.19%
570-000 PERIODICALS - CENTRAL	2,653.21	9,355.91	9,000.00	18,000.00	(8,644.09)	51.98%
575-000 BINDING	0.00	0.00	1,250.00	2,500.00	(2,500.00)	0.00%
742-000 OCLC SERVICES	0.00	28,621.46	15,215.10	30,430.19	(1,808.73)	94.06%
745-000 WYLD SYSTEM - CENTRAL	0.00	0.00	15,024.57	30,049.14	(30,049.14)	0.00%
<b>TOTAL LIBRARY MATERIALS</b>	<b>38,435.73</b>	<b>251,968.82</b>	<b>273,089.67</b>	<b>546,179.33</b>	<b>(294,210.51)</b>	
<b>PROGRAMS</b>						
580-000 CHILDREN	0.00	34.62	0.00	0.00	34.62	
505-014 FIRST INITIATIVES STAFF	8,595.35	52,967.31	54,000.00	108,000.00	(55,032.69)	49.04%
580-014 FIRST INITIATIVES OTHER	4,778.06	7,351.82	16,000.00	32,000.00	(24,648.18)	22.97%
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	3,000.00	6,000.00	(5,880.01)	2.00%
582-017 LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	500.00	1,000.00	(1,000.00)	0.00%
<b>TOTAL PROGRAMS</b>	<b>13,373.41</b>	<b>60,192.28</b>	<b>73,500.00</b>	<b>147,000.00</b>	<b>(86,807.72)</b>	



Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
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#### UTILITIES

610-000 ELECTRICITY	7,258.95	67,145.96	85,256.00	170,512.00	(103,366.04)	39.38%
620-000 NATURAL GAS	2,953.70	13,302.88	30,000.00	60,000.00	(46,697.12)	22.17%
630-000 WATER - CENTRAL	4,344.52	21,128.05	19,000.00	38,000.00	(16,871.95)	55.60%
<b>TOTAL UTILITIES</b>	<b>14,557.17</b>	<b>101,576.89</b>	<b>134,256.00</b>	<b>268,512.00</b>	<b>(166,935.11)</b>	

#### OPERATION & MAINTENANCE OF FACILITIES

650-000 REPAIR FACILITIES	39.55	16,956.87	41,500.00	83,000.00	(66,043.13)	20.43%
652-000 MAINTENANCE SUPPLIES	6,550.61	32,976.48	31,000.00	62,000.00	(29,023.52)	53.19%
657-000 ROOF REPAIRS	0.00	0.00	25,000.00	50,000.00	(50,000.00)	0.00%
658-000 REPAIR & REPLACE-EQUIP	1,697.20	10,447.70	21,000.00	42,000.00	(31,552.30)	24.88%
748-000 FACILITIES SERV CONTRACT	1,999.98	55,873.47	81,385.00	162,770.00	(106,896.53)	34.33%
749-000 EQUIPMENT SERV CONTRACT	21,890.00	31,070.42	18,930.00	37,860.00	(6,789.58)	82.07%
780-000 EQUIPMENT/FURNISHINGS	0.00	0.00	5,000.00	10,000.00	(10,000.00)	0.00%
<b>TOTAL O&amp;M OF FACILITIES</b>	<b>32,177.34</b>	<b>147,324.94</b>	<b>223,815.00</b>	<b>447,630.00</b>	<b>(300,305.06)</b>	

#### OPERATION & MAINTENANCE OF VEHICLES

660-000 REPAIR - VEHICLES	0.00	1,572.09	7,500.00	15,000.00	(13,427.91)	10.48%
665-000 GASOLINE, OIL, PROPANE, ETC	502.57	2,958.94	4,000.00	8,000.00	(5,041.06)	36.99%
667-000 BOOKMOBILE	0.00	0.00	119,500.00	239,000.00	(239,000.00)	0.00%
<b>TOTAL O&amp;M OF VEHICLES</b>	<b>502.57</b>	<b>4,531.03</b>	<b>131,000.00</b>	<b>262,000.00</b>	<b>(257,468.97)</b>	

#### PROJECTS

787-000 LIBRARY BUILDINGS	0.00	845.25	87,500.00	175,000.00	(174,154.75)	0.00%
790-000 SALARY SURVEY	0.00	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL PROJECTS</b>	<b>0.00</b>	<b>845.25</b>	<b>87,500.00</b>	<b>175,000.00</b>	<b>(174,154.75)</b>	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
<b>CAFÉ COST OF GOODS</b>						
640-000 FOOD PRODUCTS	3,546.99	25,656.86	26,400.00	52,800.00	(27,143.14)	48.59%
642-000 DRINK PRODUCTS	4,381.58	23,619.44	22,000.00	44,000.00	(20,380.56)	53.68%
645-000 MERCHANDISE	0.00	0.00	2,000.00	4,000.00	(4,000.00)	0.00%
648-000 CUSTOMER SUPPLIES	894.95	8,768.91	10,000.00	20,000.00	(11,231.09)	43.84%
<b>TOTAL CAFÉ COST OF GOODS</b>	<b>8,823.52</b>	<b>58,045.21</b>	<b>60,400.00</b>	<b>120,800.00</b>	<b>(62,754.79)</b>	
<b>CAFÉ OPERATIONS</b>						
523-020 LICENSES/PERMITS	119.43	219.43	250.00	500.00	(280.57)	43.89%
525-020 CAFE SUPPLIES	55.00	1,410.03	2,750.00	5,500.00	(4,089.97)	25.64%
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	2,750.00	5,500.00	(5,500.00)	0.00%
780-020 CAFE EQUIPMENT/FURNISHING	0.00	0.00	3,500.00	7,000.00	(7,000.00)	0.00%
845-020 CAFE SALES TAX EXPENSE	840.78	5,044.68	6,000.00	12,000.00	(6,955.32)	42.04%
<b>TOTAL CAFÉ OPERATIONS</b>	<b>1,015.21</b>	<b>6,674.14</b>	<b>15,250.00</b>	<b>30,500.00</b>	<b>(23,825.86)</b>	
<b>GRANTS</b>						
800-000 GRANTS	0.00	0.00	7,500.00	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	48,342.85	0.00	0.00	48,342.85	
800-009 GRANT - WSL ARPA OPEN +	0.00	111,296.75	0.00	0.00	111,296.75	
800-010 McMURRY GRANT	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL GRANTS</b>	<b>0.00</b>	<b>159,639.60</b>	<b>7,500.00</b>	<b>15,000.00</b>	<b>144,639.60</b>	
<b>TOTAL EXPENSES</b>	<b>644,574.44</b>	<b>4,312,465.49</b>	<b>4,976,719.02</b>	<b>9,953,438.04</b>	<b>(5,640,972.55)</b>	
<b>INCOME OVER EXPENSES</b>	<b>773,105.80</b>	<b>(10,002.48)</b>	<b>(974,445.06)</b>	<b>(1,948,890.11)</b>	<b>1,938,887.63</b>	



## 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	500,000.00	1,000,000.00	0.00	100.00%
460-000 INCOME OVER EXPENSES	0.00	1,607,474.73	803,737.37	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	
<b>TOTAL CASH CARRYOVER</b>	<b>0.00</b>	<b>2,607,474.73</b>	<b>1,303,737.37</b>	<b>2,607,474.73</b>	<b>0.00</b>	

#### RESERVE INCOME

480-000 RESERVE - BOOKMOBILE/VEHICLES	0.00	0.00	119,500.00	239,000.00	(239,000.00)	0.00%
481-000 RESERVE - FACILITY REPAIR	0.00	0.00	50,000.00	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	70,000.00	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	
<b>TOTAL RESERVE INCOME</b>	<b>0.00</b>	<b>0.00</b>	<b>239,500.00</b>	<b>479,000.00</b>	<b>(479,000.00)</b>	
<b>TOTAL CASH ON HAND &amp; RESERVE INCOME</b>	<b>0.00</b>	<b>2,607,474.73</b>	<b>1,543,237.37</b>	<b>3,086,474.73</b>	<b>(479,000.00)</b>	

**EXPENSE****CASH CARRYOVER**

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
850-000 PLANNED CASH CARRYOVER	0.00	0.00	500,000.00	1,000,000.00	(1,000,000.00)	0.00%

**TOTAL CASH CARRYOVER**

<b>0.00</b>	<b>0.00</b>	<b>500,000.00</b>	<b>1,000,000.00</b>	<b>(1,000,000.00)</b>	
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**RESERVE EXPENSE**

880-000 BOOKMOBILE/VEHICLES	667.05	4,185.99	41,275.39	82,550.77	(78,364.78)	5.07%
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881-000 BUILDING REPAIR/CARPET	0.00	0.00	0.00	0.00	0.00	
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882-000 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
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883-000 FIRST STEPS INITIATIVE	0.00	0.00	0.00	0.00	0.00	
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883-400 LIBRARIES BUILD BUSINESS	0.00	0.00	0.00	0.00	0.00	
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883-404 LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	0.00	0.00	0.00	
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884-000 PLANNING/FACILITIES	0.00	0.00	0.00	0.00	0.00	
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885-000 EMERGENCY	0.00	0.00	0.00	0.00	0.00	
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890-000 RESERVE O&M	3,105.51	19,899.90	27,516.93	55,033.85	(35,133.95)	36.16%
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**TOTAL RESERVE EXPENSE**

<b>3,772.56</b>	<b>24,085.89</b>	<b>68,792.31</b>	<b>137,584.62</b>	<b>(113,498.73)</b>	
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**TOTAL CASH CARRYOVER & RESERVE EXPENSE**

<b>3,772.56</b>	<b>24,085.89</b>	<b>568,792.31</b>	<b>1,137,584.62</b>	<b>(1,113,498.73)</b>	
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**INCOME OVER EXPENSES WITH RESERVES**

<b>769,333.24</b>	<b>2,573,386.36</b>	<b>0.00</b>	<b>0.00</b>	<b>2,573,386.36</b>	
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# Laramie County Library

Balance Sheet as of  
December 31, 2025

<b>ASSETS</b>			
<b>CURRENT ASSETS</b>	<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>	
<b>CASH</b>			
FIRST INTERSTATE BANK - SAVINGS	776,271.79	71,542.75	
FIRST INTERSTATE BANK - CHECKING	23,563.72	67,315.60	
WYOMING BANK AND TRUST	3,884.62	3,855.11	
FARMERS STATE BANK	-	6,328.69	
WYO-STAR	-	7,060,133.91	
WYOMING CLASS	6,743,259.48	-	
AMERICAN NATIONAL CD	38,235.91	36,552.75	
AMERICAN NATIONAL CD	39,721.97	37,973.40	
FIRST NATIONAL BANK CD	33,984.16	32,917.66	
PETTY CASH	165.00	165.00	
CASH REGISTERS	2,842.40	2,842.40	
WYO-STAR - O&M	998,854.96	955,156.47	
WYO-STAR - BOOKMOBILE	-	363,192.26	
WYOMING CLASS - BOOKMOBILE	204,786.64	-	
TOTAL CASH	<u>8,660,784.01</u>	<u>8,637,976.00</u>	
<b>INVENTORY</b>			
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	<u>12,255.14</u>	<u>13,488.98</u>	
TOTAL CURRENT ASSETS	<u><u>8,877,825.79</u></u>	<u><u>8,651,464.98</u></u>	
<b>LIABILITIES AND FUND BALANCE</b>			
<b>LIABILITIES</b>	<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>	
CAFÉ GIFT CARDS	<u>9,451.19</u>	<u>8,103.51</u>	
TOTAL LIABILITIES	9,451.19	8,103.51	
<b>FUND BALANCE</b>	<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>	
RESTRICTED - O&M	998,854.96	965,156.47	
RESTRICTED LBB	1,527.57	24,285.29	
BOARD DESIGNATED RESERVES	2,847,692.31	2,847,692.31	
RESTRICTED - 1ST STEPS	234,718.64	344,041.81	
RESTRICTED - BOOKMOBILE	204,786.64	363,192.26	
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	2,574,040.57	2,102,781.01	
TOTAL FUND BALANCE	<u>8,868,374.60</u>	<u>8,643,361.47</u>	
TOTAL FUND BALANCE AND LIABILITIES	<u><u>8,877,825.79</u></u>	<u><u>8,651,464.98</u></u>	



The Library Café Financial Statement for Period 6  
Ending December 31, 2025

Percent YTD 50.00%

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
<b>CAFÉ INCOME</b>						
470-000 FOOD SALES	5,319.63	35,377.58	40,000.00	80,000.00	(44,622.42)	44.22%
471-000 KIDS FOOD SALES	910.10	6,136.12	5,500.00	11,000.00	(4,863.88)	55.78%
472-000 HOT DRINK SALES	3,755.28	20,025.01	22,500.00	45,000.00	(24,974.99)	44.50%
473-000 COLD DRINK SALES	1,200.15	11,603.09	11,500.00	23,000.00	(11,396.91)	50.45%
474-000 MERCHANDISE SALES	285.41	1,633.30	2,500.00	5,000.00	(3,366.70)	32.67%
475-000 SALES TAX COLLECTED	671.93	4,408.93	5,000.00	10,000.00	(5,591.07)	44.09%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	750.00	1,500.00	(1,498.08)	0.13%
<b>TOTAL CAFÉ INCOME</b>	<b>12,142.50</b>	<b>79,185.95</b>	<b>87,750.00</b>	<b>175,500.00</b>	<b>(96,314.05)</b>	
<b>EXPENSES</b>						
<b>CAFÉ COST OF GOODS</b>						
640-000 FOOD PRODUCTS	3,546.99	25,656.86	26,400.00	52,800.00	(27,143.14)	48.59%
642-000 DRINK PRODUCTS	4,381.58	23,619.44	22,000.00	44,000.00	(20,380.56)	53.68%
645-000 MERCHANDISE	0.00	0.00	2,000.00	4,000.00	(4,000.00)	0.00%
648-000 CUSTOMER SUPPLIES	894.95	8,768.91	10,000.00	20,000.00	(11,231.09)	43.84%
<b>TOTAL CAFÉ COST OF GOODS</b>	<b>8,823.52</b>	<b>58,045.21</b>	<b>60,400.00</b>	<b>120,800.00</b>	<b>(62,754.79)</b>	
<b>PERSONNEL</b>						
505-020 SALARY - THE LIBRARY CAFÉ	9,413.34	64,715.38	80,000.00	160,000.00	(95,284.62)	40.45%
515-020 FICA	705.77	4,860.52	6,120.00	12,240.00	(7,379.48)	39.71%
516-020 WYOMING RETIREMENT	0.00	0.00	10,000.00	20,000.00	(20,000.00)	0.00%
710-020 INSURANCE - HEALTH	0.00	0.00	12,500.00	25,000.00	(25,000.00)	0.00%
715-020 INSURANCE - DENTAL	0.00	0.00	250.00	500.00	(500.00)	0.00%
718-020 WORKERS' COMPENSATION	0.00	0.00	400.00	800.00	(800.00)	0.00%
<b>TOTAL PERSONNEL</b>	<b>10,119.11</b>	<b>69,575.90</b>	<b>109,270.00</b>	<b>218,540.00</b>	<b>(148,964.10)</b>	
<b>CAFÉ OPERATIONS</b>						
523-020 LICENSES/PERMITS	119.43	219.43	250.00	500.00	(280.57)	43.89%
525-020 CAFE SUPPLIES	55.00	1,410.03	2,750.00	5,500.00	(4,089.97)	25.64%
534-020 MARKETING - CAFE	0.00	0.00	0.00	0.00	0.00	



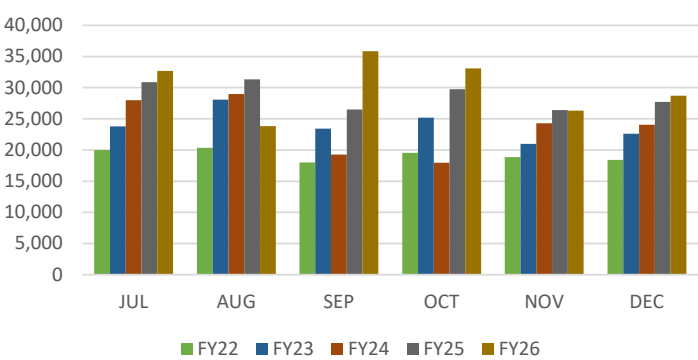
658-020	CAFE REPAIR & REPLACE EQUIPMENT	0.00	0.00	2,750.00	5,500.00	(5,500.00)	0.00%
780-020	CAFE EQUIPMENT/FURNISHING	0.00	0.00	3,500.00	7,000.00	(7,000.00)	0.00%
840-020	MERCHANT FEES	1,542.41	10,242.78	11,000.00	22,000.00	(11,757.22)	46.56%
845-020	CAFE SALES TAX EXPENSE	840.78	5,044.68	6,000.00	12,000.00	(6,955.32)	42.04%
TOTAL CAFÉ OPERATIONS		2,557.62	16,916.92	26,250.00	52,500.00	(35,583.08)	
TOTAL EXPENSES		21,500.25	144,538.03	195,920.00	391,840.00	(247,301.97)	
INCOME OVER EXPENSES		(9,357.75)	(65,352.08)	(108,170.00)	(216,340.00)	150,987.92	

# Stats Dashboard

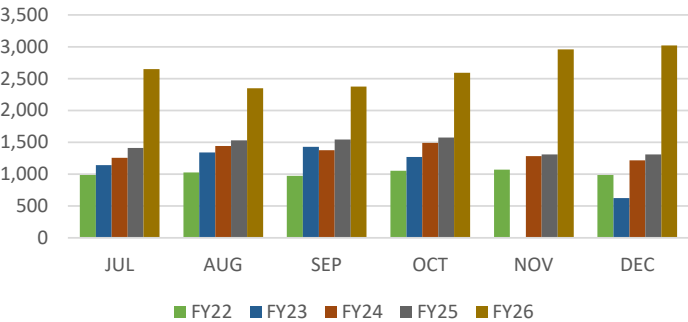
July 1, 2025 - December 31, 2025 (FY26)

## VISITS

### Library Visits

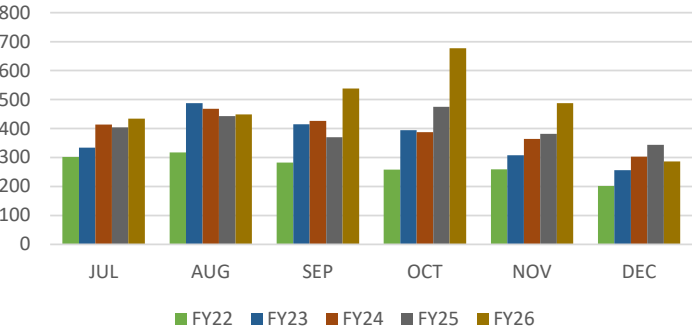


### Website Visits



November FY23 data missing due to tracking system error

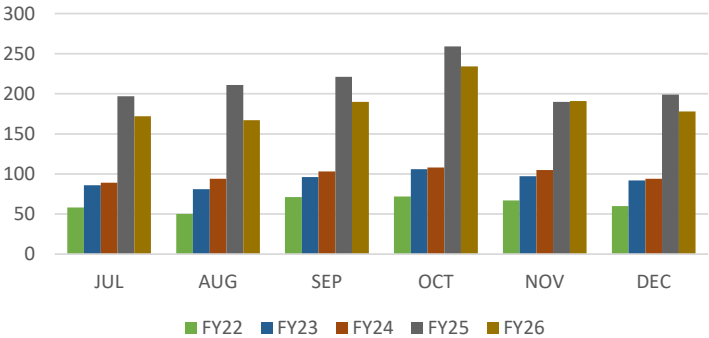
### New Cardholders



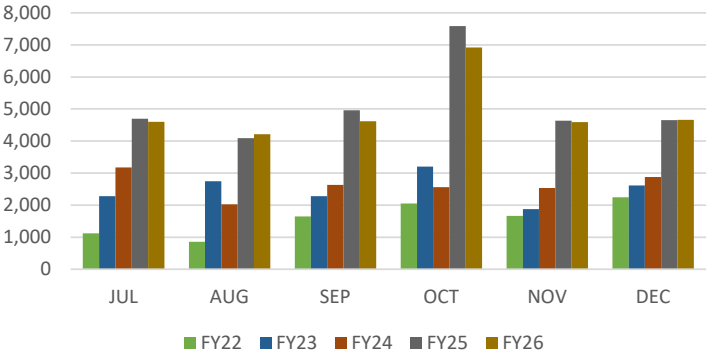


SERVICES & EVENTS

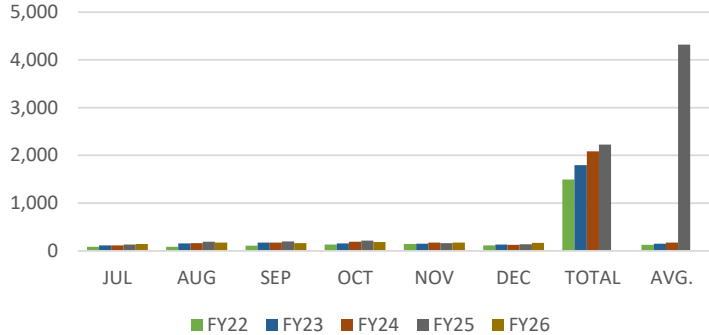
Events



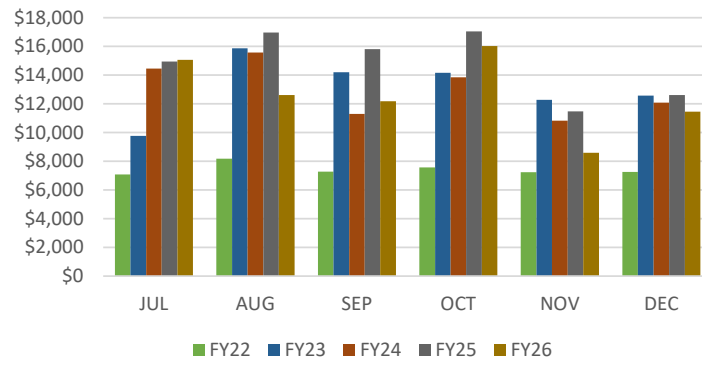
Event Attendance



Meeting Room Uses

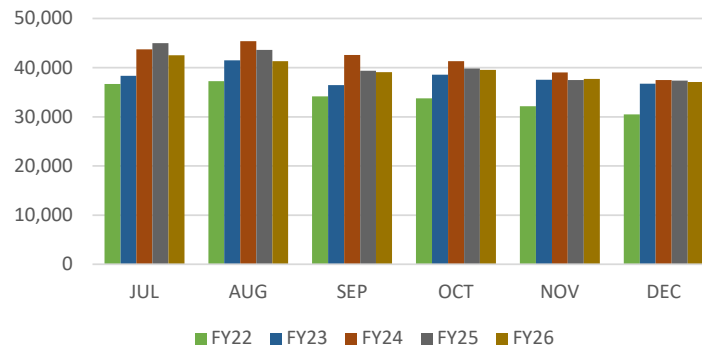


## Café Sales

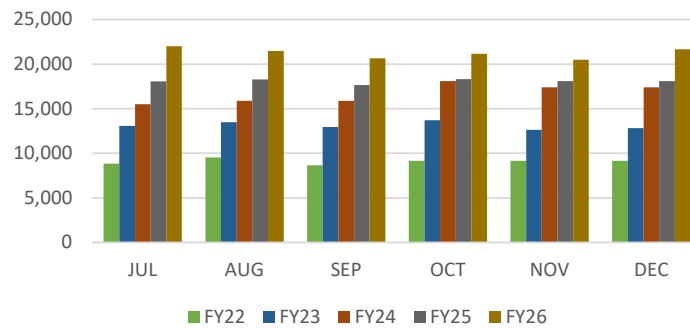


LCLS Stats, p. 2 of 3

## CIRCULATION Physical Materials

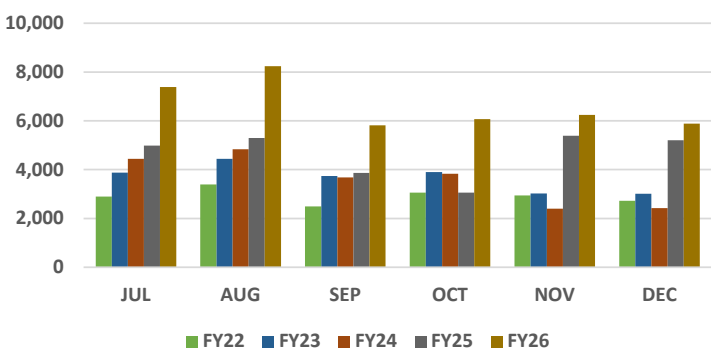


## Electronic Materials

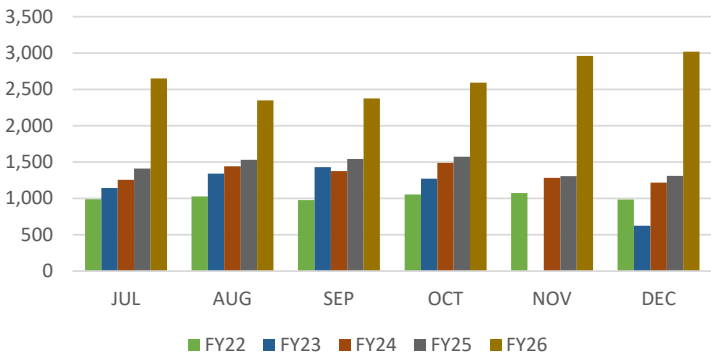




TECHNOLOGY Computer Use



Wireless Use



November FY23 data missing due to tracking system error