

**BOARD OF DIRECTORS****Tuesday, February 24, 2026****AGENDA****Presentation:** JLG: Ballot initiatives and capital campaigns**Consent**

1. Approval of Minutes for January 2026\*
2. Approval of Expenditures for February 2026

**Action****Unfinished Business**

1. 6<sup>th</sup> Penny Discussion-Info from JLG

**New Business**

1. Memos: Events and Programs Policy, Exhibits Policy, Event Presenter and Partner Policy\*

**Executive Session:** Personnel matter and potential real estate interests pursuant to Sections WS 16-4-405 of the Wyoming Statutes**Reports**

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

**Meeting and Events Dates and Location**

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

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

Tuesday, April 21, 2026, Foundation Board Meeting, 4:00 pm, Coneflower Room

Tuesday, April 28, 2026, System Board Meeting, 3:30 pm, Coneflower Room

Adjourn

\*Supporting documentation included



BOARD OF DIRECTORS

MINUTES

January 27, 2026

The Board of Directors of Laramie County Library System met in regular session at the Laramie County Library on Tuesday, January 27, 2026. Michael Pearlman convened the meeting at 3:31 p.m. Directors Stacia Berry, Denise Burke, Kris Rude, Steven Leafgreen, and Gunnar Malm (Ex-Officio) 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), Wendy Lowe (Laramie County Library Foundation Board Member), Sharon Vye (Executive Coordinator), and Blithe McAndrew (Events and Exhibitions Manager).

260127:01 Steven Leafgreen presented a motion to approve the consent agenda as presented; Stacia Berry Seconded the motion. The motion passed unanimously.

260127:02 Stacia Berry presented a motion to approve and adopt the Meeting Room policy as presented, Steven Leafgreen seconded the motion, the motion passed unanimously.

260127:03 Denise Burke presented a motion to move the Social Media Policy to public comment for 45 days. Steven Leafgreen seconded the motion, the motion passed unanimously.

260127:04 Kris Rude presented a motion to remove the listed policy from the policy manual or move them to procedures. Denise Burke seconded the motion, the motion passed unanimously.

Meeting Adjourned at 5:17 p.m.

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

Sharon Vye  
Executive Coordinator



February 17, 2026

**To:** Board of Directors  
**From:** Beth Cook, Director of Public Services

**RE:** Adopt the new *Events and Programs Policy*

**Requested Action by the Board:** Consider a motion to approve the new *Events and Programs Policy* and move to enter the 45-day public comment period.

**Background:** The Library Leadership team, with feedback from employees, has drafted a new Events and Programs Policy. The intent of this new policy is to clearly communicate to the public how the library develops and manages events and programs. The policy is modeled after the approved Collection Development Policy and outlines the request for reconsideration process as it applies to events and programs. The policy also serves as guidance for library staff who plan and facilitate events as part of their role. The proposed policy is included (pages 3-4). Forms for event and program proposals and request for reconsideration will be linked from the policy to the Laramie County Library website. The proposed policy has been reviewed by the policy committee and has been sent to the County Attorney's office for review.

**Policy Committee Feedback:**

1. Consider allowing an adult not with a child to come to a youth event with special permission for transparency purposes. For example, a parent/board member/govt official wanting to assess or know more about the event.
  - Library Leadership Response: the following language under the section "Attendance and Access" was revised from the original policy submitted to the policy committee as follows:
    - i. Events and programs specially designed for children and teens are intended for those audiences, except in the instance of an attendee requiring the assistance of a caregiver.
    - ii. This new language addresses the library's intent and allows library employees latitude to make procedural exceptions and a case-by-case basis.
2. Some of the overview section may spark a little attention/controversy given how things are going at the legislature right now.
  - Library Leadership Response for additional context: The wording in the overview is modeled after the wording in the approved *Collection Development Policy* "LCLS bases its collection development policy on the principles of intellectual freedom and equal access to all as found in the First Amendment of the U.S. Constitution, and the right and responsibility of parents and guardians to determine their minor children's access to library resources."

**Questions for the Board:**

1. Does the Board of Directors have further questions or input about the Exhibits Policy (pages 3-4)?
2. Will the Board of Directors consider a motion to enter the 45-day public comment period?

**Next Steps:**

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



# Events and Programs Policy

## Purpose

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

## Overview

LCLS is committed to providing inclusive and welcoming programs and bases its events and programs policy on the principles of intellectual freedom and equal access to all as found in the First Amendment of the U.S. Constitution. LCLS maintains that only parents and guardians have the right and responsibility to determine their minor children's access to library resources, including events and programs.

## Event and Program Development

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

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

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

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

## Funding

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

## **Attendance and Access**

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

LCLS makes every attempt to accommodate all who wish to attend an event or program. However, when safety, cost, or the success of an event or program requires it, attendance may be limited. Admittance will be determined on a first come, first served basis, either through advance registration or at the door. LCLS reserves the right to deny attendance to anyone found to be in violation of the Library Rules. LCLS makes every effort to comply with applicable laws, including the requirements of the Americans with Disabilities Act (ADA). Reasonable accommodations will be made for those requiring services at library events and programs. Any individual requiring accommodation to participate in an LCLS event or program should contact the County Librarian two weeks prior to the event.

## **Cancellations**

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

## **Request for Reconsideration**

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



February 17, 2026

**To:** Board of Directors

**From:** Beth Cook, Director of Public Services

**RE:** Replace the *Exhibitions Policy* and *Display Opportunities Policy* with a new *Exhibits Policy*

**Requested Action by the Board:** Consider a motion to approve revisions to replace the *Exhibitions Policy* and *Display Opportunities Policy* with a new *Exhibits Policy* and enter the 45-day public comment period.

**Background:** The Library Leadership team has reviewed the Exhibitions Policy and Display Opportunities Policy and proposes a new Exhibits policy to replace the existing policies. The proposed policy is included (pages 2-3). A copy of the current Exhibitions Policy and Display Opportunities Policy are included for comparison (page 4). The proposed revised policy has been reviewed by the policy committee and has been sent to the County Attorney's office for review.

**Overview of Changes:**

In this replacement policy, the two existing policies are combined into one policy which clearly communicates to the public the objective of library exhibits as well as how the library develops, selects, and presents exhibits in library spaces. Additionally, the policy addresses the criteria used by LCLS to make decisions about library exhibits. The policy also outlines the process for submitting an exhibit proposal as well as the request for reconsideration process. Forms for exhibit proposals and request for reconsideration will be linked from the policy to the Laramie County Library website.

**Policy Committee Feedback:**

1. Was language about not being liable for loss/damage omitted because it will be specifically included in an agreement with the exhibitors?
  - Response from Library Leadership: Yes, liability will be addressed in the exhibitor agreement that will be signed by a library representative and the exhibitor.

**Questions for the Board:**

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

**Next Steps:**

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



## Exhibits Policy

### Purpose

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

### Overview

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

The main objective of library exhibits is to support the mission and strategic goals of LCLS. Exhibits are intended to enhance library spaces, provide educational enrichment, promote community engagement, and celebrate art and culture.

### Exhibit Selection and Development

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

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

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

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

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

## **Funding**

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

## **Proposal Process and Guidelines**

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

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

## **Request for Reconsideration**

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

## **DISPLAY OPPORTUNITIES**

1. Laramie County Library System allows displays by outside entities as space permits and if the library is not utilizing the display space.
2. All display proposals, which are not solicited by the library, must be submitted according to the LCLS Exhibition Proposal Requirements for review by the Exhibition Team.
3. Locked display spaces available in Cheyenne:
  - a. Two small movable glass display cases
  - b. Gallery glass display cases
  - c. First floor glass display case by elevator
  - d. Second floor glass display case in south hallway
  - e. Third floor glass display case in south hallway
4. The Burns Library has a limited display area in the café. There is no designated display space in the Pine Bluffs Library.
5. Approval for use of display cases and/or other displays in the library are determined on a case-by-case basis.
6. Laramie County Library is not liable for damage or theft of items displayed.

Adopted April 2, 2013 by the Laramie County Library System Board of Directors.

## **EXHIBITIONS**

Exhibitions at Laramie County Library System will support the library's mission by exhibiting items that contribute to lifelong learning and cultural exposure.

1. LCLS-originated exhibitions have first priority and take precedence over all other exhibitions.
2. Exhibition proposals from organizations and/or individuals outside LCLS must be submitted according to the LCLS's Exhibition Proposal Requirements for review by LCLS's Community and Media Relations (CMR) unit and Events Team. School-age (PreKindergarten-12th Grade) art exhibitions are exempt from this requirement, but must be coordinated through CMR in advance.
3. LCLS reserves the right to extend exhibition invitations to artists, individuals, collectors or groups.
4. The Executive Director (County Librarian) has the final decision over all exhibitions.
5. Prices for art available for sale will not be displayed unless an exception is granted by the Executive Director (County Librarian). LCLS will provide artist contact information (with cards provided by the artist) to patrons who ask for such information. If a sale occurs as a result of an exhibition at the library, the artist is requested, though not required, to donate 20% of the proceeds to the Laramie County Library Foundation.
6. Ideas presented in exhibitions at the library do not constitute endorsement by LCLS.

Adopted April 25, 2017 by the Laramie County Library System Board of Directors.



February 17, 2026

**To:** Board of Directors

**From:** Beth Cook, Director of Public Services

**RE:** Revise the *Event Partnership Policy* to the new *Event Presenter and Partner Policy*

**Requested Action by the Board:** Consider a motion to approve revisions to revise the current *Event Partnership Policy* to the new *Event Presenter and Partner Policy* and enter the 45-day public comment period.

**Background:** The Library Leadership team, with feedback from employees, has reviewed the Event Partnership Policy and proposes a revised Event Presenter and Partner Policy. The proposed policy is included (pages 3-4). A copy of the current Event Partnership Policy is included for comparison (page 5). Event Presenter and Partner definitions are included (page 5) for clarity and reference. These definitions will be available to the public on the Laramie County Library website. The proposed revised policy has been reviewed by the policy committee and has been sent to the County Attorney's office for review.

**Overview of Changes:**

This policy is intended to replace the current Event Partnership policy and is necessary to address the new ways the library is engaging with presenters and partners. The policy provides clear communication on how the library collaborates with external individuals and organizations and develops, selects, and manages events and programs. Additionally, the policy outlines standards and expectations as they apply to presenters, partners, and program content.

**Policy Committee Feedback:**

1. Consider accuracy of the statement, as it may not be the case, in the policy's overview: "The library and its employees will not be held liable for the content of any program presented by a third party."
  - Response from Library Leadership for additional context: Partners and presenters will sign an agreement that includes their agreement to follow The Library Rules. Additionally, the agreement will include the following statement from the Laramie County Attorney that a partner/presenter has to acknowledge.
    - LCLS does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. 1-39-101 et seq., by entering into this MOU. Further, LCLS fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this MOU. By signature below and to the fullest extent permitted by law, Partner agrees to indemnify and hold harmless LCLS, its officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with the possession or presentation of items pursuant to this MOU.

- The parties to this MOU do not intend to create in any other individual or entity the status of third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to the MOU, and shall inure solely to the benefit of the parties to this MOU.

**Questions for the Board:**

1. Does the Board of Directors have further questions or input about the Event Presenter and Partner Policy (pages 2-3)?
2. Will the Board of Directors consider a motion to enter the 45-day public comment period?

**Next Steps:**

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



## Event Presenter and Partner Policy

### Purpose

The Laramie County Library System (LCLS) Event Presenter and Partner Policy provides an overview of how the library collaborates with external individuals and organizations and ensures presenters, partners, and co-hosts are aware of the objectives of and expectations for library events and programs. Additionally, the policy informs collaborators of the standards and principles LCLS applies in the development, selection, and management of events and programs.

### Overview

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

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

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

### Event and Program Development and Content

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

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

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

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

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

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

## **EVENT PARTNERSHIP**

Partnerships for events held at any facility of Laramie County Library System (LCLS) will support our mission by providing events that contribute to lifelong learning and cultural exposure.

1. LCLS events have first priority and take precedence over all partnerships.
2. All partnership proposals, which are not solicited by the LCLS, must be submitted in compliance with the Event Partnership Proposal Form for review by LCLS and must be coordinated through the LCLS Adult Services (AS) Division in advance.
3. Partnership proposals will be selected/denied by LCLS.
4. Presenters bringing books/CDs/other items for sale are requested, though not required, to donate 10% of the proceeds to the Laramie County Library Foundation.
5. Ideas presented at events at the library do not constitute endorsement by LCLS.
6. Events at the library are open to the public and free of charge. Exceptions may be considered by the Executive Director (County Librarian) or designee.
7. Partners will comply with the library Code of Conduct & Meeting Room guidelines.

Adopted September 27, 2011 by the Laramie County Library System Board of Directors.

### **Event Presenter and Partner Definitions:**

#### **Library Events and Programs**

A library event or program is organized and delivered by library staff in a library facility. Library events and programs may feature a presenter or performer invited by LCLS. Presenters or performers interested in proposing a program or event should complete an Event Proposal Form.

#### **Partnership Events and Programs**

A partnership event or program is a mutually beneficial collaboration between LCLS and an external organization to further the mission and goals of both organizations and/or to expand resources and engage new audiences. A partnership involves close cooperation and shared responsibilities, including collaboration on promotional efforts, outlined in a formal agreement signed by both parties. Organizations interested in a partnership with LCLS should complete a Partnership Proposal Form.

#### **Library Co-hosted Events and Programs**

A library co-hosted event or program is an event or program in a library facility that is coordinated by a community member, group, or organization and supported by the library. Library co-hosted events bring value to the community and are in alignment with LCLS's mission and strategic goals. Library support may include priority scheduling of library facilities and promotion in the LCLS calendar of events. Booking a meeting room at the library does not constitute a library co-hosted event. Community members or groups interested in collaborating with the library on a co-hosted event or program should complete a Library Co-hosted Event Proposal Form.

#### **Outreach Events and Programs**

An outreach event or program takes place outside of library facilities and involves the delivery of library services and information to community members, groups, or organizations. Those interested in an outreach event should complete an Outreach Event Request Form.

February 17, 2026

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

## Library Stories

From Ann Dunne (*Assistant Manager-Circulation Services*)

“An adult patron who recently moved from elsewhere in Wyoming applied for his very first library card this afternoon. Though he is temporarily living @ Comea and eligible for a card that provides usage of digital materials he was VERY HAPPY to access our library and digital collections.”

From Diana O'Connor (*Collection & Cataloging Services*)

“Earlier today a patron came in to get a key for a meeting room. She was so happy about the new website and how easy it was to request a room. She was full of giggles about it. She said it was easy to use and better than what we had before.”

From EvaLyn Flores (*FirstSteps Supervisor*)

“Last night after work, I stopped by the store. The clerk checking out my items noticed I work for the library. She looked at me, smiled, and asked if we'll be doing "A Blind Date with a Book" again this year. She said she looks forward to it every year! She also mentioned how much she appreciates the book bundles and all the events we offer throughout the year. She truly loves the staff and everything our library provides!

This is exactly what I LOVE about working here! It is an honor being part of such an amazing team. We impact the community in ways we sometimes forget.”

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 making 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 pretty excited to see the changes and what is in store.”

### **Executive Director Updates**

- The library can grant fund the strategic/informational consultancy work associated with the facilities projects in alignment with the strategic planning and the facilities master planning work. The Laramie County Library Foundation will cover any expenses related to the 6<sup>th</sup> Penny electoral campaign/voter activity.
- Wyoming Business Council hosted an “Exit Interview” for young Wyomingites on the topic of staying leaving and coming back to Wyoming. One common theme was the need for our communities to have a “3<sup>rd</sup> place”, to serve as a community hub, with weekly events, access to technology, and a place for youth to engage without drugs and alcohol. Others mentioned a need for communities to help young people start businesses and support entrepreneurs. All felt strongly that more spaces for new adults (aged 16-21) is desperately needed across the state. What an opportunity for libraries to take a more prominent and evolving role in the lives of WY youth!
- Antonia and Denise Burke (System Board member) attended the Legislative Advocacy Workshop hosted by the Wyoming Nonprofit Network, as well as the Legislative Breakfast.
- Kellie Fine has resigned, and the position of Foundation director has been posted with greater emphasis on large donor development and capital campaign experience.
- LCLS will be featured on a sleeve of the annual Burns High School T-Shirt.
- LCLS is moving forward with two significant Foundation funded projects, a staff workroom remodel and a library vending cabinet project. More info is coming soon!
- Rachael Svoboda, Business Services Coordinator, has been researching and contacting cafes that operate within library settings. These include non-profit partnerships that are supported entirely by donations as well as private entities leasing spaces for their operations. We are making steady progress; however, we are not yet at a point where we can make a recommendation for business operations.
- The next phase of the LCLS Rural Services Expansion Project is underway; next up is the creation of branch telehealth and meeting pod capabilities.
- Antonia will be presenting 6<sup>th</sup> Penny project overview to Kiwanis and Rotary in early June, please alert the group of any other info sharing opportunities.

### **County/Legislative Updates**

- The screenings of “The Librarians” attracted nearly 300 attendees and garnered several mentions in local and state press. Despite the attention and emails from citizens statewide, HB10 has passed out of committee and is being discussed by the House and Senate. Amendments are being proposed by WLA and others; conversations are pending.
- The Foundation’s non-profit advocacy work in support of the library’s 6<sup>th</sup> Penny initiatives will likely extend into an awareness campaign for the November property tax ballot item.

**Public Service Updates**

- After final review by the County Attorney's office, LCLS is exploring growing the Homebound program by piloting the integration of volunteer delivery drivers.
- Self-service libraries is starting patron testing on 2/23 and will be fully launched to the public on 3/2/26!
- The system has promoted a circulation coordinator to the position of Substitute Supervisor to more strategically recruit, train, oversee and utilize these vital system-wide frontline staffing resource.
- One Book, One Laramie County is in full swing, and we have given out close to 500 copies of The Bear already. The audiobook is available on Libby for up to 100 listeners at one time, and we are adding extra copies to the circulating collection to increase access.
- Reading on Common Ground: A Beanstack Bingo Challenge is also live and will continue through July 4.
- A series of three pop-up panel US history exhibits will begin rotating through all three branches on March 5.
- The LCSD#1 Elementary Art Show opens on March 19 with a reception planned for 5:30 PM that evening. Board members and their families are welcome.



# Laramie County Library Foundation

To: Laramie County Library System Board of Directors  
From: Kellie Fine  
Date: February 17, 2026  
Re: Foundation Director's Report

## **Parting Words:**

I want to sincerely thank each of you for your support over the past year. Because of your dedication and belief in our mission, I am confident the Foundation is well-positioned to continue moving upward and accomplishing even greater things.

It has truly been my pleasure to serve as Foundation Director this past year and to witness the incredible work we've done together — from our indoor parking lot party for WyoGives, to a sold-out Booklovers Bash, to achieving our largest year-end campaign to date. These successes reflect the commitment and passion each of you brings to our organization.

The momentum we've built in community exposure and engagement is a strong foundation for the future. With new leadership, I know that momentum will only continue to grow.

Thank you for all you do to support our amazing Library and the Foundation's work. It has been an honor to serve alongside you.

## **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.
- Delta Kappa Gamma Grant \$8,000, for summer reading.
- Submitted grant for new Mobile Library to add to new collection.

## **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 January 31, 2026

7

Percent YTD 58.33%

**INCOME**

**TAXES**

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
400-000 1% OPTIONAL SALES	0.00	500,000.00	607,084.92	1,040,717.00	(540,717.00)	48.04%
402-000 AUTO LICENSE FEES	61,204.82	483,089.02	420,000.00	720,000.00	(236,910.98)	67.10%
404-000 MILLAGE	619,289.74	3,082,251.23	3,033,333.33	5,200,000.00	(2,117,748.77)	59.27%
406-000 MISCELLANEOUS TAXES	0.00	6,794.74	3,791.67	6,500.00	294.74	104.53%
409-000 SPECIFIC PURPOSE TAX	19,029.65	121,446.23	80,257.70	137,584.62	(16,138.39)	88.27%
<b>TOTAL TAXES</b>	<b>699,524.21</b>	<b>4,193,581.22</b>	<b>4,144,467.61</b>	<b>7,104,801.62</b>	<b>(2,911,220.40)</b>	

**FINES & FEES**

412-000 FINES & FEES	5,597.81	40,055.73	20,416.67	35,000.00	5,055.73	114.44%
<b>TOTAL FINES &amp; FEES</b>	<b>5,597.81</b>	<b>40,055.73</b>	<b>20,416.67</b>	<b>35,000.00</b>	<b>5,055.73</b>	

**GRANTS**

432-000 GRANTS	0.00	0.00	8,750.00	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	26,384.80	115,176.31	125,970.24	215,948.98	(100,772.67)	53.33%
432-009 GRANT - WSL ARPA OPEN +	23,949.78	172,769.94	0.00	0.00	172,769.94	
433-000 GRANT FROM FND (BSR)	2,156.29	14,729.13	14,583.33	25,000.00	(10,270.87)	58.92%
<b>TOTAL GRANTS</b>	<b>52,490.87</b>	<b>302,675.38</b>	<b>149,303.57</b>	<b>255,948.98</b>	<b>46,726.40</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	875.00	1,500.00	(1,190.00)	20.67%
<b>TOTAL SUMMER READING</b>	<b>0.00</b>	<b>310.00</b>	<b>875.00</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	27,210.04	199,764.23	116,666.67	200,000.00	(235.77)	99.88%
435-000 E-RTAE	0.00	0.00	0.00	0.00	0.00	
440-000 SALE OF PROPERTY	132.19	1,270.93	1,458.33	2,500.00	(1,229.07)	50.84%
442-000 MISCELLANEOUS INCOME	0.00	23,309.12	1,166.67	2,000.00	21,309.12	1165.46%
444-000 CONTRACT WITH FOUNDATION	8,168.09	48,732.38	77,787.50	133,350.00	(84,617.62)	36.54%
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	54,802.61	93,947.33	(93,947.33)	0.00%
<b>TOTAL MISCELLANEOUS</b>	<b>35,510.32</b>	<b>479,777.94</b>	<b>251,881.78</b>	<b>431,797.33</b>	<b>47,980.61</b>	
<b>CAFÉ INCOME</b>						
470-000 FOOD SALES	5,330.83	40,708.41	46,666.67	80,000.00	(39,291.59)	50.89%
471-000 KIDS FOOD SALES	755.63	6,891.75	6,416.67	11,000.00	(4,108.25)	62.65%
472-000 HOT DRINK SALES	3,625.19	23,650.20	26,250.00	45,000.00	(21,349.80)	52.56%
473-000 COLD DRINK SALES	1,260.73	12,863.82	13,416.67	23,000.00	(10,136.18)	55.93%
474-000 MERCHANDISE SALES	182.71	1,816.01	2,916.67	5,000.00	(3,183.99)	36.32%
475-000 SALES TAX COLLECTED	370.37	4,779.30	5,833.33	10,000.00	(5,220.70)	47.79%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	875.00	1,500.00	(1,498.08)	0.13%
<b>TOTAL CAFÉ INCOME</b>	<b>11,525.46</b>	<b>90,711.41</b>	<b>102,375.00</b>	<b>175,500.00</b>	<b>(84,788.59)</b>	
<b>TOTAL INCOME</b>	<b>804,648.67</b>	<b>5,107,111.68</b>	<b>4,669,319.63</b>	<b>8,004,547.93</b>	<b>(2,897,436.25)</b>	

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

**PERSONNEL**

505-000 LIBRARY STAFF	375,076.19	2,376,378.29	2,736,944.35	4,691,904.60	(2,315,526.31)	50.65%
511-000 CONTRACT PERSONNEL	17,986.01	147,109.94	160,416.67	275,000.00	(127,890.06)	53.49%
512-000 CONSULTANTS	1,490.00	17,463.51	31,208.33	53,500.00	(36,036.49)	32.64%
514-000 FOUNDATION STAFF	6,900.00	48,066.67	77,787.50	133,350.00	(85,283.33)	36.05%
515-000 FICA	29,110.26	183,814.46	199,408.52	341,843.17	(158,028.71)	53.77%
516-000 WYOMING RETIREMENT	65,332.67	413,722.54	442,415.70	758,426.91	(344,704.37)	54.55%
517-000 UNEMPLOYMENT BENEFITS	0.00	4,304.75	8,750.00	15,000.00	(10,695.25)	28.70%
710-000 INSURANCE - HEALTH	55,275.28	368,147.65	401,343.81	688,017.96	(319,870.31)	53.51%
715-000 INSURANCE - DENTAL	2,725.07	18,295.70	20,533.33	35,200.00	(16,904.30)	51.98%
718-000 WORKERS' COMPENSATION	9,901.58	14,789.54	11,481.46	19,682.51	(4,892.97)	75.14%
<b>TOTAL PERSONNEL</b>	<b>563,797.06</b>	<b>3,592,093.05</b>	<b>4,090,289.67</b>	<b>7,011,925.15</b>	<b>(3,419,832.10)</b>	

**ADMINISTRATION**

519-000 CONFERENCE/CONT. ED.	14,702.51	32,775.29	37,916.67	65,000.00	(32,224.71)	50.42%
521-000 PROFESSIONAL MBSHIPS	1,694.00	5,456.88	2,625.00	4,500.00	956.88	121.26%
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	58,333.33	100,000.00	(19,457.53)	80.54%
705-000 INSURANCE DEDUCTIBLE LOSS	0.00	0.00	5,833.33	10,000.00	(10,000.00)	0.00%
730-000 SECURITY BONDS	0.00	118.00	583.33	1,000.00	(882.00)	11.80%
803-000 BOARD/VOLUNTEER/STAFF ACTIVITIES	367.96	2,794.06	2,916.67	5,000.00	(2,205.94)	0.00%
815-000 REFUNDS ON LOST MATERIALS	156.29	866.68	1,166.67	2,000.00	(1,133.32)	43.33%
820-000 COLLECTION FEES	525.30	4,171.50	4,083.33	7,000.00	(2,828.50)	59.59%
830-000 PRIOR YEAR CARRYOVER	0.00	52,738.77	26,250.00	45,000.00	7,738.77	117.20%
840-000 MERCHANT FEES	2,023.48	16,569.59	16,916.67	29,000.00	(12,430.41)	57.14%
<b>TOTAL ADMINISTRATION</b>	<b>19,469.54</b>	<b>196,033.24</b>	<b>156,625.00</b>	<b>268,500.00</b>	<b>(72,466.76)</b>	

**SUPPLIES & EQUIPMENT**

525-000 OFFICE SUPPLIES	2,131.22	25,495.50	39,666.67	68,000.00	(42,504.50)	37.49%
529-000 EQUIPMENT LEASES - CENTRAL	1,597.58	48,763.87	35,459.67	60,788.00	(12,024.13)	80.22%
530-000 NETWORK	3,158.93	68,671.61	93,458.75	160,215.00	(91,543.39)	42.86%
825-000 SOFTWARE INTERNAL	7,808.19	128,499.65	133,226.66	228,388.56	(99,888.91)	56.26%
<b>TOTAL SUPPLIES &amp; EQUIPMENT</b>	<b>14,695.92</b>	<b>271,430.63</b>	<b>301,811.74</b>	<b>517,391.56</b>	<b>(245,960.93)</b>	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
<b>COMMUNICATIONS</b>						
531-000 POSTAGE	1,288.88	19,264.06	19,250.00	33,000.00	(13,735.94)	58.38%
532-000 TELECOMMUNICATIONS	3,244.31	23,366.54	23,333.33	40,000.00	(16,633.46)	58.42%
534-000 ADVERTISING - CENTRAL	0.01	1,416.27	5,833.33	10,000.00	(8,583.73)	14.16%
536-000 PRINTING AND PUBLICITY	9,755.06	30,314.32	35,000.00	60,000.00	(29,685.68)	50.52%
<b>TOTAL COMMUNICATIONS</b>	<b>14,288.26</b>	<b>74,361.19</b>	<b>83,416.67</b>	<b>143,000.00</b>	<b>(68,638.81)</b>	
<b>LIBRARY MATERIALS</b>						
543-000 ELECTRONIC RESOURCES	3,000.00	8,200.00	17,616.67	30,200.00	(22,000.00)	27.15%
547-000 ELECTRONIC MATERIALS	0.00	112,099.95	102,083.33	175,000.00	(62,900.05)	64.06%
550-000 LIBRARY MATERIALS	12,622.24	109,313.74	151,666.67	260,000.00	(150,686.26)	42.04%
570-000 PERIODICALS - CENTRAL	3,164.12	12,520.03	10,500.00	18,000.00	(5,479.97)	69.56%
575-000 BINDING	0.00	0.00	1,458.33	2,500.00	(2,500.00)	0.00%
742-000 OCLC SERVICES	0.00	28,621.46	17,750.94	30,430.19	(1,808.73)	94.06%
745-000 WYLD SYSTEM - CENTRAL	0.00	0.00	17,528.67	30,049.14	(30,049.14)	0.00%
<b>TOTAL LIBRARY MATERIALS</b>	<b>18,786.36</b>	<b>270,755.18</b>	<b>318,604.61</b>	<b>546,179.33</b>	<b>(275,424.15)</b>	
<b>PROGRAMS</b>						
580-000 CHILDREN	0.00	34.62	0.00	0.00	34.62	
505-014 FIRST INITIATIVES STAFF	9,449.37	62,416.68	63,000.00	108,000.00	(45,583.32)	57.79%
580-014 FIRST INITIATIVES OTHER	744.80	8,096.62	18,666.67	32,000.00	(23,903.38)	25.30%
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	3,500.00	6,000.00	(5,880.01)	2.00%
582-017 LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	583.33	1,000.00	(1,000.00)	0.00%
<b>TOTAL PROGRAMS</b>	<b>10,194.17</b>	<b>70,386.45</b>	<b>85,750.00</b>	<b>147,000.00</b>	<b>(76,613.55)</b>	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
<b>UTILITIES</b>						
610-000 ELECTRICITY	12,113.01	79,258.97	99,465.33	170,512.00	(91,253.03)	46.48%
620-000 NATURAL GAS	3,838.69	17,141.57	35,000.00	60,000.00	(42,858.43)	28.57%
630-000 WATER - CENTRAL	2,586.15	23,714.20	22,166.67	38,000.00	(14,285.80)	62.41%
<b>TOTAL UTILITIES</b>	<b>18,537.85</b>	<b>120,114.74</b>	<b>156,632.00</b>	<b>268,512.00</b>	<b>(148,397.26)</b>	
<b>OPERATION &amp; MAINTENANCE OF FACILITIES</b>						
650-000 REPAIR FACILITIES	10,571.01	27,527.88	48,416.67	83,000.00	(55,472.12)	33.17%
652-000 MAINTENANCE SUPPLIES	4,524.85	37,501.33	36,166.67	62,000.00	(24,498.67)	60.49%
657-000 ROOF REPAIRS	14,495.43	14,495.43	29,166.67	50,000.00	(35,504.57)	28.99%
658-000 REPAIR & REPLACE-EQUIP	2,050.25	12,497.95	24,500.00	42,000.00	(29,502.05)	29.76%
748-000 FACILITIES SERV CONTRACT	8,375.49	64,248.96	94,949.17	162,770.00	(98,521.04)	39.47%
749-000 EQUIPMENT SERV CONTRACT	130.76	31,201.18	22,085.00	37,860.00	(6,658.82)	82.41%
780-000 EQUIPMENT/FURNISHINGS	434.18	434.18	5,833.33	10,000.00	(9,565.82)	4.34%
<b>TOTAL O&amp;M OF FACILITIES</b>	<b>40,581.97</b>	<b>187,906.91</b>	<b>261,117.50</b>	<b>447,630.00</b>	<b>(259,723.09)</b>	
<b>OPERATION &amp; MAINTENANCE OF VEHICLES</b>						
660-000 REPAIR - VEHICLES	1,002.91	2,575.00	8,750.00	15,000.00	(12,425.00)	17.17%
665-000 GASOLINE, OIL, PROPANE, ETC	272.88	3,231.82	4,666.67	8,000.00	(4,768.18)	40.40%
667-000 BOOKMOBILE	0.00	0.00	139,416.67	239,000.00	(239,000.00)	0.00%
<b>TOTAL O&amp;M OF VEHICLES</b>	<b>1,275.79</b>	<b>5,806.82</b>	<b>152,833.33</b>	<b>262,000.00</b>	<b>(256,193.18)</b>	
<b>PROJECTS</b>						
787-000 LIBRARY BUILDINGS	0.00	845.25	102,083.33	175,000.00	(174,154.75)	0.00%
790-000 SALARY SURVEY	0.00	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL PROJECTS</b>	<b>0.00</b>	<b>845.25</b>	<b>102,083.33</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	3,548.10	29,204.96	30,800.00	52,800.00	(23,595.04)	55.31%
642-000 DRINK PRODUCTS	2,845.84	26,465.28	25,666.67	44,000.00	(17,534.72)	60.15%
645-000 MERCHANDISE	0.00	0.00	2,333.33	4,000.00	(4,000.00)	0.00%
648-000 CUSTOMER SUPPLIES	747.17	9,516.08	11,666.67	20,000.00	(10,483.92)	47.58%
<b>TOTAL CAFÉ COST OF GOODS</b>	<b>7,141.11</b>	<b>65,186.32</b>	<b>70,466.67</b>	<b>120,800.00</b>	<b>(55,613.68)</b>	
<b>CAFÉ OPERATIONS</b>						
523-020 LICENSES/PERMITS	0.00	219.43	291.67	500.00	(280.57)	43.89%
525-020 CAFE SUPPLIES	190.50	1,600.53	3,208.33	5,500.00	(3,899.47)	29.10%
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	3,208.33	5,500.00	(5,500.00)	0.00%
780-020 CAFE EQUIPMENT/FURNISHING	0.00	0.00	4,083.33	7,000.00	(7,000.00)	0.00%
845-020 CAFE SALES TAX EXPENSE	840.78	5,885.46	7,000.00	12,000.00	(6,114.54)	49.05%
<b>TOTAL CAFÉ OPERATIONS</b>	<b>1,031.28</b>	<b>7,705.42</b>	<b>17,791.67</b>	<b>30,500.00</b>	<b>(22,794.58)</b>	
<b>GRANTS</b>						
800-000 GRANTS	0.00	0.00	8,750.00	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	26,384.80	74,727.65	0.00	0.00	74,727.65	
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>26,384.80</b>	<b>186,024.40</b>	<b>8,750.00</b>	<b>15,000.00</b>	<b>171,024.40</b>	
<b>TOTAL EXPENSES</b>	<b>736,184.11</b>	<b>5,048,649.60</b>	<b>5,806,172.19</b>	<b>9,953,438.04</b>	<b>(4,904,788.44)</b>	
<b>INCOME OVER EXPENSES</b>	<b>68,464.56</b>	<b>58,462.08</b>	<b>(1,136,852.56)</b>	<b>(1,948,890.11)</b>	<b>2,007,352.19</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	583,333.33	1,000,000.00	0.00	100.00%
460-000 INCOME OVER EXPENSES	0.00	1,607,474.73	937,693.59	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>1,521,026.93</b>	<b>2,607,474.73</b>	<b>0.00</b>	

**RESERVE INCOME**

480-000 RESERVE - BOOKMOBILE/VEHICLES	0.00	0.00	139,416.67	239,000.00	(239,000.00)	0.00%
481-000 RESERVE - FACILITY REPAIR	0.00	0.00	58,333.33	100,000.00	(100,000.00)	0.00%
482-000 RESERVE - EQUIPMENT/FURNISHINGS	0.00	0.00	0.00	0.00	0.00	
483-000 RESERVE - FIRST STEPS	0.00	0.00	81,666.67	140,000.00	(140,000.00)	0.00%
484-000 RESERVE - PLANNING/FACILITIES	0.00	0.00	0.00	0.00	0.00	
485-000 RESERVE - EMERGENCY	0.00	0.00	0.00	0.00	0.00	
490-000 RESERVE - O&M	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL RESERVE INCOME</b>	<b>0.00</b>	<b>0.00</b>	<b>279,416.67</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>1,800,443.59</b>	<b>3,086,474.73</b>	<b>(479,000.00)</b>	

<b>EXPENSE</b>	<b>Current Period Actual</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>Remaining Budget</b>	<b>Percent of Budget</b>
<b>CASH CARRYOVER</b>						
850-000 PLANNED CASH CARRYOVER	0.00	0.00	583,333.33	1,000,000.00	(1,000,000.00)	0.00%
<b>TOTAL CASH CARRYOVER</b>	<b>0.00</b>	<b>0.00</b>	<b>583,333.33</b>	<b>1,000,000.00</b>	<b>(1,000,000.00)</b>	
<b>RESERVE EXPENSE</b>						
880-000 BOOKMOBILE/VEHICLES	653.01	4,839.00	48,154.62	82,550.77	(77,711.77)	5.86%
881-000 BUILDING REPAIR/CARPET	0.00	0.00	0.00	0.00	0.00	
882-000 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
883-000 FIRST STEPS INITIATIVE	0.00	0.00	0.00	0.00	0.00	
883-400 LIBRARIES BUILD BUSINESS	0.00	0.00	0.00	0.00	0.00	
883-404 LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	0.00	0.00	0.00	
884-000 PLANNING/FACILITIES	0.00	0.00	0.00	0.00	0.00	
885-000 EMERGENCY	0.00	0.00	0.00	0.00	0.00	
890-000 RESERVE O&M	3,206.30	23,106.20	32,103.08	55,033.85	(31,927.65)	41.99%
<b>TOTAL RESERVE EXPENSE</b>	<b>3,859.31</b>	<b>27,945.20</b>	<b>80,257.70</b>	<b>137,584.62</b>	<b>(109,639.42)</b>	
<b>TOTAL CASH CARRYOVER &amp; RESERVE EXPENSE</b>	<b>3,859.31</b>	<b>27,945.20</b>	<b>663,591.03</b>	<b>1,137,584.62</b>	<b>(1,109,639.42)</b>	
<b>INCOME OVER EXPENSES WITH RESERVES</b>	<b>64,605.25</b>	<b>2,637,991.61</b>	<b>0.00</b>	<b>0.00</b>	<b>2,637,991.61</b>	



# Laramie County Library

Balance Sheet as of  
January 31, 2026

<b>ASSETS</b>		
<b>CURRENT ASSETS</b>	<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>
<b>CASH</b>		
FIRST INTERSTATE BANK - SAVINGS	830,094.48	91,557.29
FIRST INTERSTATE BANK - CHECKING	16,572.86	378,735.83
WYOMING BANK AND TRUST	-	3,857.89
FARMERS STATE BANK	-	6,333.39
WYO-STAR	-	6,875,537.97
WYOMING CLASS	6,764,760.92	-
AMERICAN NATIONAL CD	38,235.91	36,552.75
AMERICAN NATIONAL CD	39,721.97	37,973.40
FIRST NATIONAL BANK CD	34,069.31	33,080.14
PETTY CASH	165.00	165.00
CASH REGISTERS	2,842.40	2,842.40
WYO-STAR - O&M	1,002,061.26	962,838.84
WYO-STAR - BOOKMOBILE	-	154,209.88
WYOMING CLASS - BOOKMOBILE	205,439.65	-
TOTAL CASH	8,728,524.11	8,583,684.78
<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	12,255.14	13,488.98
TOTAL CURRENT ASSETS	8,946,218.90	8,597,173.76
<b>LIABILITIES AND FUND BALANCE</b>		
<b>LIABILITIES</b>	<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>
CAFÉ GIFT CARDS	9,379.74	8,123.94
TOTAL LIABILITIES	9,379.74	8,153.14
<b>FUND BALANCE</b>		
RESTRICTED - O&M	1,002,061.26	972,838.84
RESTRICTED LBB	1,527.57	6,365.29
BOARD DESIGNATED RESERVES	2,847,692.31	2,847,692.31
RESTRICTED - 1ST STEPS	234,718.64	344,041.81
RESTRICTED - BOOKMOBILE	205,439.65	164,209.88
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	2,638,645.82	2,257,660.17
TOTAL FUND BALANCE	8,936,839.16	8,589,020.62
TOTAL FUND BALANCE AND LIABILITIES	8,946,218.90	8,597,173.76



The Library Café Financial Statement for Period 7  
Ending January 31, 2026

Percent YTD 58.33%

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
<b>CAFÉ INCOME</b>						
470-000 FOOD SALES	5,330.83	40,708.41	46,666.67	80,000.00	(39,291.59)	50.89%
471-000 KIDS FOOD SALES	755.63	6,891.75	6,416.67	11,000.00	(4,108.25)	62.65%
472-000 HOT DRINK SALES	3,625.19	23,650.20	26,250.00	45,000.00	(21,349.80)	52.56%
473-000 COLD DRINK SALES	1,260.73	12,863.82	13,416.67	23,000.00	(10,136.18)	55.93%
474-000 MERCHANDISE SALES	182.71	1,816.01	2,916.67	5,000.00	(3,183.99)	36.32%
475-000 SALES TAX COLLECTED	370.37	4,779.30	5,833.33	10,000.00	(5,220.70)	47.79%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	875.00	1,500.00	(1,498.08)	0.13%
<b>TOTAL CAFÉ INCOME</b>	<b>11,525.46</b>	<b>90,711.41</b>	<b>102,375.00</b>	<b>175,500.00</b>	<b>(84,788.59)</b>	
<b>EXPENSES</b>						
<b>CAFÉ COST OF GOODS</b>						
640-000 FOOD PRODUCTS	3,548.10	29,204.96	30,800.00	52,800.00	(23,595.04)	55.31%
642-000 DRINK PRODUCTS	2,845.84	26,465.28	25,666.67	44,000.00	(17,534.72)	60.15%
645-000 MERCHANDISE	0.00	0.00	2,333.33	4,000.00	(4,000.00)	0.00%
648-000 CUSTOMER SUPPLIES	747.17	9,516.08	11,666.67	20,000.00	(10,483.92)	47.58%
<b>TOTAL CAFÉ COST OF GOODS</b>	<b>7,141.11</b>	<b>65,186.32</b>	<b>70,466.67</b>	<b>120,800.00</b>	<b>(55,613.68)</b>	
<b>PERSONNEL</b>						
505-020 SALARY - THE LIBRARY CAFÉ	11,207.51	75,922.89	93,333.33	160,000.00	(84,077.11)	47.45%
515-020 FICA	843.02	5,703.54	7,140.00	12,240.00	(6,536.46)	46.60%
516-020 WYOMING RETIREMENT	1,502.52	8,782.16	11,666.67	20,000.00	(11,217.84)	43.91%
710-020 INSURANCE - HEALTH	0.00	0.00	14,583.33	25,000.00	(25,000.00)	0.00%
715-020 INSURANCE - DENTAL	0.00	0.00	291.67	500.00	(500.00)	0.00%
718-020 WORKERS' COMPENSATION	0.00	0.00	466.67	800.00	(800.00)	0.00%
<b>TOTAL PERSONNEL</b>	<b>13,553.05</b>	<b>90,408.59</b>	<b>127,481.67</b>	<b>218,540.00</b>	<b>(128,131.41)</b>	
<b>CAFÉ OPERATIONS</b>						
523-020 LICENSES/PERMITS	0.00	219.43	291.67	500.00	(280.57)	43.89%
525-020 CAFE SUPPLIES	190.50	1,600.53	3,208.33	5,500.00	(3,899.47)	29.10%
534-020 MARKETING - CAFE	0.00	0.00	0.00	0.00	0.00	

658-020 CAFE REPAIR & REPLACE EQUIPMENT	0.00	0.00	3,208.33	5,500.00	(5,500.00)	0.00%
780-020 CAFE EQUIPMENT/FURNISHING	0.00	0.00	4,083.33	7,000.00	(7,000.00)	0.00%
840-020 MERCHANT FEES	1,382.11	11,624.89	12,833.33	22,000.00	(10,375.11)	52.84%
845-020 CAFE SALES TAX EXPENSE	840.78	5,885.46	7,000.00	12,000.00	(6,114.54)	49.05%
<b>TOTAL CAFÉ OPERATIONS</b>	<b>2,413.39</b>	<b>19,330.31</b>	<b>30,625.00</b>	<b>52,500.00</b>	<b>(33,169.69)</b>	
<b>TOTAL EXPENSES</b>	<b>23,107.55</b>	<b>174,925.22</b>	<b>228,573.33</b>	<b>391,840.00</b>	<b>(216,914.78)</b>	
<b>INCOME OVER EXPENSES</b>	<b>(11,582.09)</b>	<b>(84,213.81)</b>	<b>(126,198.33)</b>	<b>(216,340.00)</b>	<b>132,126.19</b>	