

BOARD OF DIRECTORS
Monday March 30, 2026
AGENDA

Presentation: Joelle Ashley MaC Division Manager - LibCal

Consent

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

Action

Unfinished Business

1. Public Hearing: Social Media Policy*
2. Facilities Master Plan – Adoption
 - a. 6th Penny Update

New Business

1. Employee Policy*
2. FY27 Working Draft Budget*

Reports

- Director’s Report*
- Foundation Report*
- Personnel Changes*
- Financial Report for March 2026*
- Balance Sheet for March 2026*
- Library Café Financial Report for March 2026*

Meeting and Events Dates and Location

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

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

Tuesday, May 19, 2026, Foundation Board Meeting, 4:00pm, Coneflower Room

Tuesday, May 26, 2026, System Board Meeting, 4:00om, Coneflower Room

Adjourn

*Supporting documentation included



BOARD OF DIRECTORS

MINUTES

February 24, 2026

The Board of Directors of Laramie County Library System met in regular session at the Laramie County Library on Tuesday, February 24, 2026. Michael Pearlman convened the meeting at 3:31 p.m. Directors Stacia Berry, Denise Burke, Kris Rude, Steven Leafgreen, were present. Also present were Antonia Gaona (Executive Director/County Librarian), Laura Block (Director of Business and Administration), Beth Cook (Director of Public Services), Frank Magazine, Rosalind Schliske, Charles Routt (Laramie County Library Foundation Board Members), Sharon Vye (Executive Coordinator), Debbie Joy and Kelley LeBlanc (Representatives from JLG Architects), and Member of the public Bob Wilson.

260224:01 Denise Burke presented a motion to approve the consent agenda as presented; Stacia Berry Seconded the motion. The motion passed unanimously.

260224:02 Steven Leafgreen presented a motion to place the Events and Programs Policy, Exhibits Policy, and the Event Presenter and Partner policy out for public comment with the understanding that a minor wording change will be updated prior to being submitted. Kris Rude Seconded the motion. The motion passed unanimously.

260224:03 Steven Leafgreen presented a motion to enter an Executive Session with approved guests to discuss a personnel matter and potential real estate discussion. Denise Burke Seconded the motion. The motion passed unanimously.

Meeting Adjourned at 5:25 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 MARCH 1, 2026	2,734,671.57
RECEIPTS	
TAXES	161,730.40
OTHER	8,190.29
TOTAL RECEIPTS	
BALANCE: GENERAL FUND MARCH 24, 2026	2,904,592.26

NET PAYROLL	275,419.57
COLONIAL LIFE INSURANCE CO.	99.51
DELTA DENTAL OF WYOMING	3,364.45
FIRST INTERSTATE BANK	78,440.24
GREAT-WEST TRUST COMPANY, LLC	6,520.00
LARAMIE COUNTY TREASURER	63,284.00
LEGALSHIELD	273.15
LINCOLN NAT'L LIFE INS CO.	520.79
MASA	165.00
NCPERS GROUP LIFE INS	112.00
UNITED WAY OF LARAMIE COUNTY	300.00
VISION SERVICE PLAN- (WY)	629.87
WYOMING RETIREMENT SYSTEM	58,457.74

BATTERIES PLUS BULBS #291	1,208.10
BLACK HILLS ENERGY	10,751.39
BOARD OF PUBLIC UTILITIES	1,656.01
BOXELDER TREE FARMS LLC	165.00
BULLRIDGE PLUMBING & HEATING INC	17,864.89
BURNS UTILITY BOARD	1,128.00
CAPITAL BUSINESS SYSTEMS, INC	89.48
CARD SERVICES	24,262.49
CAV-FRONT RANGE	55.00
CENGAGE LEARNING, INC.	782.40
CENTER POINT PUBLISHING	595.68
CENTURYLINK	44.47
COAL CREEK COFFEE COMPANY	1,409.79
CORPORATE PROTECTIVE SERVICES	110.00
DELL MARKETING L.P.	2,751.98
DIANA O'CONNOR	414.00
EAKES OFFICE SOLUTIONS	99.75
GADELLNET CONSULTING SERVICES, LLC	2,271.88
GLOBAL INDUSTRIAL	923.52

GRAINGER	3,768.72	
GREAT AMERICA FINANCIAL SERVICES	733.43	
GREATER CHEY CHAMBER COMMERCE	30.00	
HEALTHCARE SERVICES	10,868.16	
INGRAM BOOK COMPANY, LLC	12,992.72	
JILLIAN MARTIN	414.00	
LARAMIE COUNTY TREASURER	952.49	
LOCK SHOP OF CHEYENNE	12.95	
MELANIE HORNBECK	388.00	
MENARDS	65.82	
MIDWEST TAPE	13,741.70	
NORCO INC	116.51	
OFFICE SHOP INC.	290.92	
PBR PRINTING	5,046.79	
PERMA BOUND	492.50	
PINE BLUFFS POST	1,828.20	
PLAYAWAY PRODUCTS LLC	909.95	
PRECISION SECURITY TEAM	9,292.26	
PROFESSIONAL LANDSCAPING	210.00	
RANGE	228.80	
RANGE	225.78	
SHAMROCK FOODS COMPANY	4,686.59	
SHEET METAL PRODUCTS INC.	400.00	
STERLING VOLUNTEERS	53.02	
STUDIOTROPE DESIGN COLLECTIVE LLC	7,104.00	
SUPPLYWORKS	2,526.39	
SUSAN PARKINS	388.00	
THOMAS KLISE/CRIMSON MULTIMEDIA	1,181.93	
TOWN OF PINE BLUFFS	534.26	
TUNDRA RESTAURANT SUPPLY, INC.	598.90	
UNIQUE MANAGEMENT SERVICES	844.60	
VERIZON WIRELESS	1,029.86	
VERNON LIBRARY SUPPLIES, INC.	451.80	
WG DALE	290.00	
WHITTEMORE	1,000.00	
WYOMING DEPT OF REVENUE	818.20	
WYOMING LIBRARY ASSOCIATION	185.00	
WYOMING TRIBUNE-EAGLE	154.98	
XESI DOCUMENT SOLUTIONS	390.93	
TOTAL DISBURSEMENTS	639,418.31	
BALANCE AFTER DISBURSEMENTS		2,265,173.95



March 16, 2026

To: LCLS Board of Directors
From: Sharon Vye, Executive Coordinator
Subject: Public Comment Period – Social Media Policy

This memo serves to document the public comment process for the proposed Social Media Policy.

The Social Media Policy was made available for public comment from January 28, 2026, through March 14, 2026, 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 Social Media Policy.

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

March 24, 2026

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

RE: Facilities Master Plan

Requested Action by the Board: Consider a motion to adopt the LCLS Facilities Master Plan

Background: Laramie County Library System's (LCLS) recently completed a community-driven strategic planning and facilities master planning process. In addition, the consultant, JLG Architects conducted a facilities assessment and provided a comprehensive report detailing repair and maintenance needs for Laramie County Library facilities. JLG Architects presented the final Facilities Master Plan to the Laramie County Library Board of Directors on February 24th, 2026, for review and consideration.

Next Steps:

Laramie County Library System's (LCLS) is moving forward with strategic project and spending priorities based on the approved strategic plan and (pending) facilities master plan. The emergent priorities and gaps in library service that were identified during engagement and input sessions by residents and stakeholders will appear on the 6th Penny Special purpose tax ballot in August 2026. These projects are direct responses to these identified needs and community provided input about library services and facilities.

Questions for the Board:

1. Does the Board of Directors have further questions or input about the Library Facilities Master Plan or Facilities Assessment Report?
2. Will the Board of Directors consider a motion to approve the Library Facilities Master Plan?



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



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JLG 24345

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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.


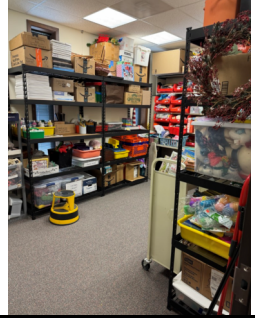
CATEGORY	SYSTEMS	RATINGS						N/A	COMMENTS	PHOTOS
		EXCELENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR				
SITE	SIDE WALKS	5	4	3	2	1	0	City sidewalks at building front-main entry/ good condition/ also paved sidewalk at the rear staff entrance in good condition Facilities team mentioned some heaving in 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

-
- 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.



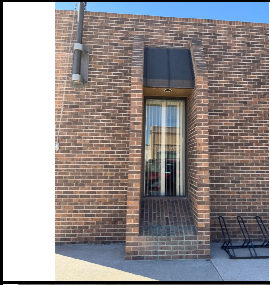

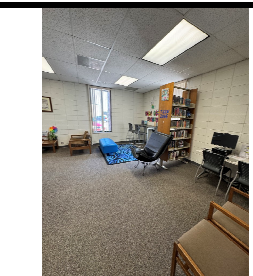
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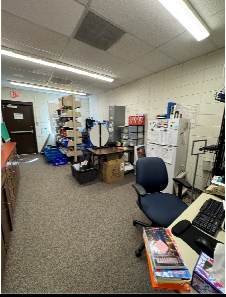


3 = System is suitable, but requires specific upgrades to meet performance and operational objectives. Minor issues observed.



2 = System has serious deficiencies.

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

CATEGORY	SYSTEMS	RATINGS						COMMENTS	PHOTOS
		EXCELLENT	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	Buidling 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

RATING LEGEND

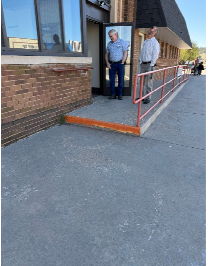
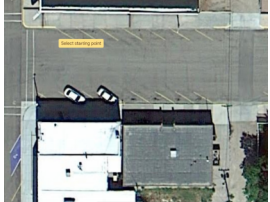

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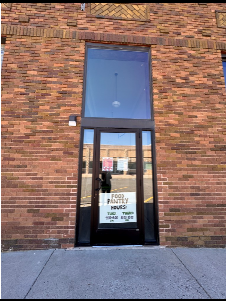





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CATEGORY	SYSTEMS	RATINGS						COMMENTS	PHOTOS
		EXCELENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR	N/A		
SITE	SIDE WALKS	5	4	3	2	1	0	Pedestrian sidewalk good condition/ Ramp and single stair lead to main entry	
	PARKING	5	4	3	2	1	0	Angled street parking 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

- 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

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					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:

NAME	LOCATION	SYSTEM	SIZE	BUS
• 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:

NAME	LOCATION	SYSTEM	SIZE	BUS
• 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:

NAME	LOCATION	SYSTEM	SIZE	BUS
• 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:

NAME	LOCATION	SYSTEM	SIZE	BUS
• 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

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FIG. 01: CHEYENNE BRANCH, EXT. FULL

JANUARY 20, 2026

LARAMIE COUNTY LIBRARY FACILITIES MASTER PLAN

libraryIQ



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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 look 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.

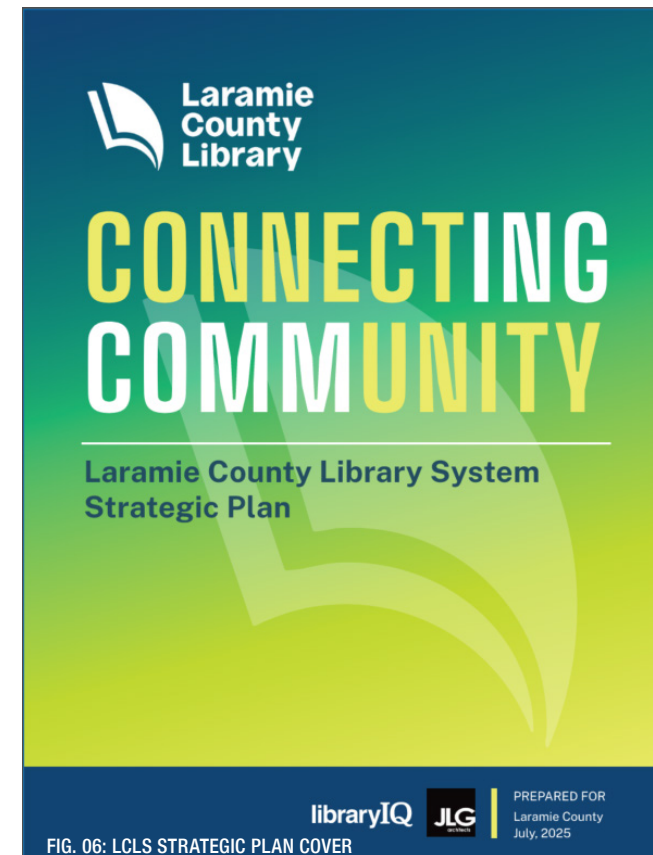


FIG. 06: LCLS STRATEGIC PLAN COVER



FIG. 07: LCLS STRATEGIC PAGE 5

COMMUNITY-CENTERED RESEARCH

To reflect the priorities of the entire Laramie County population, LCLS engaged nearly 500 community members using multiple strategies:

- Resident Profiles**
LCLS partners, JLG Architects and LibraryIQ, created data-driven demographic profiles and patron maps, providing a deep understanding of residents - both library patrons and non-users.
- Focused Conversations + Public Meetings**
Skilled JLG and LibraryIQ facilitators spoke with more than 100 staff, community leaders and residents. These meaningful conversations focused on residents' hopes for their neighborhoods, and for library services.
- Website for Public Engagement**
A public survey, available online and in person, gathered more than 300 responses and provided broad insight into community needs and interests. The website also gathered residents' "Big Ideas" for the Library.

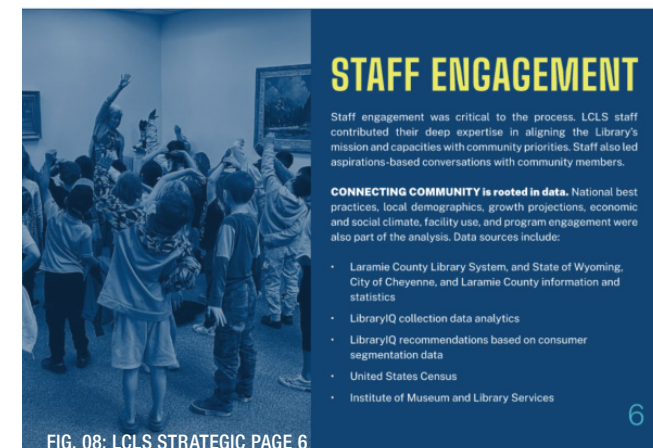


FIG. 08: LCLS STRATEGIC PAGE 6

COMMUNITY SNAPSHOT

POPULATION

Laramie County's population growth has been slow and steady, with an increase of about 6% during the past ten years:

- The population is gradually aging; the median age, now 38, is slowly increasing.
- The fastest growing age group is 65+ and is now 17% of the total population.
- About 4% of the population speaks Spanish.

Consumer segmentation uses age, income and other information to understand Laramie County residents:

- The largest percentage of households (18%) are led by residents aged 65-74. With some college education (and many former military), they are empty nesters who enjoy reading and other home-based hobbies.
- 14% of Laramie County households are highly educated, well-compensated professionals, many aged 45-54. They have children or teens at home and are avid technology users.
- 12% of households are led by high school graduates, many with some college, who are raising families. They enjoy sports and outdoor activities.
- 12% of households are led by older adults in upscale suburban neighborhoods. They often use the library and enjoy arts and culture activities.
- The remaining households are a mix of young to middle-aged residents, about half with children, with interests ranging from streaming video to travel and technology.



What This Means for LCLS

Stable population growth means LCLS can innovate and make cost-efficient strategic investments with a focus on operational sustainability.

- The growing senior population will increasingly shape demand for services (such as large-print materials, genealogy resources, and health and wellness programs).
- The large number of families suggests a need for multigenerational events, work-from-library spaces, digital learning tools, and educational opportunities.
- Interest in outdoor activities, arts and culture, and streaming indicates demand for entertainment and enrichment events.

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

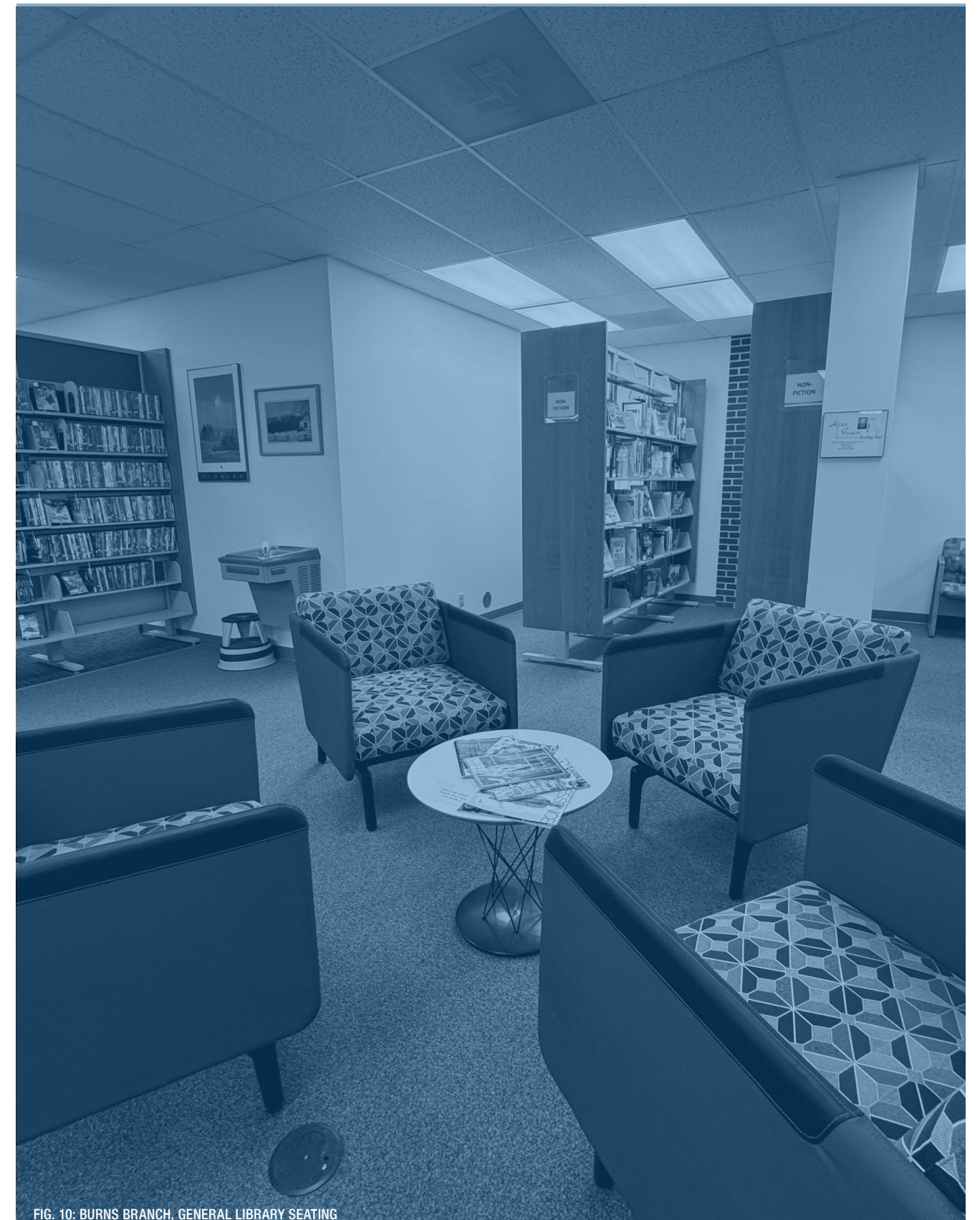


FIG. 10: BURNS BRANCH, GENERAL LIBRARY SEATING

PINE BLUFFS BRANCH STRATEGIC PLAN GOAL AREAS

- 1  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
- 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  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:

- 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:

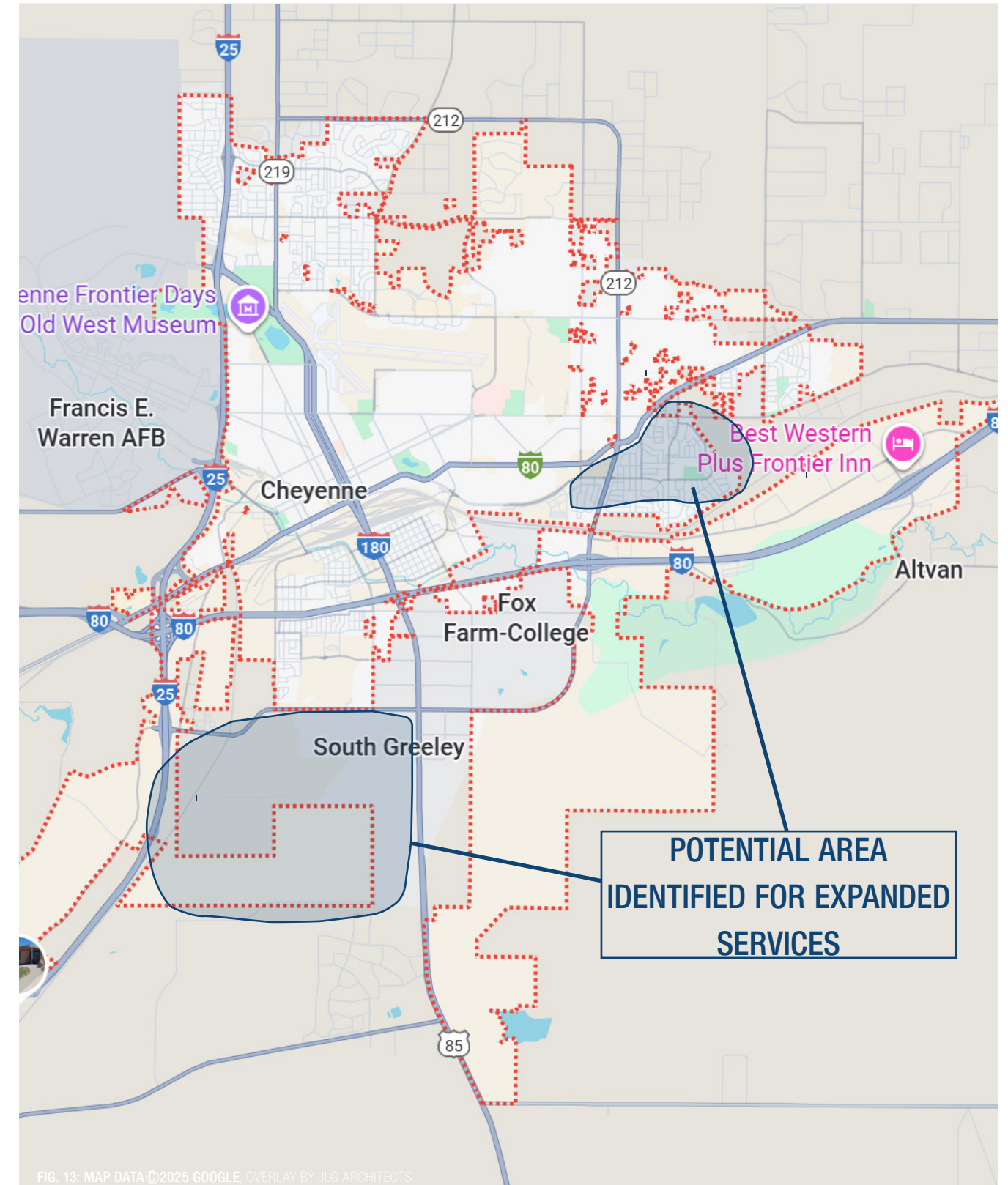
- Land or Building donation opportunities
- Local Partnerships

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

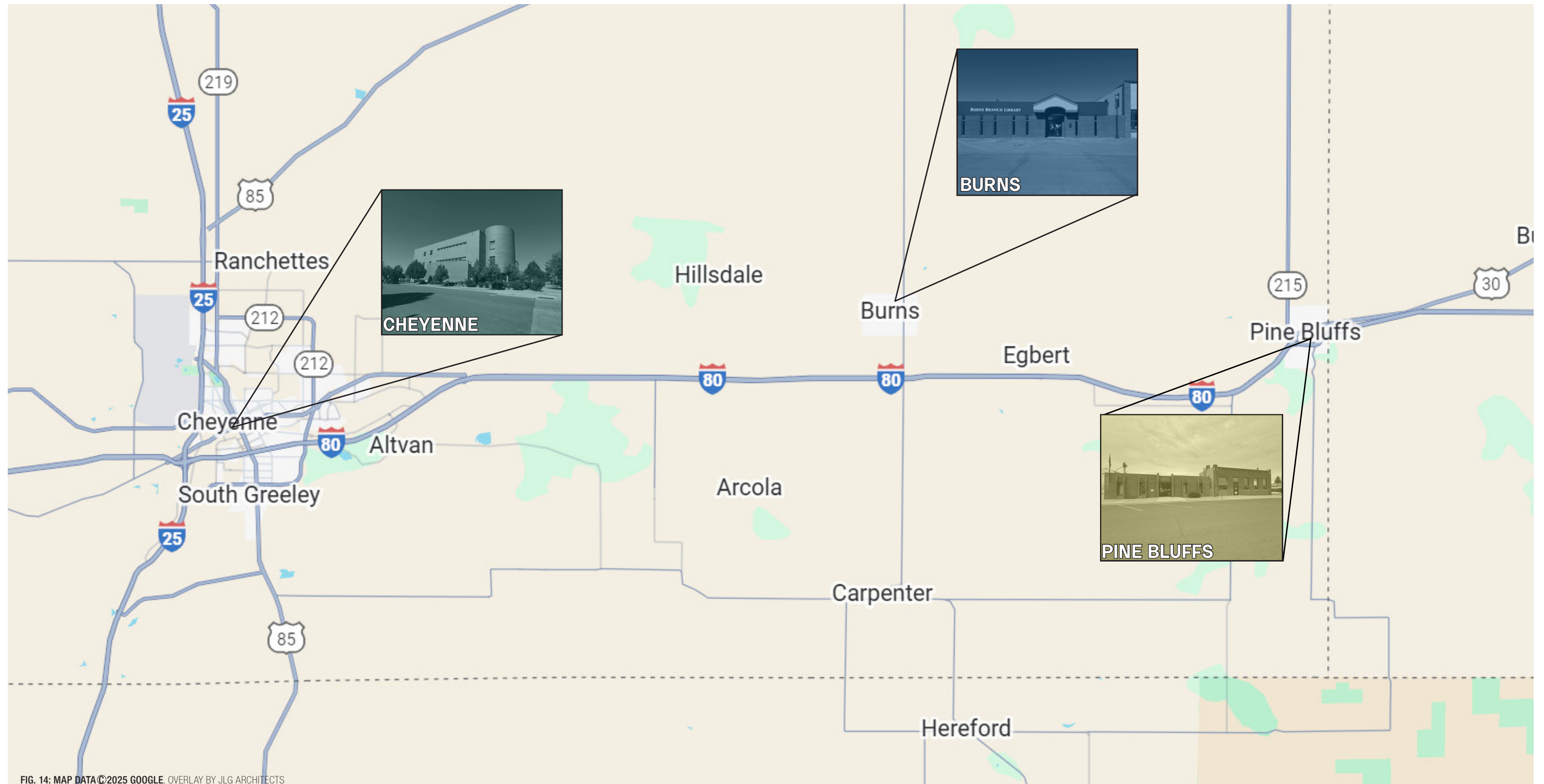


FIG. 14: MAP DATA © 2025 GOOGLE, OVERLAY BY JLG ARCHITECTS

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.

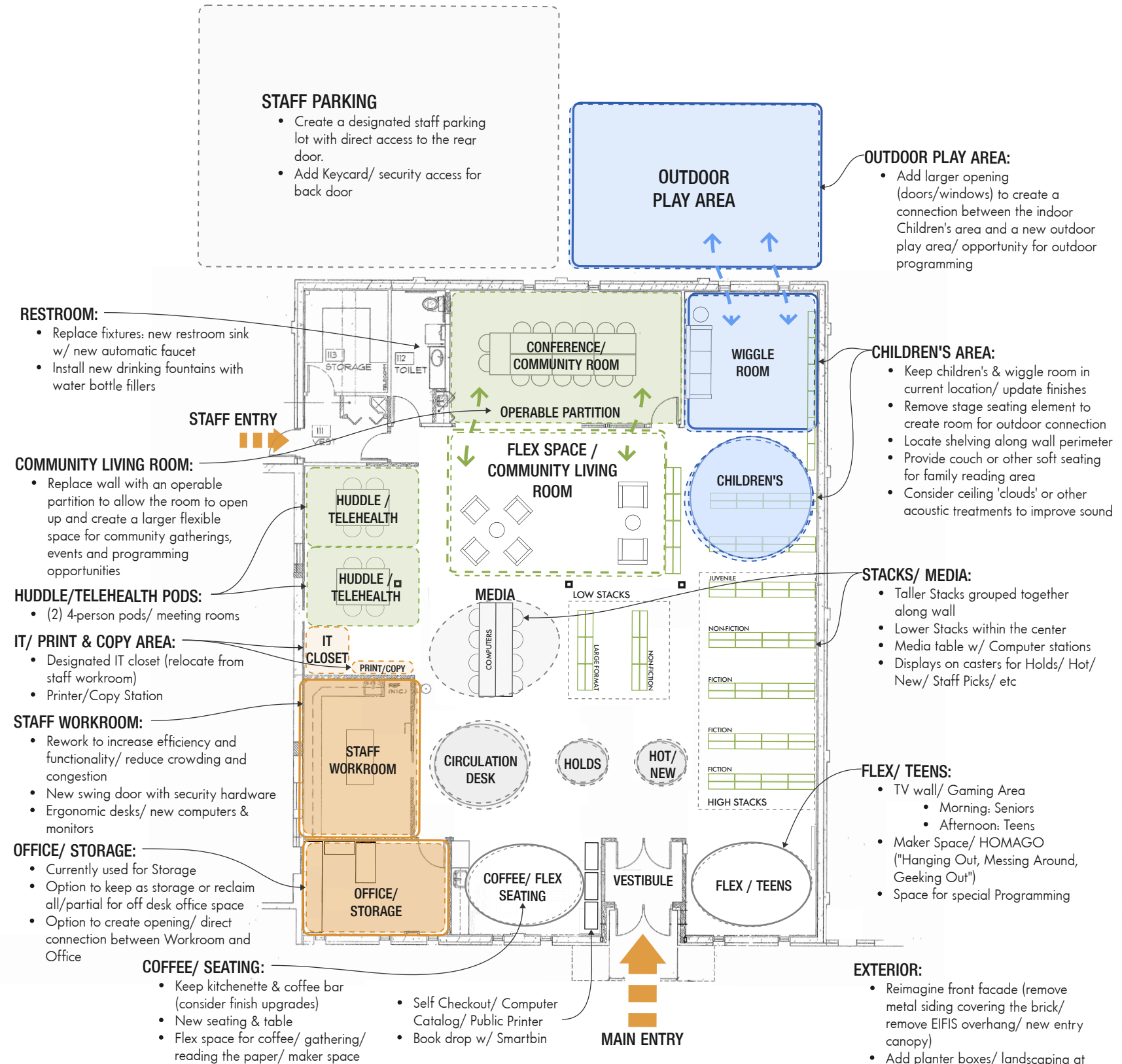


FIG. 31: BURNS BRANCH, MAIN FLOOR PLAN, OVERLAY BY JLG ARCHITECTS

2.2

PINE BLUFFS
RECOMENDATIONS



FIG. 03: PINE BLUFFS BRANCH, EXT. FULL

EXISTING CONDITIONS PHOTOS



EXISTING CONDITIONS PHOTOS



FIG. 38: PINE BLUFFS BRANCH, TEEN ZONE



FIG. 39: PINE BLUFFS BRANCH, FRONT ENTRANCE AND DISPLAYS



FIG. 42: PINE BLUFFS BRANCH, STACKS

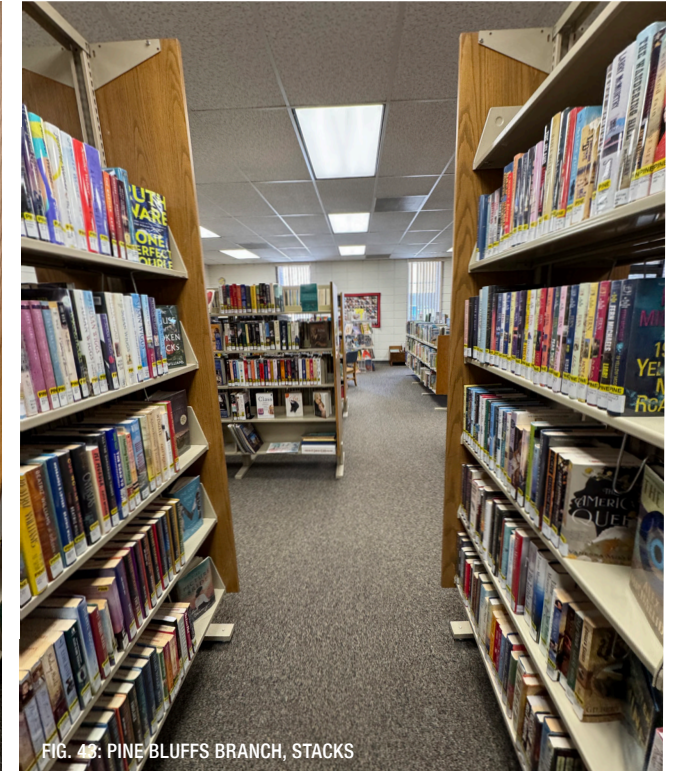


FIG. 43: PINE BLUFFS BRANCH, STACKS



FIG. 40: PINE BLUFFS BRANCH, CHILDRENS AREA



FIG. 41: PINE BLUFFS BRANCH, NEW BOOKS DISPLAY



FIG. 44: PINE BLUFFS POLICE STATION, INTERIOR

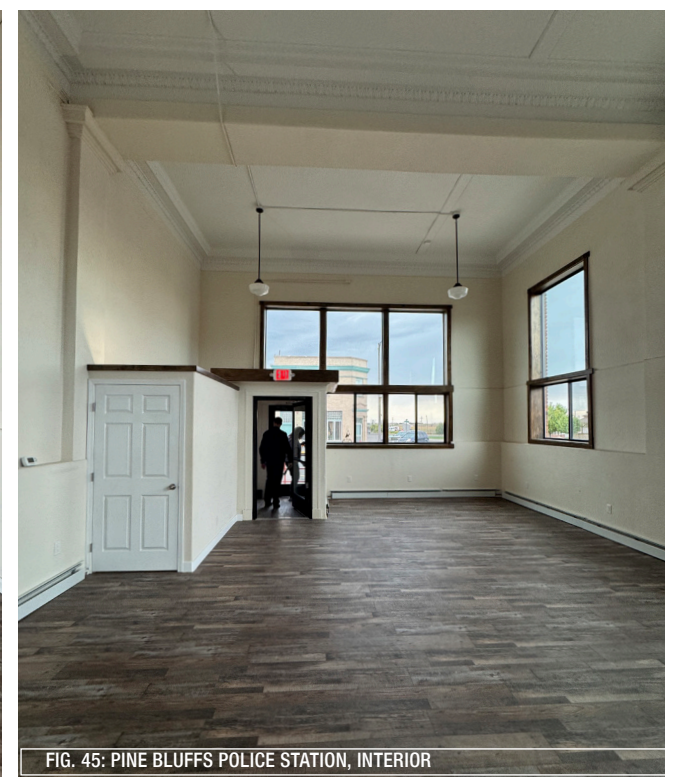


FIG. 45: PINE BLUFFS POLICE STATION, INTERIOR

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.

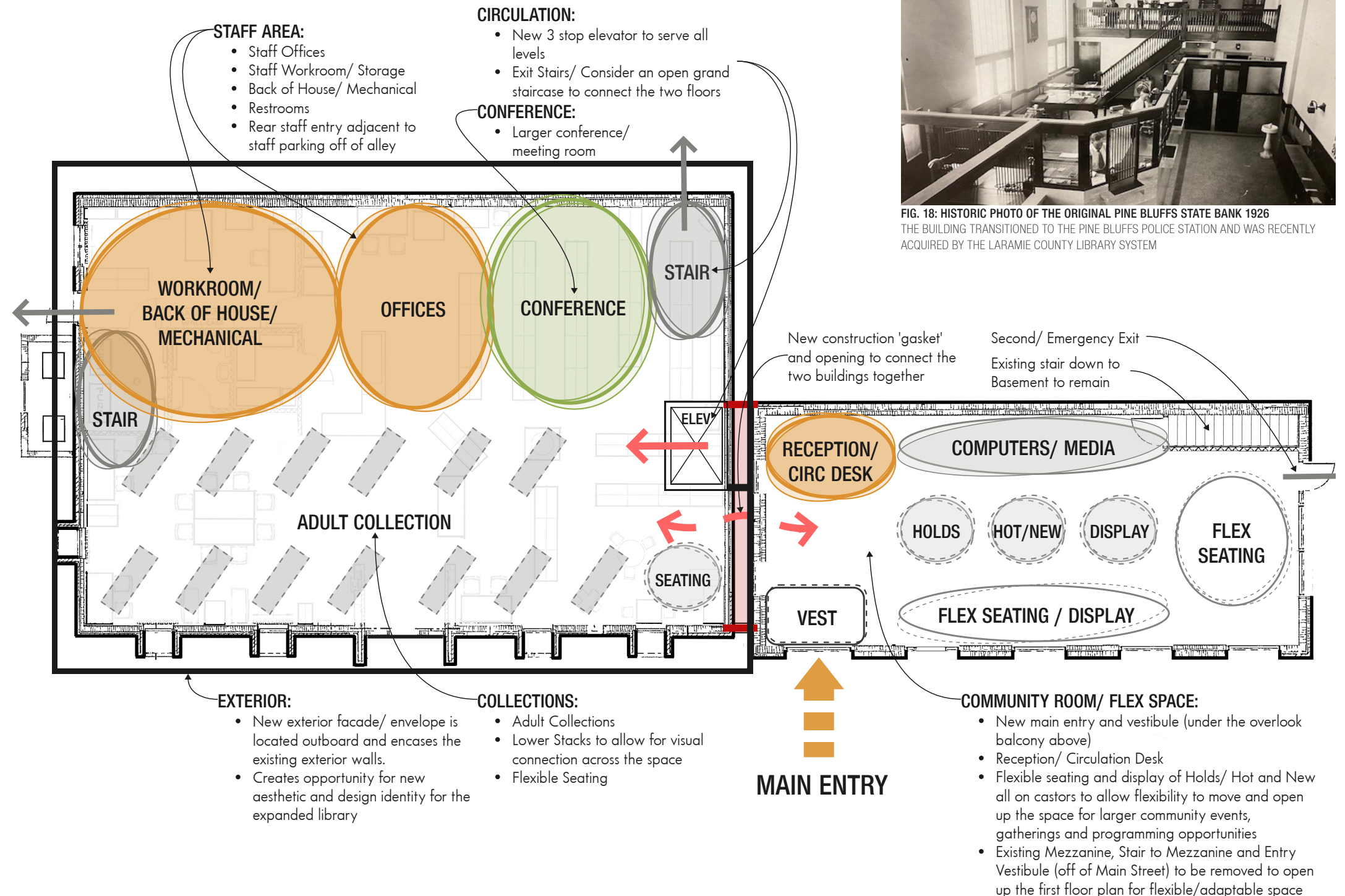


FIG. 18: HISTORIC PHOTO OF THE ORIGINAL PINE BLUFFS STATE BANK 1926 THE BUILDING TRANSITIONED TO THE PINE BLUFFS POLICE STATION AND WAS RECENTLY ACQUIRED BY THE LARAMIE COUNTY LIBRARY SYSTEM

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 its 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.

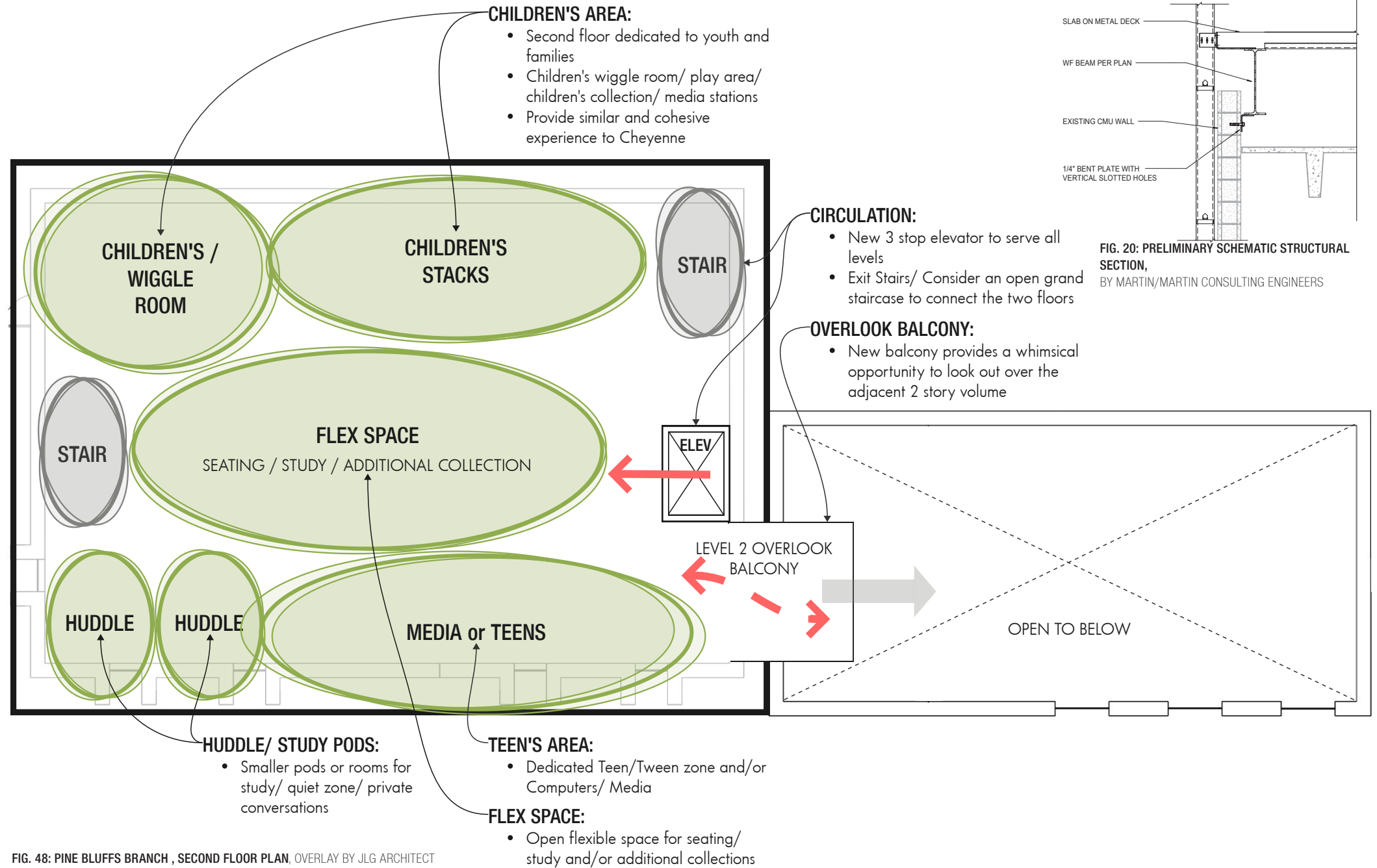
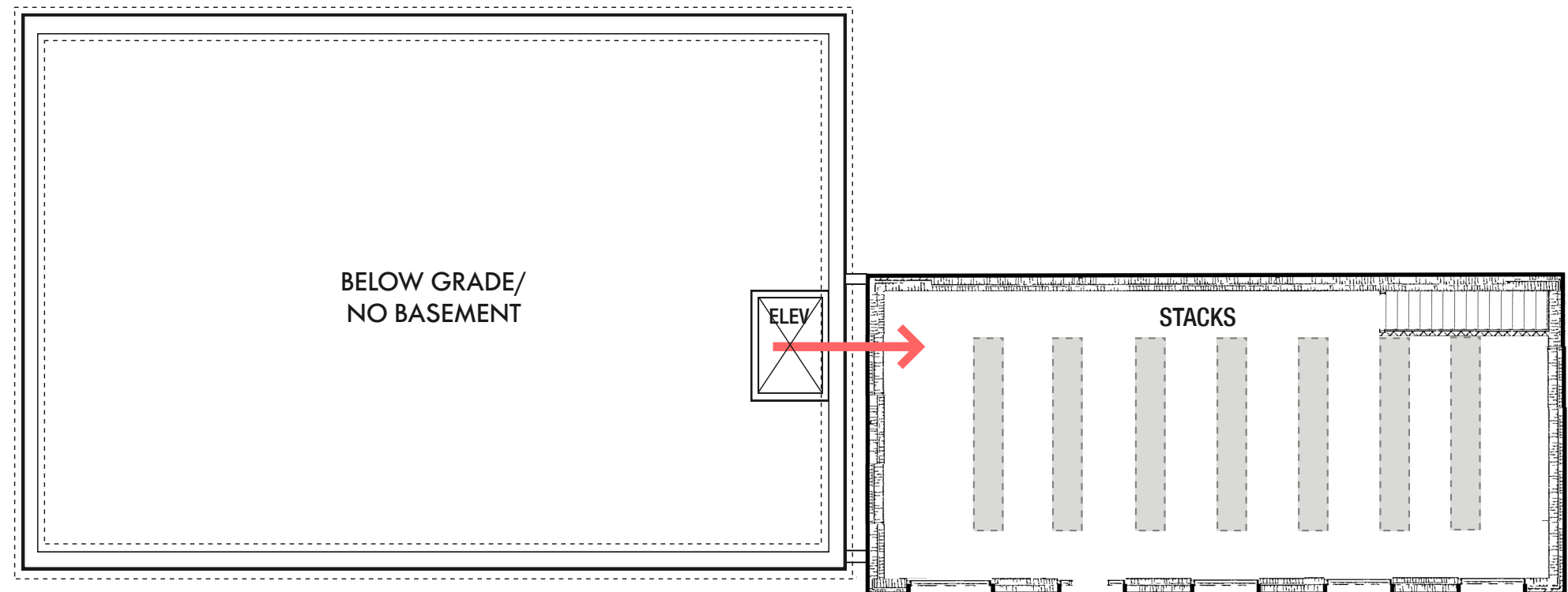


FIG. 48: PINE BLUFFS BRANCH , SECOND FLOOR PLAN, OVERLAY BY JLG ARCHITECT

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



FIG. 50: CHEYENNE BRANCH, CORNER



FIG. 53: CHEYENNE BRANCH, SIDE FACADE



FIG. 54: CHEYENNE BRANCH, BOOK DROP



FIG. 51: CHEYENNE BRANCH FRONT ENTRANCE



FIG. 52: CHEYENNE BRANCH FRONT LAWN



FIG. 55: CHEYENNE BRANCH SIDE FACADE

EXISTING FIRST FLOOR CONDITIONS PHOTOS

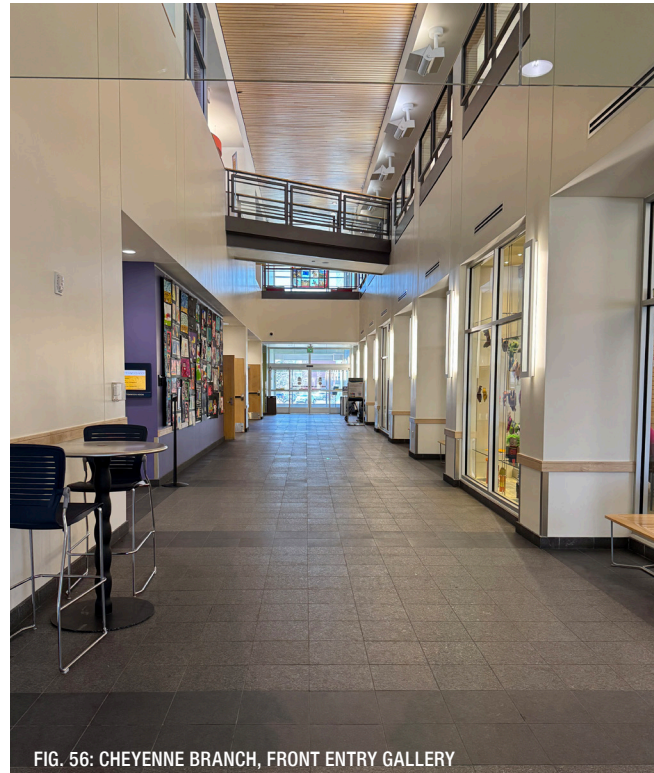


FIG. 56: CHEYENNE BRANCH, FRONT ENTRY GALLERY



FIG. 57: CHEYENNE FIRST, FLOOR ENTRANCE



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



FIG. 61: CHEYENNE BRANCH, CONFERENCE ROOM



FIG. 58: CHEYENNE BRANCH, SELF SERVICE



FIG. 59: CHEYENNE BRANCH, FIRST FLOOR STACKS



FIG. 62: CHEYENNE BRANCH, FIRST FLOOR STACKS

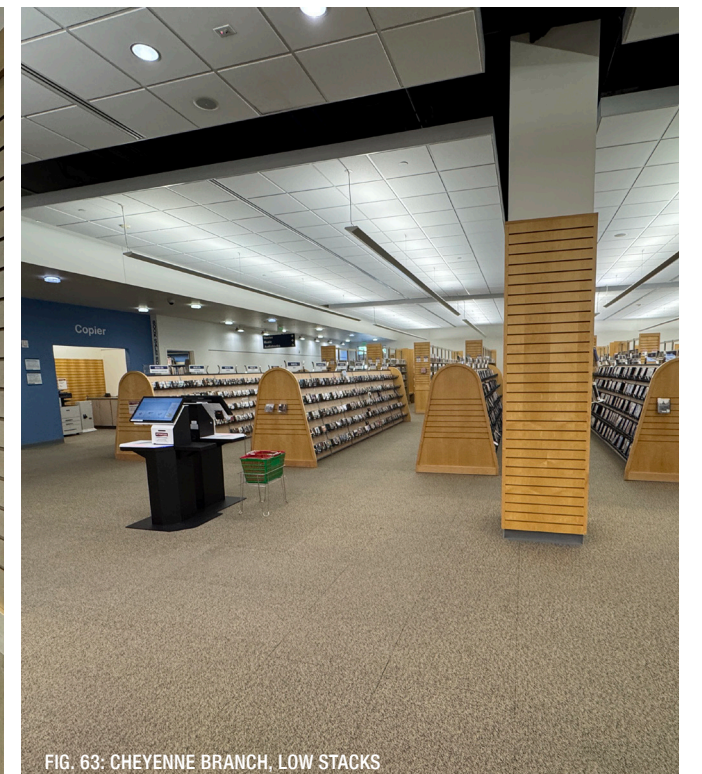


FIG. 63: CHEYENNE BRANCH, LOW STACKS

EXISTING SECOND FLOOR CONDITIONS PHOTOS



FIG. 64: CHEYENNE BRANCH, CHILDRENS SPACE



FIG. 65: CHEYENNE BRANCH, CHILDRENS SPACE



FIG. 68: CHEYENNE BRANCH, TEEN ZONE COMPUTERS

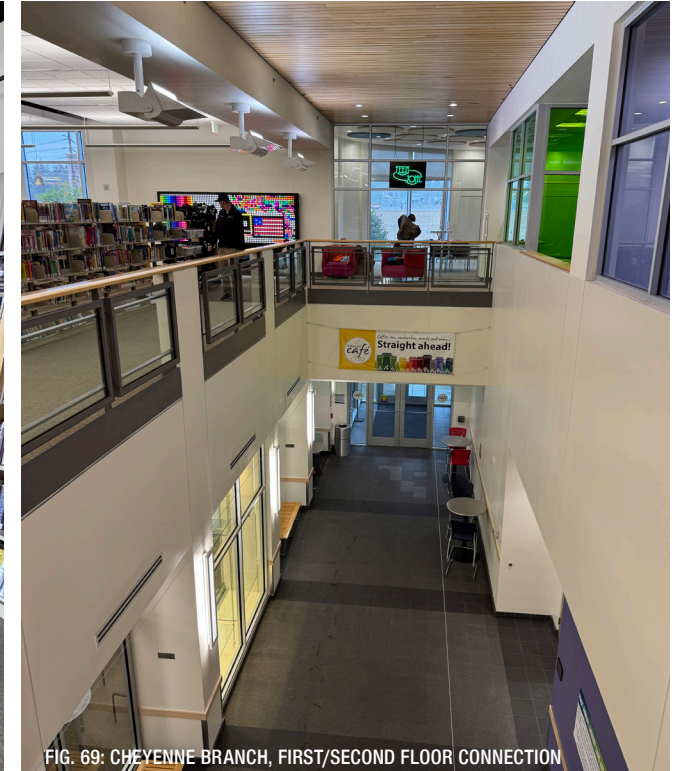


FIG. 69: CHEYENNE BRANCH, FIRST/SECOND FLOOR CONNECTION



FIG. 66: CHEYENNE BRANCH, CHILDRENS STACKS



FIG. 67: CHEYENNE BRANCH, LITEBRIGHT WALL

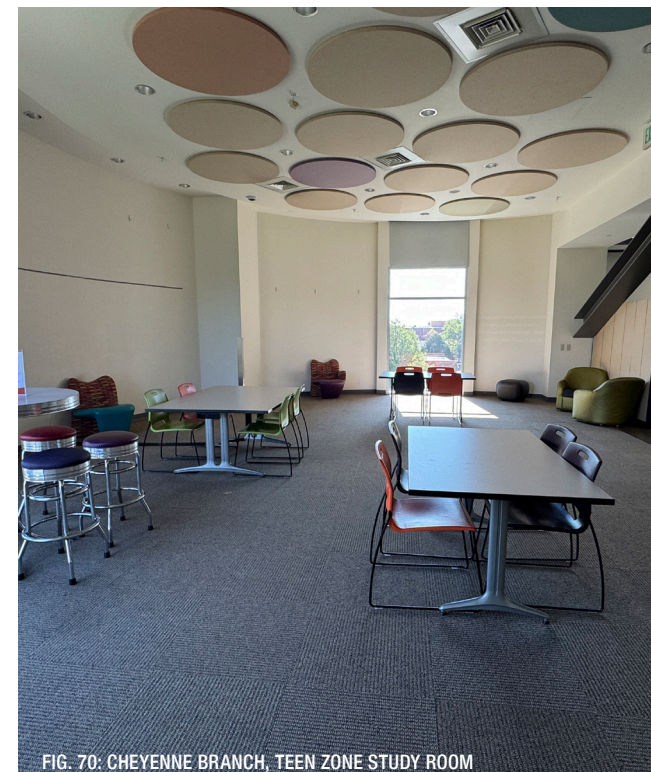


FIG. 70: CHEYENNE BRANCH, TEEN ZONE STUDY ROOM



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

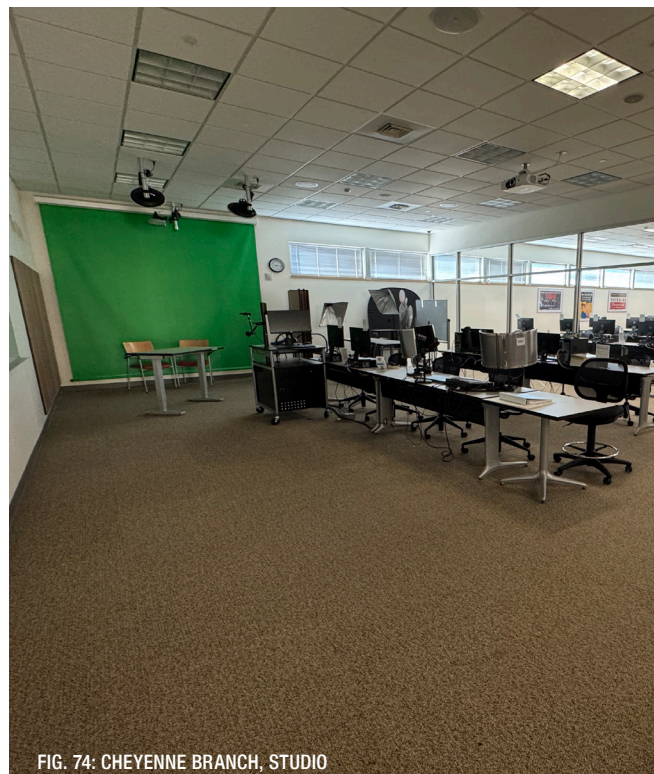


FIG. 74: CHEYENNE BRANCH, STUDIO



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 user experience spaces that feels welcoming and inclusive to all.

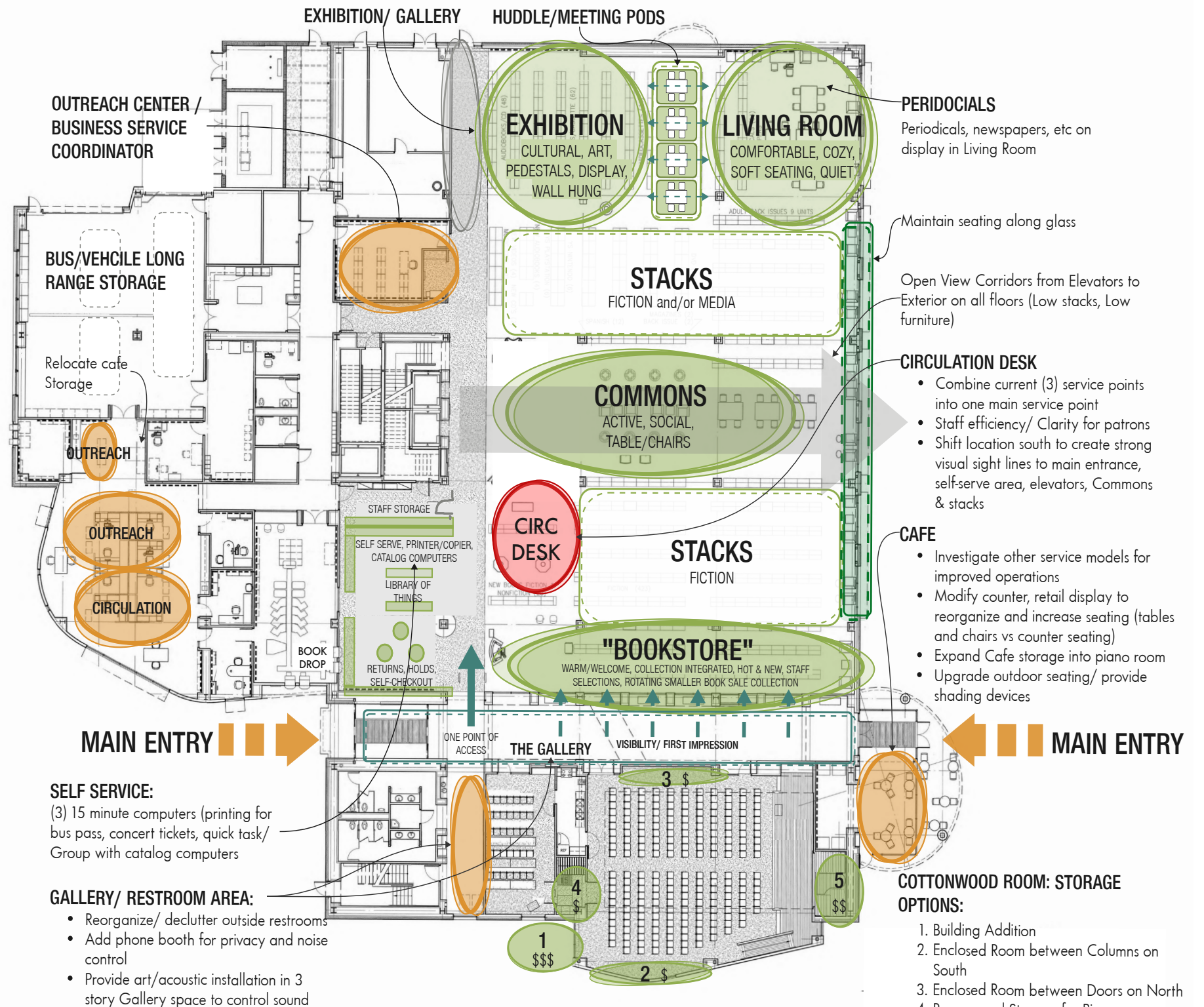


FIG. 82: CHEYENNE BRANCH , FIRST FLOOR PLAN , OVERLAY BY JLG ARCHITECTS

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 up space 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.

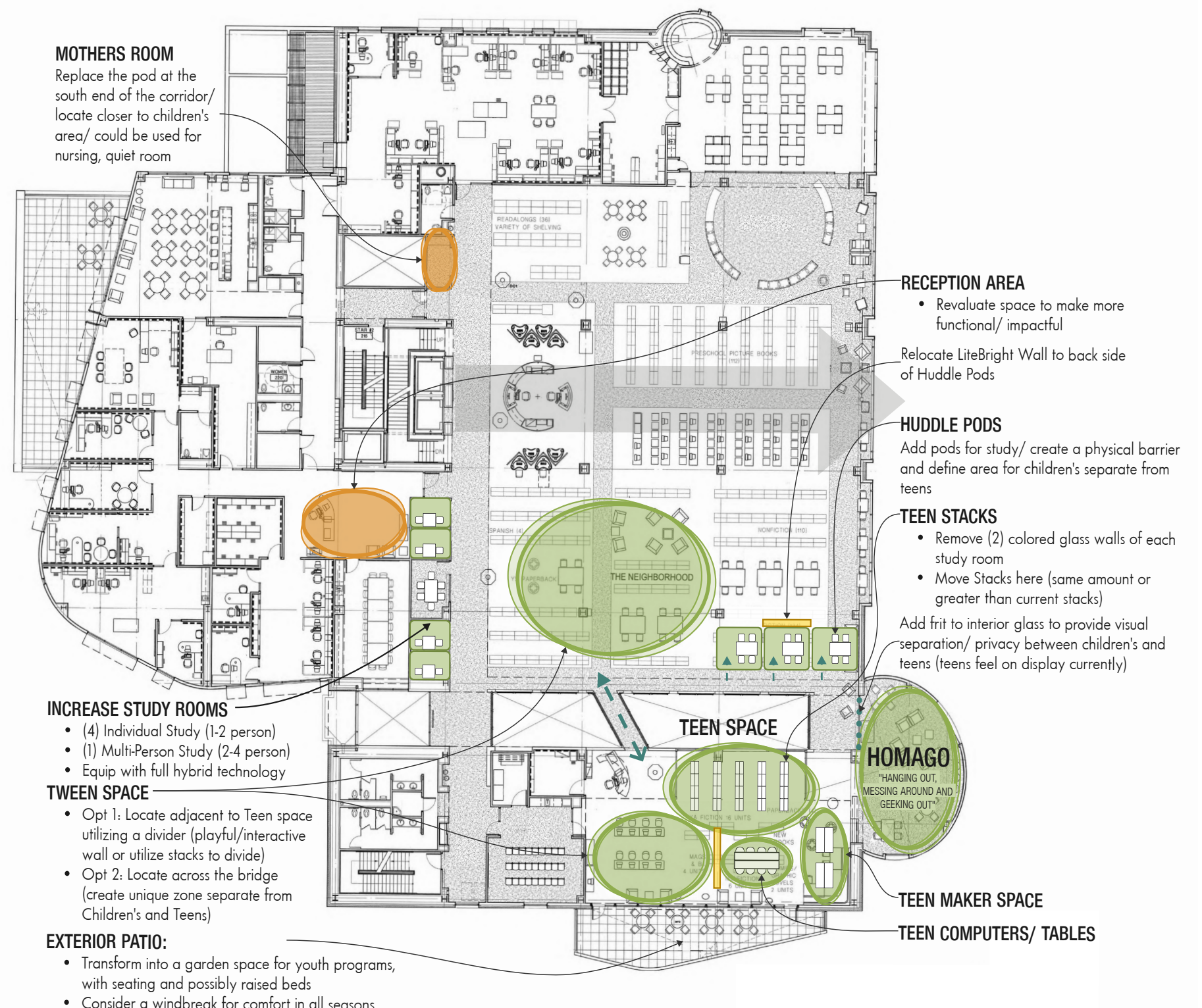


FIG. 83: CHEYENNE BRANCH , SECOND FLOOR PLAN, OVERLAY BY JLG ARCHITECTS

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.

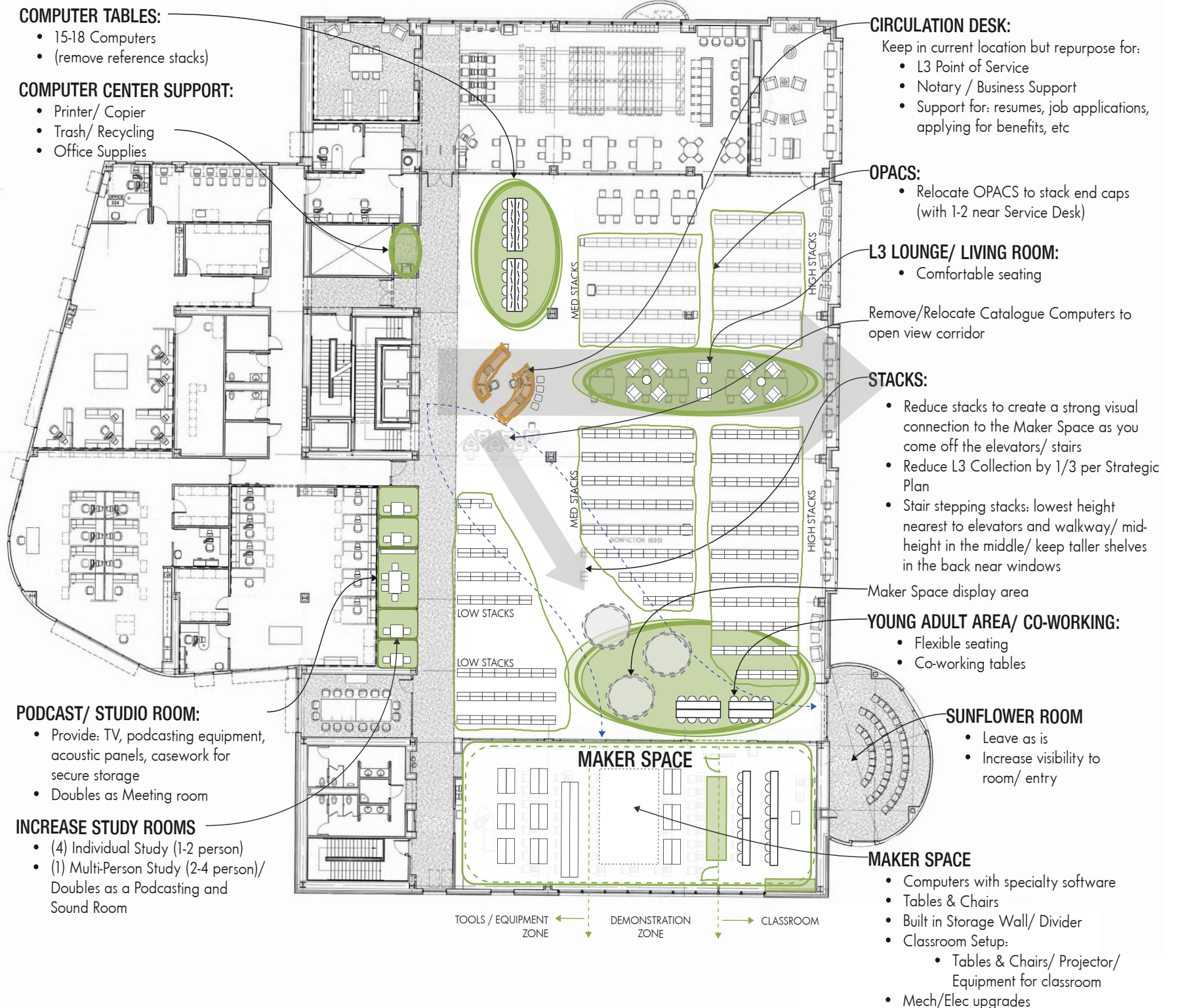


FIG. 84: CHEYENNE BRANCH , THIRD FLOOR PLAN, OVERLAY BY JLG ARCHITECTS

2.4

EXPANDED SERVICES



FIG. 25. 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.

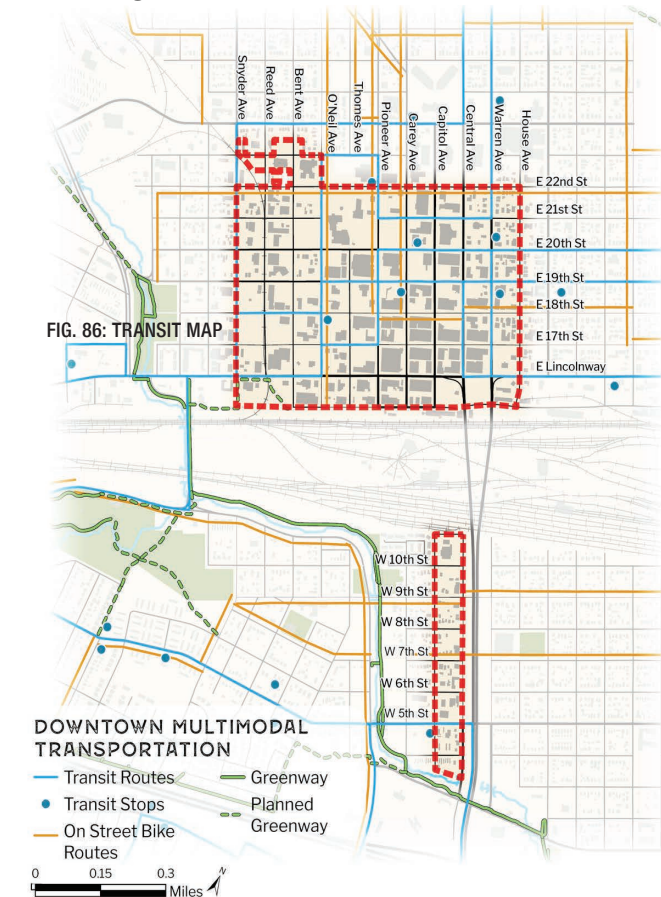
LCLS has identified south Cheyenne as an area in need of library services and although further south from these downtown regions, advocating for improved connections and transit as the city extends to the south could be beneficial.

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.

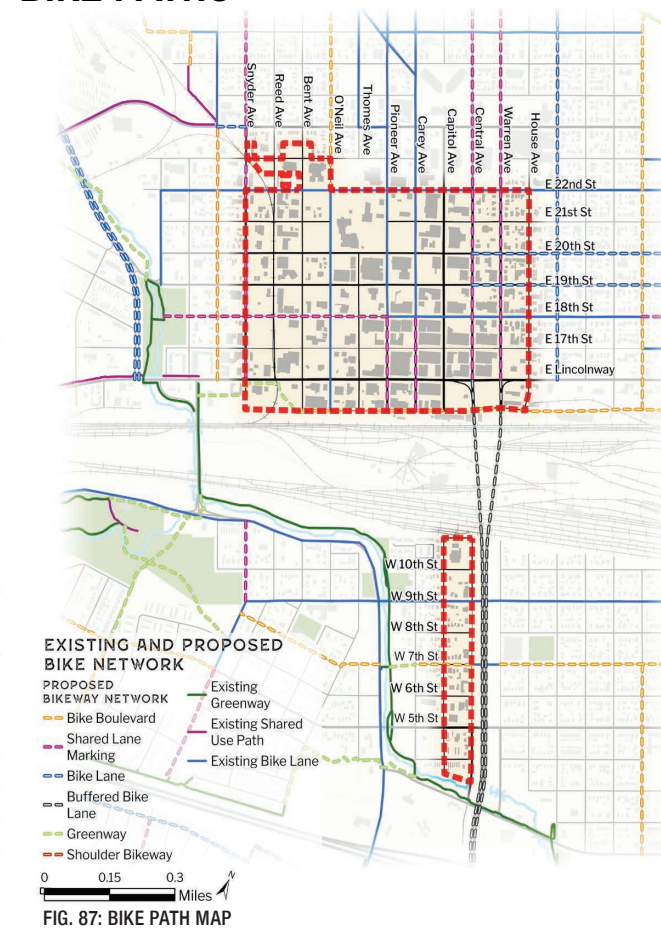


FIG. 88: CHEYENNE AERIAL VIEW

TRANSIT



BIKE PATHS



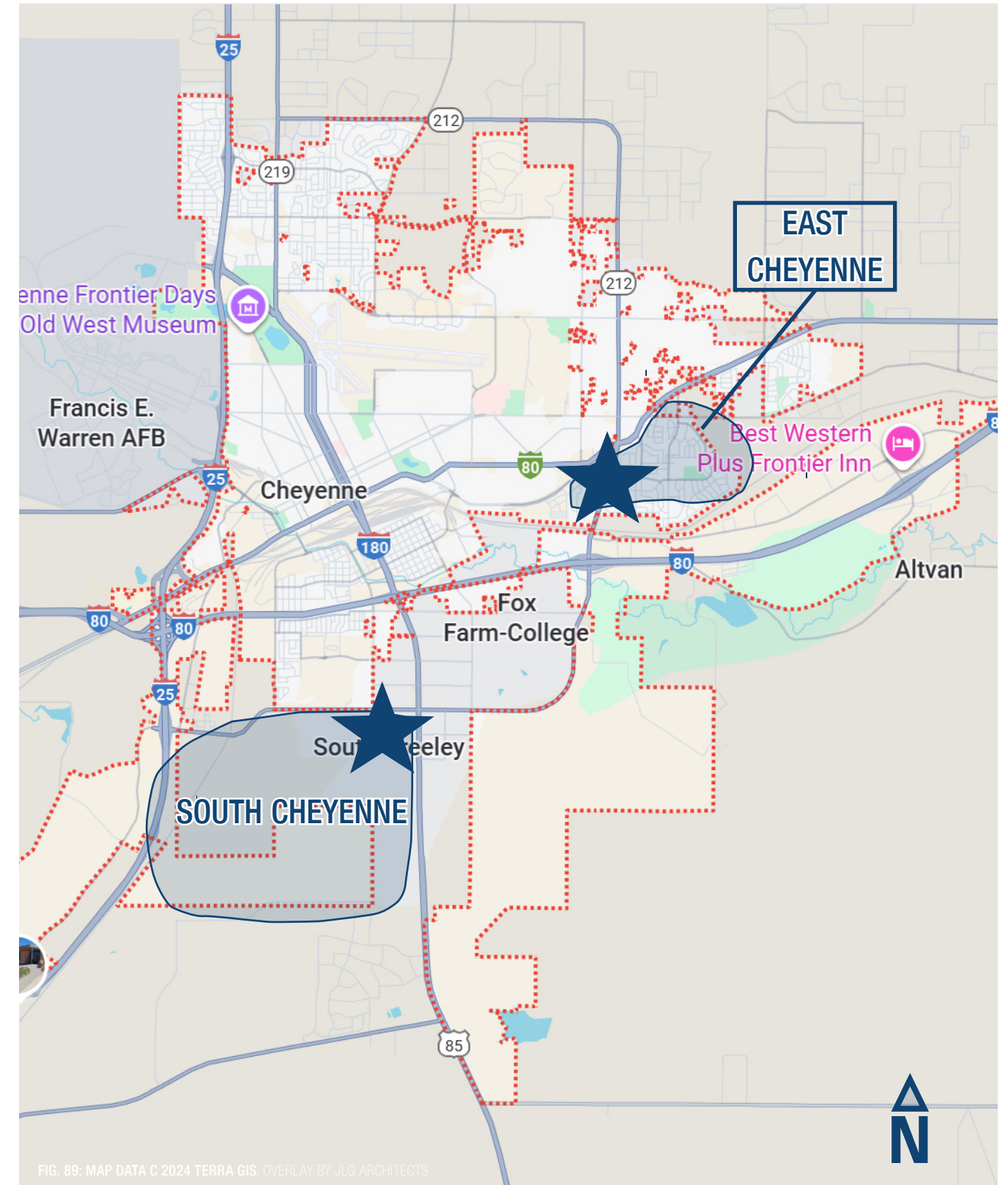
AREAS TO CONSIDER FOR EXPANDED SERVICES

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

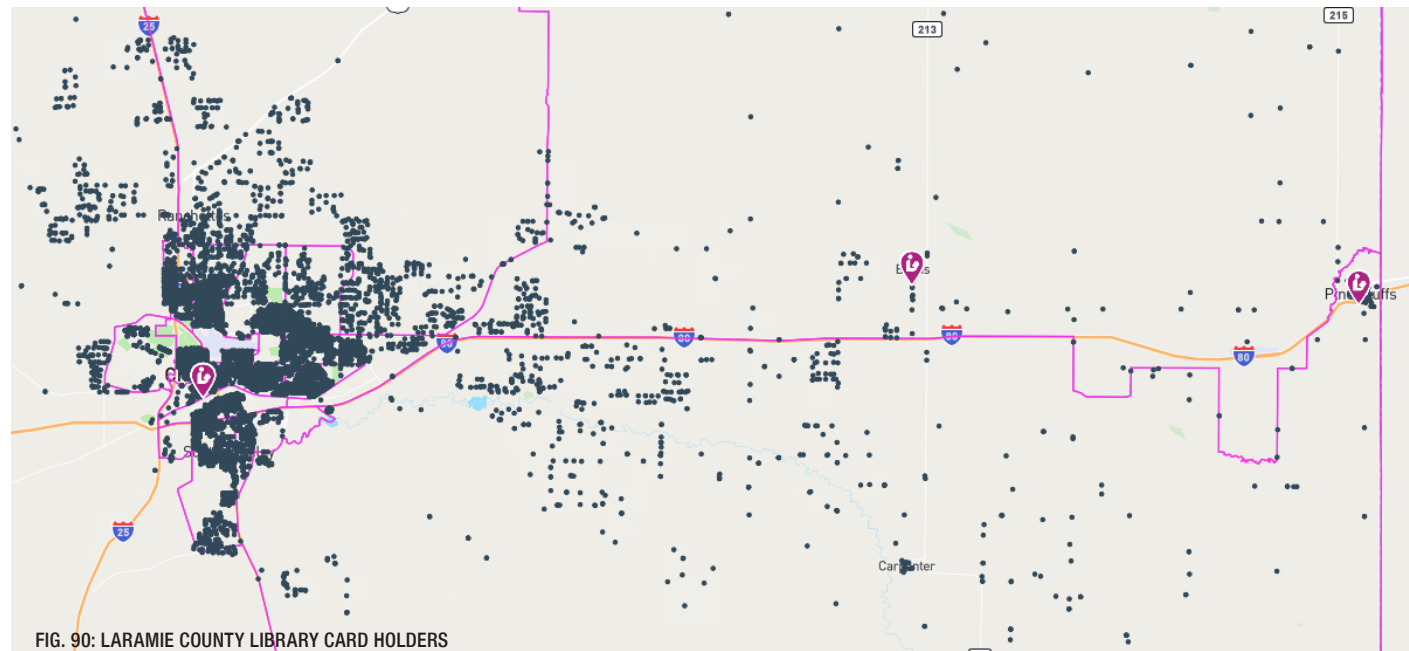


FIG. 90: LARAMIE COUNTY LIBRARY CARD HOLDERS

SOUTH CHEYENNE: CARDHOLDERS

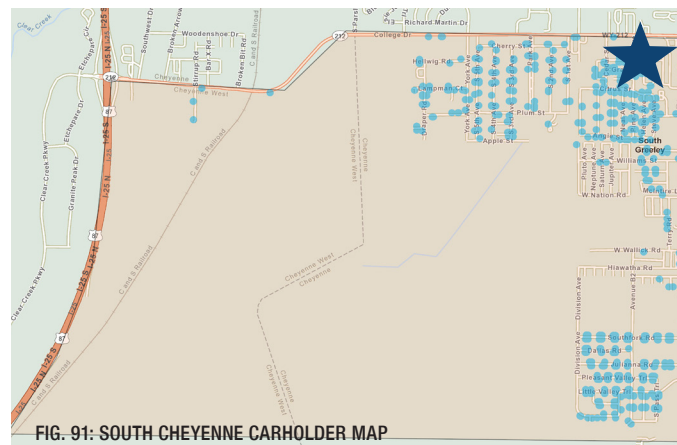


FIG. 91: SOUTH CHEYENNE CARHOLDER MAP

EAST CHEYENNE: CARDHOLDERS

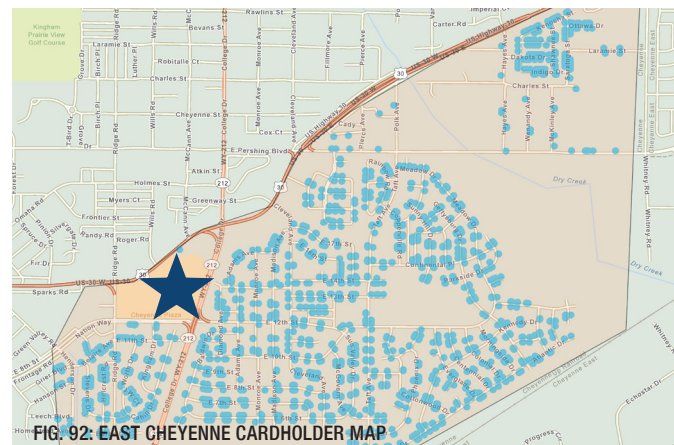


FIG. 92: EAST CHEYENNE CARDHOLDER MAP

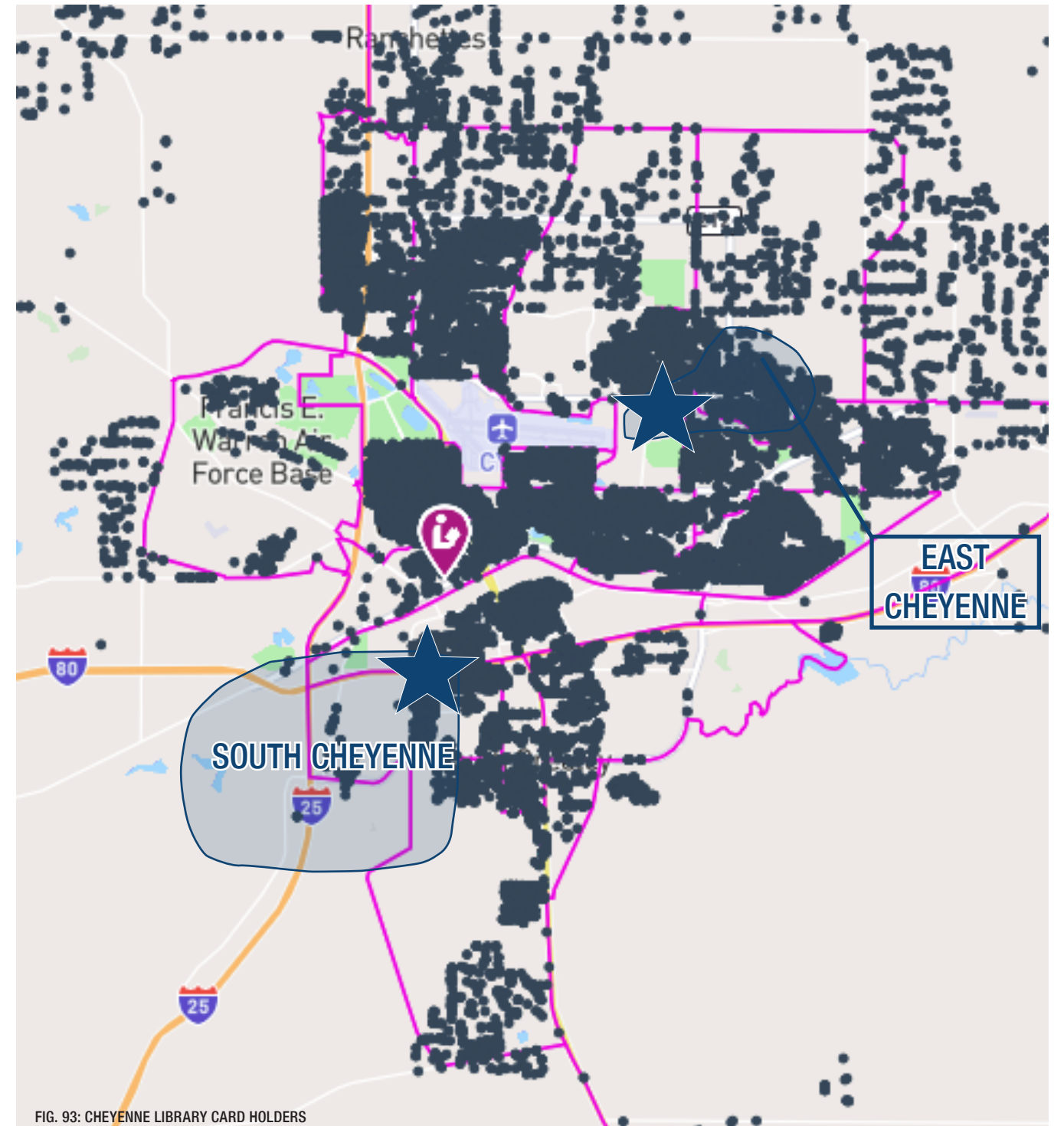


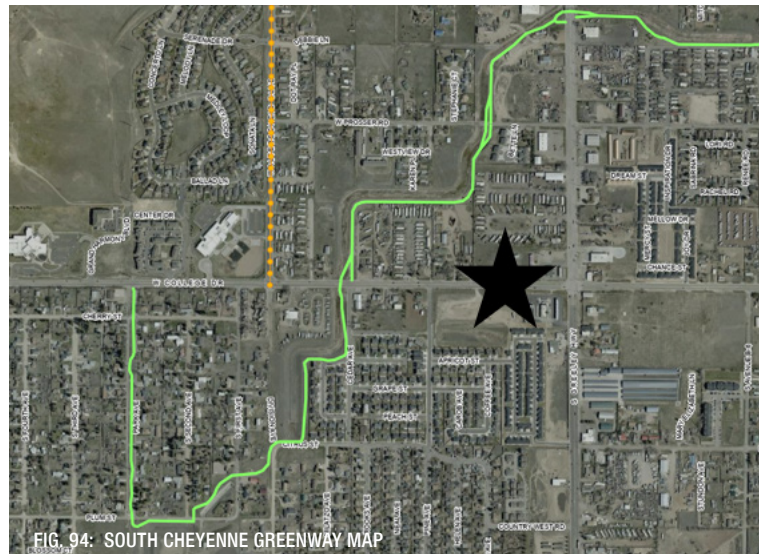
FIG. 93: CHEYENNE LIBRARY CARD HOLDERS

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

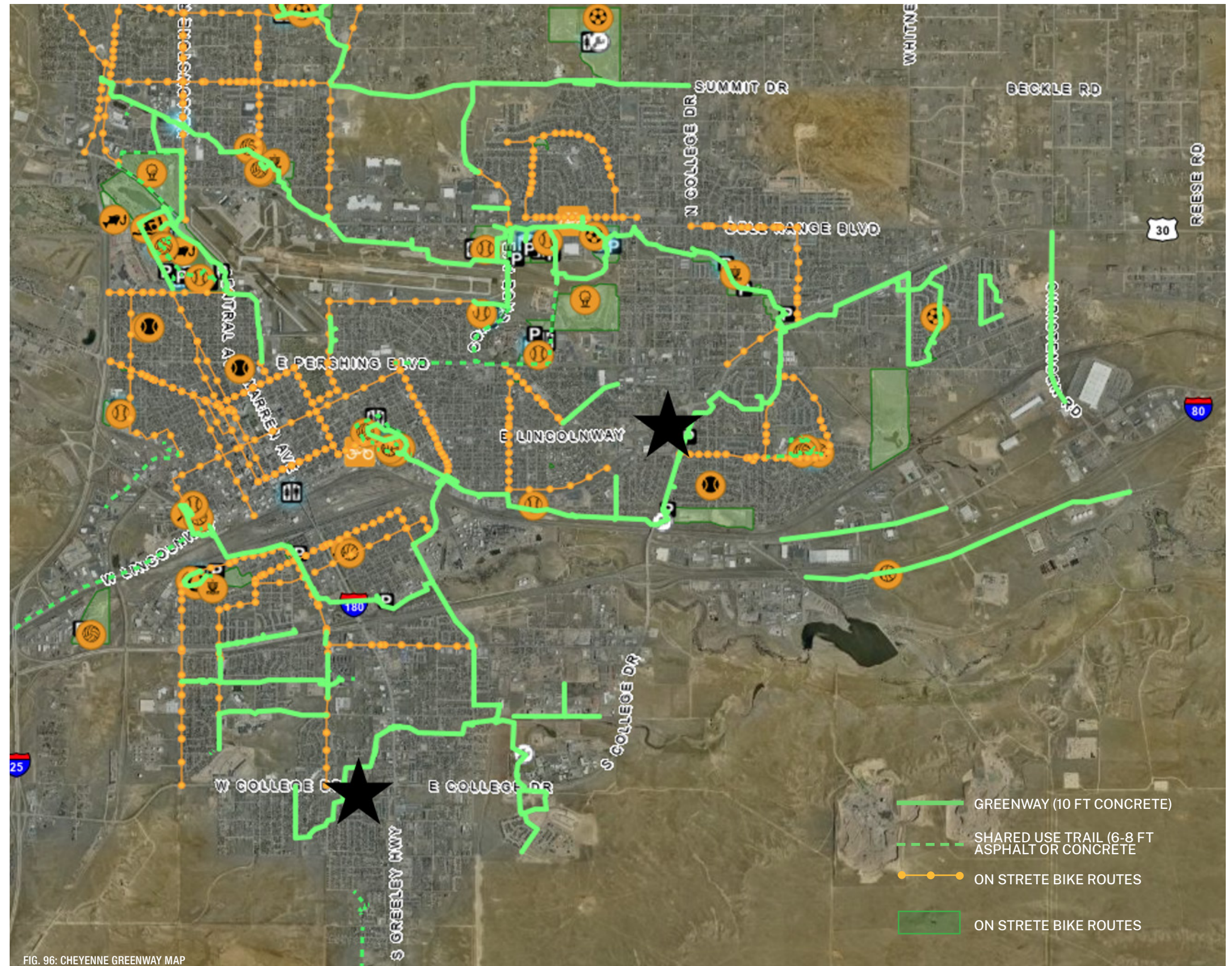
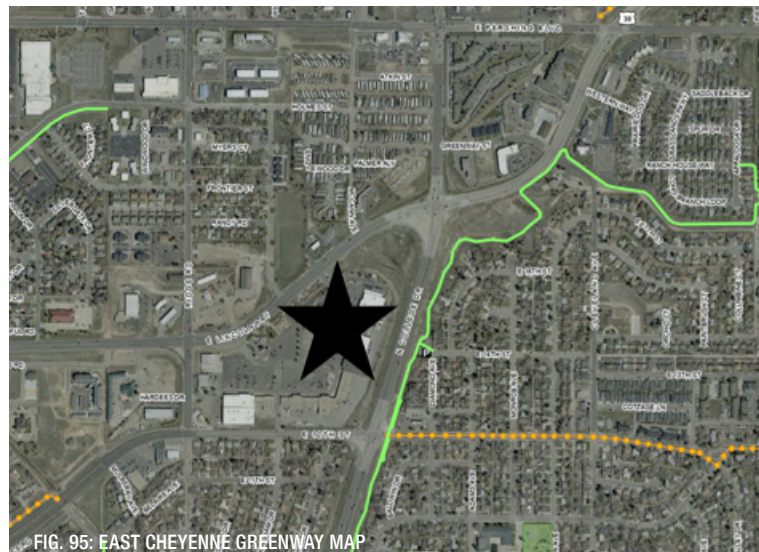




FIG. 02: BURNS BRANCH, EXT. FULL



FIG. 03: PINE BLUFFS BRANCH, EXT. FULL



FIG. 04: CHEYENNE BRANCH, EXT. FULL

3.0 APPENDIX

PROJECT PARTICIPATION

Special thanks to...

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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	

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

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March 20, 2026

To: Board of Directors
From: Antonia Gaona, Executive Director
Laura Block, Director of Business & Administration
RE: Employee policies

The current Policy Manual includes sections for Board, Public and Employee policies. It is our recommendation to remove detailed employee policies from the Policy Manual and create a standalone Employee Handbook. This change aligns with public sector governance best practices by clearly distinguishing the Board's role in setting high-level policy and oversight from management's responsibility for implementing, administering, and updating operational and personnel practices. Creating a separate Employee Handbook will provide the necessary flexibility to respond efficiently to evolving work conditions, market demands, employment laws and regulatory requirements.

Please reference the employee policies (attached) proposed to be replaced with the draft policy below. The existing/old policies are covered in pages 74-138 of the second attachment. Both the Policy Review Committee and the County Attorney's office have reviewed the intended approach and provided their approval to move forward. **ATTACHMENT:** Policy & Procedure Aug 2023

Below is a **draft policy** that delegates responsibilities regarding employee policies to the Executive Director.

AUTHORITY OVER EMPLOYEE POLICIES

The Executive Director is responsible for the development, implementation, and administration of employee policies, subject to the oversight of the Board of Directors.

The Board of Directors hereby delegates the following authority to the Executive Director:

1. Create, implement and update employee policies.
2. Manage all staff, including hiring, supervision, discipline, compensation (within the approved budget) and termination.
3. Ensure employee policies comply with applicable laws and reflect Board approved values.

This policy may be reviewed and updated by the Board of Directors as needed.

RECOMMENDATION:

Approve the draft policy titled **AUTHORITY OVER EMPLOYEE POLICIES**, to replace Employee Policy Section from the current policy manual.

Employee Policies

ATTENDANCE/UNAUTHORIZED ABSENCE

1. Employees are expected to report for work in accordance with the work schedule and request leave according to the leave policy regarding the type of leave requested (vacation, military, bereavement, leave of absence).
2. Tardiness is unacceptable conduct, which may result in disciplinary action.
3. When an employee fails to report to work at the designated time and fails to contact management, this is considered an unauthorized absence. An unauthorized absence shall be leave without pay. After consultation with the employee's manager, the Executive Director (County Librarian) or designee may consider this cause for dismissal or as the employee's resignation.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

BACKGROUND CHECKS

1. Offers of employment at Laramie County Library System are contingent upon clear results of a background check prior to starting work. Background checks may include:
 - a. Prior employment verification
 - b. Personal and professional references
 - c. Educational verification
 - d. Criminal history
 - e. Motor vehicle driving history
2. Individuals interested in volunteering at Laramie County Library System must complete a background check appropriate for volunteer service.

Adopted January 23, 2018 by the Laramie County Library System Board of Directors.

BOOK ORDER, BOARD/EMPLOYEES/VOLUNTEERS

Board of Directors (System and Foundation), volunteers who have volunteered on a consistent basis for six months or more, and employees may place personal orders for books through Cataloging Services, due to an agreement with Ingram (a book vendor) and the Laramie County Library Foundation (LCLF).

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

BREAKS/REST PERIODS

Laramie County Library System will provide breaks and rest periods as deemed appropriate by the Executive Director (County Librarian) or designee and in compliance with federal, state, and local labor laws.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

CELLULAR PHONES, LIBRARY OWNED

1. Library employees may be issued a library cellular phone on a permanent or temporary basis or have access to one in a library vehicle as part of his/her regular duties.
2. The library's cellular phones are to be used for library business only.
3. The employee is responsible for any incoming and outgoing calls that are not related to library business while the phone is in his/her possession and will pay the cost of those calls.
4. The employee will immediately report to the Executive Director (County Librarian) and the Business Office that the phone has been damaged, lost or stolen.
5. The employee may be responsible for the cost to repair or replace the phone if it was damaged, lost or stolen while in his/her possession.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

CHILD ABUSE, REPORTING POSSIBLE

In accordance with Wyo. Stat. Ann. §14-3-205, as amended, if a library employee witnesses an incident of possible child abuse while at work or on library property, the employee must report the incident to a child protective agency or local law enforcement agency. Employees are also required to report incidents of possible child abuse to a supervisor immediately and complete an incident report. In accordance with Wyoming Public Records Act (Wyo. Stat. Ann. §16-4-203 (d) (ix)), as amended, library records may not be used to determine the identity of a person.

Adopted January 23, 2018 by the Laramie County Library System Board of Directors.

CHILDREN UNATTENDED AT CLOSING

Any child (generally ten years of age and younger) who is waiting for an adult at closing must not be left unattended. The Manager on Duty (MOD) will use their best judgement in other situations. After reasonable attempts have been made to contact the child's guardian, law enforcement may be contacted.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

CONTINUING EDUCATION/EMPLOYEE DEVELOPMENT

1. With the approval of the Executive Director (County Librarian) and subject to budgetary limitations, tuition or certification test assistance (not to exceed the cost of one 3 credit hour course at LCCC) is available for courses deemed job related. The employee must pass the course or test to receive assistance.
2. Any employee requesting and being authorized to receive education or training shall execute an agreement with LCLS, the terms of which will include a provision that if an employee leaves employment with LCLS for any reason within one year of the date of receiving tuition or certification test assistance, the employee will be required to reimburse the library for the costs of said assistance. The execution of such an agreement and this policy do not modify in any way the terms and conditions of the employment relationship between LCLS and the affected employee.
3. It is expected that supervisors include continuing education, training, and employee development activities in the regular annual goal setting that occurs at each annual performance evaluation, where applicable.
4. Employees who would like assistance with a more in-depth individual development plan (IDP) to further their knowledge, skill or education; to assist in achieving a goal of promotion within the library; or to achieve a career goal specifically or not specifically linked to library work may apply to the Executive Director (County Librarian).
5. Employees with an IDP may select a library administrator to be their mentor through the process.
6. Once an employee completes a master's degree in library science (MLS), master's degree in library and information science (MLIS) or equivalent American Library Association (ALA) accredited program, the employee will receive a 3% increase in salary, if funds are available, whether or not that position will have specific duties considered to utilize the skills of a professional librarian. If the current position the employee holds is a specialist or coordinator, the employee's pay grade will increase one level. The employee's job title will be changed to include the word "librarian" and additional duties may be assigned to the employee. Some administrator and manager positions that require an MLS or equivalent ALA-accredited program might not have the word "librarian" in their job title.
7. Administrators and managers who have worked in their position for more than seven years may request a paid sabbatical not to exceed three months. A proposal for what research will occur during the sabbatical will be presented to the Executive Director (County Librarian) at the time of the request. The work done during sabbatical should relate to the work of the employee's area of expertise or to expand knowledge or expertise in an area where the employee is less knowledgeable. If the request includes travel, it will be at the cost of the employee. For limited travel, a library vehicle may be requested. Administrators and managers are eligible for a sabbatical not more than once every seven years.

Adopted March 24, 2021 by the Laramie County Library System Board of Directors.

DEDUCTION FROM PAY

1. Laramie County Library System will comply with the salary basis requirements of the Fair Labor Standards Act (FLSA), as amended. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that LCLS does not allow deductions that violate the FLSA.
2. If an employee believes that an improper deduction has been made to their salary, the employee should immediately report this information to their direct supervisor.
3. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

DISCLAIMER

The following disclaimer will be given to each employee to sign at the time of hire:

Laramie County Library System is an at-will employer. Laramie County Library System can terminate any employee at any time for any reason. It is to be understood that the policies contained herein are NOT intended to be construed as part of any employment relationship and/or contract and are simply general statements of organizational policy. Further, these policies are subject to unilateral change by the employer, Laramie County Library System. All Laramie County Library System employees serve at the pleasure of the Executive Director (County Librarian). The Executive Director (County Librarian) serves at the pleasure of the Laramie County Library System Board of Directors.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

DOMESTIC PARTNER

1. Laramie County Library System provides some of the same benefits to domestic partners of employees as provided to applicable family members.
2. An employee's domestic partner is a person of the same or opposite sex who meets all the following criteria:
 - a. The person is reported in an affidavit of domestic partnership satisfactory to LCLS.
 - b. The person is an unmarried adult over the age of 18.
 - c. The person has lived with the employee for at least six consecutive months prior to the date of affidavit.
 - d. The person is not legally married nor is a domestic partner to anyone else.
 - e. The person is financially interdependent with the employee.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

DRIVING LIBRARY VEHICLES

1. Library vehicles will only be used for library business. Drivers shall comply with all applicable laws of the State of Wyoming.
2. Prior to operating library vehicles, employees must have a valid driver's license. A copy of that license must be submitted to the Deputy Director of Operations for a driving record check in order to be approved for insurance coverage.
3. The operation of library vehicles is a privilege which may be withdrawn at any time.
4. No employee will use a cellular phone while driving a library vehicle. If a call must be made or answered, the driver will pull off the road or park prior to answering or dialing a call. If on the Interstate or other roadway with no designated parking spaces, the driver must find an exit ramp, side road, parking lot or other safe place to park prior to using a cellular phone, unless it is an emergency.
5. No employee shall operate a vehicle for which he/she has not been adequately trained in safety procedures.
6. Employees are to avoid backing library vehicles when possible. Park in pull-through spaces or park further away or on the street if necessary. If backing a library vehicle is necessary, it is preferred that vehicles be backed in to park rather than pulled in to park.
7. The Governmental Claims Act and the Self-Insurance Program apply when library vehicles are used within the scope of employment. The use of library vehicles for private benefit or transporting anyone who is not a library employee is prohibited and may subject the user to full personal liability in the event of any type of accident, unless separate agreement is in force.

Adopted February 28, 2017 by the Laramie County Library System Board of Directors.

DRUG-FREE WORKPLACE

It is the intent of Laramie County Library System to provide a drug-free workplace for its employees in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

EMERGENCY, ACCIDENTS/INCIDENTS

All accidents and incidents on library property or in library facilities will be reported to the Executive Director (County Librarian) or designee. The Board of Directors directs the Executive Director (County Librarian) or designee to comply with all local, state, and federal laws regarding accidents and incidents.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

EMERGENCY, HEALTH

1. Once the Wyoming Department of Health or the governmental agency designated with authority announces a health emergency and related restrictions, employees must comply with those restrictions that are relevant to their work at the library.
2. Employees must follow the Wyoming Department of Health or the governmental agency designated with authority's guidelines for protecting personal health, such as frequent hand washing, practicing safe social distancing, using hand sanitizer when unable to wash their hands, and doing their best to not touch their face.
3. Employees experiencing any symptoms that the Wyoming Department of Health or the governmental agency designated with authority identifies as symptoms related to the health emergency will avoid work and quarantine the number of days the Wyoming Department of Health or the governmental agency designated with authority recommends whether or not the employee has been diagnosed or tested for the illness. Return to work may not occur until the symptoms are gone for at least three (3) days and/or the employee tests negative for the health emergency illness.
4. Employees are expected to inform their supervisor or a library administrator if they, or someone they have been in contact with, are diagnosed with or test positive for the illness that is the reason for the health emergency.
5. If an employee tests positive for the disease that is the reason for the health emergency, the employee may not return to work until they have a release from a physician stating they are no longer contagious.
6. If the library is closed to the public, and when both possible and practical, employees will be encouraged and permitted to work from home.
7. Limited in-person services, such as providing reference and other assistance via phone, may be offered. If so, some employees will be expected to work in library facilities.
8. Employees may be required to wear masks while at work or while working in the community.
9. Employees may be expected to sanitize both public and employee-only areas of the library.
10. Employees may be required to take their temperature (or have it taken) upon start of shift and end of shift or as approved by Wyoming Department of Health or the governmental agency designated with authority announced health directives.
11. Some employees might have a higher risk of contracting an illness that is the subject of a health emergency. If a physician's note states they have a higher risk and that coming into work increases their risk, then, if the physician recommends it, they may be required to work from home, obtain leave provided for by law or take benefitted or other leave during the health emergency, all as appropriate to the situation.
12. Employees may be expected to report to work even if library facilities are closed to the public when that complies with health official directives.
13. Employees may be assigned tasks outside their regular job description during a health emergency.

Adopted July 28, 2020 by the Laramie County Library System Board of Directors.

EMERGENCY, OPIOID ANTAGONIST ADMINISTRATION

This policy establishes guidelines and regulations governing the utilization, storage, and reporting of Naloxone Hydrochloride (Narcan), an opioid antagonist, by trained personnel within Laramie County Library System (LCLS) facilities.

LCLS administrators, and employees who choose to, will be trained in the proper use, administering, and reporting of Narcan in accordance with Wyo. Stat. Ann. §35-4-902(vi) & §35-4-904(a).

TRAINED OPIOID RESPONDER DESIGNATION AND TRAINING

1. It is not an LCLS job requirement to volunteer to become a Trained Opioid Responder (TOR), to permanently commit to TOR designation after acquiring it or to administer Narcan in an opioid-overdose emergency.
2. TORs will consist of LCLS personnel who choose to receive training and instructional materials in the proper use of Narcan.
3. To acquire TOR designation for LCLS, the individual administrator or employee must complete the course designed and provided by Cheyenne Regional Medical Center (CRMC). CRMC, through its Community Prevention Project Director, will certify to its satisfaction whether each individual, by taking the course, has acquired the knowledge and skills to administer Narcan in compliance with the Act.
4. LCLS will keep a current list of TORs in locations chosen by the Executive Director (County Librarian) or designee, who will notify all employees of the locations.

SPECIFIC LCLS PRACTICES AND PROCEDURES

LCLS sets forth below its expectations regarding Narcan and opioid-overdose emergencies that occur on LCLS premises. These expectations are not necessarily exhaustive, and LCLS reserves the right to amend, supplement or eliminate any of them at any time.

Overdose Recognition and Response, including Narcan Administration

1. LCLS employees who observe a potential overdose must immediately call 911 or an ambulance.
2. TORs must determine the need to use Narcan based on an evaluation of each encounter's unique circumstances, but for every encounter, TORs should look for the following signs of a possible overdose:
 - a. Person will not wake up or respond (this is the first sign to look for)
 - b. Snoring or gurgling sounds
 - c. Breathing is very slow or irregular or has stopped
 - d. Pupils are pinpoint
 - e. Blue lips and/or nail beds
 - f. Clammy skin
 - g. Visible evidence of drug use
3. TORs must use universal precautions for protection from blood-borne pathogens and communicable diseases when administering Narcan.

4. TORs who administer Narcan must remain with the person until EMS personnel arrive. Upon arrival of EMS personnel, LCLS must inform them that Narcan has been administered, fully cooperate with their instruction, and provide them any other relevant information about the encounter.
5. Given LCLS's diverse patronage, an opioid overdose might result in someone administering Narcan besides a TOR, including an LCLS visitor or patron acting as a Good Samaritan. If this occurs, the nearest TOR will promptly inform the Good Samaritan to stay with the Narcan recipient until EMS arrives and to provide contact information to LCLS before leaving.

Narcan Storage, Maintenance, and Replacement

1. LCLS intends to store at least one Narcan kit on each floor of each LCLS facility.
2. Narcan kits shall be kept in a manner consistent with proper storage guidelines for temperature and sunlight exposure, pursuant to the manufacturer's specifications.
3. Narcan kits will be stored in secure but convenient locations, ensuring the kits are ready and accessible to all TORs for use in emergencies.
4. LCLS intends to keep informational references, instructions, and documents related to Narcan and opioid-overdose emergencies that CRMC and the Narcan manufacturer provide to LCLS. LCLS will designate the selected materials as Narcan Reference Materials. LCLS will keep a copy of the Narcan Reference Materials in locations selected by the Executive Director (County Librarian) or designee, who will notify all employees of the locations.
5. The Executive Director (County Librarian) or designee will regularly inspect LCLS's Narcan kits, and one or both of them will regularly monitor and maintain a log, which shall include expiration dates, on-site and total inventory, and placement locations for all kits.
6. Upon using, losing or damaging a Narcan kit, TORs and all employees must promptly notify the Executive Director (County Librarian) or designee, who will determine if a replacement kit or some other action is necessary.
7. The Executive Director (County Librarian) or designee will dispose of expired Naloxone kits or provide them to other entities for training purposes through consultation with CRMC, and replace them according to the manufacturer's specifications.

Documentation and Reporting

1. TORs or employees who work with a patron who administer Narcan must notify the Manager on Duty (MOD) as soon as possible after an emergency subsides, if not sooner, and the MOD must promptly notify the Executive Director (County Librarian) or designee no later than 24 hours after the encounter.
2. TORS or employees who work with a patron who administers Naloxone Hydrochloride (Narcan) are required to complete a written incident report utilizing the LCLS current electronic incident software.
3. TORs or anyone who administer Narcan must complete the Department of Health's written incident report utilizing its current electronic incident software and use its standardized form for a report, entitled "Naloxone Report."

4. TORs or anyone who administer Narcan will submit their Naloxone Reports through Department of Health's web-based reporting system.

Adopted December 3, 2019 by the Laramie County Library System Board of Directors.

EMERGENCY, TORNADO WARNINGS/BUILDING EVACUATION

Laramie County Library System is designated as a public civil defense shelter. During a tornado warning, all patrons, volunteers, and employees must seek shelter in the library's designated safe areas. If patrons, volunteers or employees do not wish to seek shelter in the designated areas, they must leave the facility.

Adopted July 28, 3009 by the Laramie County Library System Board of Directors.

EMERGENCY, WEATHER CLOSURE

The Executive Director (County Librarian) or designee is authorized by the Board of Directors to close any library facility, open on a delayed schedule or to close a library facility early due to inclement weather.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

EMPLOYMENT, BONUS

A lump sum in reward for superb performance may be granted at the discretion of the Laramie County Library System Board of Directors, taking the following guidelines into consideration:

1. Funds are available for the reward.
2. The employee has worked for Laramie County Library System more than five years.
3. The employee has improved service, created additional events, secured grant funding or in some significant way made a long-lasting effect on public service and internal operations of LCLS.
4. The employee has achieved these goals within the appropriate structure of their position, but in an innovative, team-oriented, visionary way.
5. The employee's superb performance is consistent in relation to all job duties.
6. Employees who receive a bonus are eligible again in two years, e.g., if received in 2003, eligible again in 2005.

Adopted February 20, 2019 by the Laramie County Library System Board of Directors.

EMPLOYMENT, EQUAL OPPORTUNITIES

1. Equal employment opportunities shall be provided in the administration of all personnel practices such as recruitment, appointments, promotions, discipline, retention, training, and other benefits, terms, and conditions of employment in a manner which does not discriminate on the basis of race, color, creed, sex, national origin, age, political affiliation, handicap (except where handicap is an occupational disqualification) or any other non-merit factor.
2. Any claim of discrimination or sexual harassment will immediately be disclosed to the employee's supervisor or the Deputy Director of Operations or the Executive Director (County Librarian) or a member of the County Attorney's Office. The Executive Director (County Librarian) and County Attorney will be informed of all reports of this nature.
3. Applications and résumés will be accepted at any time for individuals holding a Master's of Library Science or equivalent ALA-accredited degree.
4. Applications for all other positions will only be accepted if a position is open and has been announced externally.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

EMPLOYMENT, EVALUATION

1. All employees will be evaluated annually during the month of the employee's hiring date anniversary, or if the employee changes positions, on the anniversary of that date.
2. A supervisor who fails to complete an annual evaluation within a month of the anniversary date will have this reflected on his or her annual evaluation.
3. Merit increases will be determined using the evaluation tool and merit matrix.
4. Merit increases, if warranted, will be effective the first day of the month of the start of the pay period following the evaluation.
5. Employees who are red-lined (at the maximum pay rate for their pay grade):
 - a. If in their current position, or a variation of their original position, for less than 12 years or, if more than 12 years, have not received a score of 3 or 4 on their last five annual evaluations, the employee will be compensated via a bonus system based on their performance evaluations as applied to the merit increase matrix. The bonus will consist of a dollar amount equal to the percent of their merit increase applied to the dollar amount the merit increase places their compensation above the top wage for their pay grade.
 - b. If in their current position, or a variation of their original position, for 12 years or more years and have earned a score of 3 or 4 on their last five annual evaluations, the employee will have their pay exceed the top rate on the pay scale not to exceed 50% of the top rate on the pay scale.
6. Merit increases will be provided contingent on available funds.
7. If a verbal or written reprimand was received during the evaluation period, the total merit increase will be reduced. For each verbal reprimand, the increase will be reduced by 0.5%. For each written reprimand, the increase will be reduced by 1.0%.
8. A salary survey may be completed periodically to ensure salaries are competitive for all library positions. Adjustments to salaries (contingent on available funds) may be provided to remain competitive within the market.

Adopted January 24, 2023 by the Laramie County Library System Board of Directors

EMPLOYMENT, HIRING/TRANSFER/PROMOTION

1. Current employees may be transferred to vacant or realigned positions. Vacant positions may be posted internally prior to advertising outside the organization or at the same time as external advertising occurs. The final hiring decision is made based on the best-qualified applicant and selection of the internal applicant is by no means automatic.
2. Relatives of persons currently employed by Laramie County Library System may be appointed or hired to a position only if they will not be working directly for or supervising relatives or occupying a position in the same line of authority within the organization. Due to the size of the organization and the chain of command, no relative of the Leadership Team will be eligible for employment. A relative is defined as anyone related by blood, adoption, marriage or domestic partnership.
3. Employees in positions with the title Assistant or Specialist may be eligible for a promotion to a Senior Assistant or Senior Specialist position when they meet the following criteria:
 - i. Have worked in the same Assistant or Specialist position for seven or more years and/or have commensurate experience;
 - ii. Have had their last three evaluations be an overall three or higher; and
 - iii. Have additional responsibilities that are beyond what a new hire in that position could logically be expected to perform.
 - iv. Appointment to the Senior Assistant is not automatic.
4. Employees who have worked in the position with the title Lead Technician I will be eligible for the Lead Technician II position when they meet the following criteria:
 - a. Successfully complete Microsoft Server Professional level certification, Cisco Professional level certification, VMware Professional level certification or another applicable certification path approved by administration.
OR
 - b. Have: worked in the Lead Technician I position for seven or more years and/or have commensurate experience; AND had their last three evaluations be an overall three or higher; AND have additional responsibilities in relation to other Lead Technician I positions within the division.
5. Appointments to the Lead Technician II is not automatic.

Adopted June 28, 2022 by the Laramie County Library System Board of Directors.

EMPLOYMENT, PAY PERIOD/WORK WEEK

PAY PERIOD

Pay periods for salaried employees are one month, figured from the first day of the month through the last day of the month. Normal pay periods for hourly employees are from the Monday prior to the LCLS board meeting through the Sunday prior to the next LCLS board meeting. Vacation and sick leave for all employees is determined by this pay period. Compensation is made once a month on the last day of the month falling on a weekday that LCLS is open.

WORKWEEK

The workweek runs from 12:01 am Monday through Sunday midnight. The standard full-time employees' workweek is 38 hours, which, for administrative purposes, is considered to be 165 hours per month. The workweek for part-time employees is prorated.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

EQUIPMENT AND MATERIALS, BOARD/EMPLOYEES/VOLUNTEERS

1. The Board of Directors (System and Foundation), volunteers who have volunteered consistently for six months or more, and employees may borrow material and equipment under the same terms and conditions as the public, except that:
 - a. They will not be charged the \$2 fee for interlibrary loans.
 - b. They will not be turned over to collection agency for long overdue items.
2. Members of the Board of Directors (System and Foundation) are asked at the time of their orientation if they wish to have their library card changed to an employee privilege card. New employees and volunteers must ask at the Cards & Accounts Desk to change their library card record to an employee's privilege level so that the above privileges will be in place in the individual's automated library account.

Adopted August 23, 2022 by the Laramie County Library System Board of Directors.

EQUIPMENT AND MATERIALS, SALE OF

No items donated to the library, or surplus equipment nor items removed from collections due to collection management procedures will be sold to employees, volunteers or any other entity, except at regular book sales, without the approval of the Executive Director (County Librarian) or designee. Donated items become the property of Laramie County Library Foundation until such time as Foundation transfers the items to Laramie County Library System.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

EQUIPMENT AND PROPERTY, USE OF

1. Equipment within library facilities belongs to Laramie County Library System or the Laramie County Library Foundation unless otherwise noted.
2. Use of equipment is considered library business and products generated on equipment belong to the library (e.g., laminating, Ellison machine).
3. No employee, manager, administrator, board member or volunteer shall use or permit use of library property for other than official activities or as stated in meeting room policies.
4. Employees, managers, administrators, board members, and volunteers shall protect and conserve library property, equipment, and supplies entrusted or issued to them.
5. Employees may use battery-operated personal listening devices (e.g., MP3 players, iPod, radio, tape player) with headphones in non-public areas at a volume that cannot be heard by other employees working nearby. These devices may only be used in non-public areas and must not interfere with or compromise job duties, safety or communication with other employees or the telephone.
6. Administrators, managers, and assistant managers may use private cellular phones while working as the Manager on Duty. Otherwise, use of personal cellular phones in the public areas is not permitted.

Adopted February 23, 2010 by the Laramie County Library System Board of Directors.

ETHICS

PROFESSIONALISM

1. Hold paramount the safety, health, and welfare of coworkers, volunteers, and the public.
2. Keep up-to-date on matters outside of and within the library that may impact your ability to perform your job.
3. Conduct yourself with competence, fairness, impartiality, efficiency, and effectiveness.
4. Respect the authority of the LCLS Board of Directors and uphold and implement adopted policies.
5. Perform duties with open communication, creativity, dedication, compassion, and collaboration.
6. Demonstrate high standards of personal integrity, honesty, and perseverance.
7. Grow personally and professionally and encourage the development of others.
8. Be aware that when you are communicating with the public, whether while working or on personal time, that they may perceive that you are representing the library in an official capacity.
9. Keep interactions constructive and recognize when you should seek assistance in resolving issues.

STEWARDSHIP

10. Behave responsibly and use good judgment to appropriately utilize library resources, including time.
11. Use staff privileges and access to library records, materials, and equipment responsibly.

DIGNITY

12. Respect and protect privileged information.
13. Treat all people with respect and consideration, regardless of race, religion, gender, sexual orientation, marital or family status, disability, age, national origin, and socioeconomic status.

Adopted February 28, 2019 by the Laramie County Library System Board of Directors.

EVENTS, BOARD/EMPLOYEES/VOLUNTEERS

1. Private celebrations or celebrations for a single division may not be held in the employee lounge or other library facilities.
2. Participation in any private library celebration is voluntary.
3. For events held by the Laramie County Library Foundation or as directed by the Executive Director (County Librarian) on library property, alcoholic beverages may be served.

Adopted July 28, 2009 by the Laramie County Board of Directors.

FAXING SERVICES

Library employees are subject to the same fees for personal use of library fax machines. Please refer to the policy regarding faxing services for the fee structure.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

FIREARMS

1. Possession of a firearm in the workplace, on library property or while driving a library vehicle or equipment is prohibited. Any observance of violation of this policy shall be reported to management immediately.
2. Enforcement: Any employee found to be in violation of this policy shall be subject to termination.

Adopted February 23, 2016 by the Laramie County Library System Board of Directors.

GRIEVANCES

1. By definition, grievance means a complaint by an employee concerning the interpretation or application of a given provision of the personnel policy. Matters related to management's prerogative to conduct the affairs of the library, such as job assignments and compensation, are not authorized within the scope of this policy.
2. Informal discussions between the employee and his or her immediate supervisor are initially required. The employee is responsible for presenting his or her complaint to his or her immediate supervisor. The supervisor and the Deputy Director of Operations are responsible for evaluating the employee's complaint in compliance with existing personnel policies. If the complaint is not satisfactorily resolved at the informal discussion level, the employee may file a formal written grievance with the Executive Director (County Librarian).
3. In the event that the employee's immediate supervisor is the source of the grievance, the employee may present his/her complaint to the next level of supervision.
4. Formal written grievances must be filed in writing within thirty (30) calendar days from the date of the occurrence of the incident upon which the complaint is based. The employee shall submit the original copy to the Executive Director (County Librarian) and retain a copy. Within ten (10) business days of the date on which the written grievance is received, the Executive Director (County Librarian) shall investigate the matter and give a decision in writing to the employee on the original copy of the grievance.
5. If the grievance is not satisfactorily resolved by the Executive Director (County Librarian), then within five (5) business days from his or her receipt of the Executive Director (County Librarian)'s written decision, and using the returned original copy of the grievance, the employee may appeal directly to the Board of Directors. The Board of Directors will handle employee grievances in Executive Session in accordance with the Public Meetings Act (Wyo Stat. Ann. §16-4-405), as amended.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

INSURANCE, DENTAL

Participation in a group dental insurance plan is available through Laramie County Library System. Both full-time and part-time employees may participate in the library's dental plan. Participation in the plan is voluntary. Enrollment is subject to current policy provisions. Regular part-time employees who have medical insurance coverage (from the library or elsewhere) may participate at their expense.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

INSURANCE, LIFE

Participation in a group life insurance plan is available through Laramie County Library System. The death benefit is \$25,000. Participation in the plan is voluntary. Enrollment is subject to current policy provisions.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

INSURANCE, MEDICAL

Participation in a group health insurance plan is available through Laramie County Library System. Participation in the plan is voluntary. Enrollment is subject to current policy provisions. Participation in the plan is offered to employees working 30 hours or more per week. Employees working 20 through 29 hours per week may participate at 100% of the premium.

Adopted February 28, 2017 by the Laramie County Library System Board of Directors.

INSURANCE, PREMIUM PAYMENT PLAN

Participation in an insurance premium payment plan is available through Laramie County Library System. A copy of the complete plan will be kept in the Business Office for employee viewing.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

LEAVE, BEREAVEMENT

1. The Board of Directors will allow up to three (3) regularly scheduled workdays of paid bereavement leave for the death of immediate family. For this policy, immediate family is defined as follows:
 - a. Spouse or domestic partner.
 - b. Children or spouses thereof or children of a domestic partner and spouses thereof. Children include biological children, adopted children, and stepchildren.
 - c. Parents, grandparents, siblings, and grandchildren of the employee and the employee's spouse or domestic partner.
2. Any additional leave needed by the employee will be taken as sick or vacation leave as designated by the employee.
3. Although no vacation normally accrues for new employees for the first six months of employment, vacation leave may be used to supplement bereavement leave during that time.
4. In the event of a funeral for a past or present employee (or person deemed significant to the library by the Board of Directors or designee), regularly scheduled working employees will be granted up to one day of bereavement leave to attend the funeral as long as the public desks are adequately covered. If the public desks cannot be adequately covered, the Board of Directors or designee may close the library.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

LEAVE, FAMILY AND MEDICAL

The Family and Medical Leave policy of Laramie County Library System shall be in accordance with the Public Law 103-3 Family and Medical Leave (FMLA) Act 1993, as amended. The Family and Medical Leave Act entitles employees to take up to twelve (12) weeks unpaid, job-protected leave in a twelve (12) month period for specified family and medical reasons.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

LEAVE, HOLIDAYS/CLOSURES

Full-time regular employees and full-time temporary employees whose temporary position is projected to last more than one month are paid the following number of hours for the stated holiday. Part-time benefited employees receive pay in proportion to the hours they work per week. Other temporary employees and substitutes (both full- and part-time) will not be paid for holidays. Employees working extra hours earn holiday hours for the amount worked, not the employee’s regular schedule. This only applies in extended extra hour situations, not if an employee is working extra hours under a month. Employees are not paid for closures.

PAID HOLIDAYS

New Year’s Day	8 hours	Labor Day	8 hours
Martin Luther King Jr. Day	8 hours	Veterans Day	8 hours
Presidents’ Day	7 hours	Thanksgiving Day	8 hours
Memorial Day	8 hours	Day after Thanksgiving	7 hours
Independence Day	8 hours	Christmas Eve	8 hours
Cheyenne Day*	7 hours	Christmas Day	7 hours
Juneteenth Day	7 hours		

*Employees working the Cheyenne facility and Bookmobile take this holiday on the Wednesday of Cheyenne Frontier Days week. Employees in Burns take this holiday on Burns Day and employees in Pine Bluffs take this holiday on the Saturday of Trail Days. If there is no Burns Day or Trail Days, then branch employees will receive holiday hours for Cheyenne Day.

CLOSURES

- Easter Sunday
- 6:00 p.m. on the eve of Thanksgiving Day
- 6:00 p.m. on New Year’s Eve

Adopted August 24, 2021 by the Laramie County Library System Board of Directors.

LEAVE, JURY SERVICE

1. Laramie County Library System employees shall be granted leave for required jury duty.
2. Employees required to serve on jury duty have the following options to ensure they receive full pay:
 - a. Laramie County Library System will pay the difference between the amount received by the employee from the Court for service as a juror and the amount of monthly pay normally received by the employee from Laramie County Library System. The employee may choose to take vacation leave during jury duty, thus receiving their regular pay from LCLS plus the payment given for jury duty.
3. To receive compensation for jury service from Laramie County Library System, the employee must present the summons from the Court activating them for jury duty to the Executive Director (County Librarian) prior to their first day of jury service. Additionally, the employee must present documentation for jury pay received from the court prior to remuneration by Laramie County Library System.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

LEAVE, MANAGERIAL EDUCATIONAL

Managers and Assistant Managers may apply in writing to the Executive Director (County Librarian) for two weeks paid leave in a calendar year for the purpose of higher education. Said leave will not be taken from accrued vacation or sick leave and will not be considered time worked. See also LEAVE OF ABSENCE.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

LEAVE, MATERNITY/PATERNITY

1. Employee may use all accrued sick leave and vacation, in accordance with Public Law 103-3 Family and Medical Leave Act 1993, as amended, or may choose to request unpaid leave.
2. Sick leave donations may not be requested for maternity/paternity leave in lieu of unpaid leave if all accrued sick and vacation leave have been exhausted.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

LEAVE, MILITARY TRAINING

1. The Laramie County Library will comply with State and Federal law with regard to military leave and other employment benefits related to military service and imposed by law including but not limited to compliance with the Wyoming Military Service Relief Act, Wyo. Stat. Ann. §19-11-101 et seq., as amended. As of the date of the enactment of this policy, said Act states in part:
 - a. Any member of the Wyoming National Guard or United States military forces reserve who is an officer or employee of this state or any political subdivision, municipal corporation or any public agency or entity of the state, including community colleges, shall be given a military leave of absence with pay at the regular salary or wage which the employee normally receives, not to exceed fifteen (15) calendar days in any one (1) calendar year to perform service in the uniformed services in addition to any other leave or vacation time to which the person is otherwise entitled.
 - b. Subject to the conditions prescribed in paragraphs (c) (i) through (v) of this section, any officer or employee of the state or any political subdivision, municipal corporation or public agency of the state who has been employed for one (1) year and who is a member of the national guard or any other component of the military forces of the state, a member of the reserve forces of the United States or who is inducted into the military service of the United States, is entitled to leave of absence from his public office or employment without pay but without loss of seniority, status, efficiency rating, vacation, sick leave, or other benefits while he is engaged in active military training or service ordered or authorized by proper authority pursuant to law exceeding fifteen (15) days in any calendar year. Such leave is in addition to any other military leave or vacation time to which the officer or employee may be entitled by law if the required military service is satisfactorily performed which is presumed unless the contrary is established.
2. Notification of or claims for such military leave must be given in writing to the Executive Director (County Librarian) or designee and the employee may be required to submit further documentation or information in support of any claim for military leave.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

LEAVE OF ABSENCE

1. Leaves of absence without pay will generally not be granted to employees with less than three (3) years of service, except in the case of Family Medical Leave Act (FMLA) situations.
2. Employees with three or more years of service may request leaves of absence for up to three months if all vacation or other applicable leave is exhausted. Leaves of absence may be for the following reasons:
 - a. Extended travel abroad
 - b. Education
 - c. Urgent personal business
 - d. Family emergency not covered under FMLA
3. An employee serving in the legislature or other similar elected office may request vacation leave or leave of absence without pay.
4. While on leave of absence, an employee's group health insurance, dental insurance, and life insurance are maintained at the same level before leave began. However, the employee must pay 100% of the insurance premiums during the leave of absence for any month the employee does not receive a paycheck. If the employee receives a paycheck for working part of the month, insurance premiums will be paid at the same ratio between Laramie County Library System and the employee as before the leave of absence, via payroll deduction.
5. Employees do not accrue vacation or sick leave during a leave of absence.
6. If an employee fails to return to work at the end of the leave of absence and has not made other arrangements with the Executive Director (County Librarian) or designee, the employee is deemed to have resigned.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

LEAVE, PERSONAL DAY

1. Employees employed on July 1 of every year will be credited with one personal day, which may be taken prior to July 1 of the following year. Personal days may not be carried over from one year to the next.
2. Part-time employees will receive one regularly scheduled day off at the hours normally scheduled for that day.

Adopted January 23, 2018 by the Laramie County Library System Board of Directors.

LEAVE, SICK LEAVE DONATIONS

1. Employees must have been employed by Laramie County Library System for at least twelve (12) months and have worked at least 1,600 hours (or in the case of regular part-time employees, a pro-rata share based on the number of hours regularly scheduled) in the year preceding the date of request to be eligible for requesting sick leave donations as an employee in need. Employees must not have a documented history of abusing leave.
2. An employee is considered in need if:
 - a. They or an immediate family member is unable to work due to severe injury or illness.
 - b. They have exhausted all accrued vacation and sick leave.
 - c. Their physician will not allow them to return to work for health reasons.
 - d. A physician for an immediate family member states they are needed to provide primary care for that individual.
3. For the purposes of this policy, an immediate family member is defined as follows:
 - a. Spouse or domestic partner.
 - b. Children, including adopted children, stepchildren or children of a domestic partner.
 - c. Parents.
4. If eligible under the Family and Medical Leave Act 1993, employees are entitled to 12 workweeks of leave during a 12-month period. (See Leave – Family and Medical). If an employee has used all of his/her sick leave and vacation time and needs additional sick leave, he/she becomes an employee in need.
5. Requests may not exceed eight weeks based on the regularly scheduled number of hours per week, e.g., if the employee works 20 hours per week, the request may not exceed 160 hours.
6. Regular part-time and full-time employees, both exempt and non-exempt, may donate sick leave to any fellow employee in need as long as their sick leave balance does not fall below two weeks' sick leave based on the number of hours authorized to work.
7. The Executive Director (County Librarian) or designee has the final decision of approval of sick leave donation requests.
8. All donations of sick leave are strictly voluntary.

Adopted April 27, 2021 by the Laramie County Library System Board of Directors.

LEAVE, SICK LEAVE, GENERAL

1. All employees except temporary help and substitutes accumulate sick leave at the rate of .0611 of the hours worked.
2. The maximum accumulation for all employees earning sick leave is 60 days. The maximum for part-time employees will be proportional.
3. Sick leave shall be integrated with workers' compensation payments when said leave exceeds five days.
4. Sick leave may be taken for either sickness or injury of the employee or for the care of a child, spouse, domestic partner or parent who is ill. Employees are expected to try to schedule routine planned examinations during non-working hours.
5. If sick leave is exhausted, it will be supplemented with vacation. If all leave is exhausted, loss of pay will result, or employee may ask for donations of sick leave. Part-time employees will be given the opportunity to make up the lost time to the extent that it can be done without incurring overtime.
6. Sick leave is not applicable while on vacation, but the start of a planned vacation may be deferred if an employee is out sick.
7. Absences of more than three days may require a doctor's certificate to return to work. Medical documentation should be forwarded to the Deputy Director of Operations or designee. Medical certificates may be required by the Executive Director (County Librarian) or designee for any absences charged against sick leave.
8. Any pattern in the use of sick leave, such as calling in sick in conjunction with a weekend, holiday or vacation on a regular basis, frequent use of sick leave or falsification of reasons for use of sick leave, may result in disciplinary action.
9. Sick leave will not be paid unless the employee follows established procedures for calling in sick.
10. In the event of absence resulting from an injury compensable under the Workers' Compensation Act, the employee shall receive sick leave benefits to supplement payments made under the Workers' Compensation Act sufficient to provide the employee full pay, with charges made against sick leave accruals until sick leave is exhausted.

Adopted June 28, 2022 by the Laramie County Library System Board of Directors.

LEAVE, SICK LEAVE, PAYMENT AT TIME OF TERMINATION

For all employees hired on or after June 1, 1979: 5 or more years of continuous service: 25% of accumulated sick leave (payment at current salary rate).

Adopted April 26, 2011 by the Laramie County Library System Board of Directors.

LEAVE, VACATION ALLOWANCE, PAYMENT AT SEPARATION

Upon being separated from employment with Laramie County Library System, employees who have more than six months of continuous service at the time of their separation shall be paid for their allowable accumulated unused vacation leave at their current salary rate. Only upon leaving the employment of Laramie County Library System shall employees be entitled to pay in lieu of using vacation leave.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

LEAVE, VACATION ALLOWANCE

1. Employees will not accumulate vacation leave and may not take vacation leave until such time as they have been employed by Laramie County Library System continuously for a period of six months. After six months of continuous employment, the vacation benefit will be deemed to become effective as of the date of employment.
2. Employees (except temporary help, substitutes, administrative officers, and those noted below) will receive paid vacation leave according to the following schedule:
 - a. 0 – 1 years of continuous service .0400 of time worked
 - b. 2 – 4 years of continuous service .0611 of time worked
 - c. 5 – 14 years of continuous service .0832 of time worked
 - d. 15 – 19 years of continuous service .1062 of time worked
 - e. 20 or more years of continuous service .1301 of time worked
3. The positions listed below will receive paid vacation leave according to the following schedule:
 - a. Executive Director (County Librarian) .1301 of time worked
 - b. Deputy Directors
 - i. 0 – 4 years of continuous service .1062 of time worked
 - ii. 5 or more years of continuous service .1301 of time worked
 - c. Managers, Facilities Superintendent, and IT employees
 - i. 0 – 4 years of continuous service .0832 of time worked
 - ii. 5 – 19 years of continuous service .1062 of time worked
 - iii. 20 or more years of continuous service .1301 of time worked
4. Increases in vacation allowance will be implemented at the beginning of the pay period in which the anniversary date falls.
5. Vacation leave will be credited monthly based upon payroll cycle periods. If an employee takes a leave of absence, their service will be regarded as continuous, but the leave time will not count toward years of service.
6. Maximum permitted accumulations of vacation leave for full-time employees are listed below. Maximums for part-time employees will be proportional. Vacation leave earned in excess of the maximum will not be credited. (For exception process, see VACATIONS, SCHEDULING, etc.)
 - a. Employees at .0400 rate 76 hours
 - b. Employees at .0611 rate 114 hours
 - c. Employees at .0832 rate 152 hours
 - d. Employees at .1062 rate 190 hours
 - e. Employees at .1301 rate 228 hours
7. For purposes of vacation leave, time worked means actually worked normal work hours, sick leave, holiday leave, bereavement leave, and weather closures. Vacation leave does not count toward time worked.

Adopted June 28, 2022 by the Laramie County Library System Board of Directors.

LEAVE, VOTING LEAVE

Employees shall, at the time specified by the supervisor, be allowed one (1) hour of leave with pay for the purpose of voting in an official public election, if that employee does not have three consecutive hours off when the polls are open. Employees must notify their supervisor in advance of Election Day of their desire to take the hour for the purpose of voting (Wyo. Stat. Ann. §22-2-111), as amended.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

NETWORK/COMPUTER SYSTEMS

1. Employees with individual logins and passwords are responsible for keeping the password secret; employees working in areas where passwords are shared must keep passwords secret from anyone not authorized to have those passwords. These policies apply to both local area network passwords and library automated system passwords. The Information Technology Services Manager (IT Manager) maintains a master password list.
2. Passwords must be changed every six months.
3. Employees are not allowed to load any additional software or upgrades to software onto computers other than what has been loaded by or approved by the IT Manager.
 - a. If there is a need for a unique screensaver or program or module that is in software the library already owns, uses, and there are no additional costs, the employee must discuss the need with the IT Manager.
 - i. The IT Manager may reject the request, authorize the employee to load the item or may load it for the employee.
 - b. For new software that is free or needs to be purchased, the request for the software must go through the employee's supervisor to the IT Manager. The IT team will research the software for compatibility and cost and discuss with the Executive Director (County Librarian).
 - c. The IT Manager will document all software that has been authorized for each workstation.
4. Unauthorized software loaded on an employee's workstation may result in disciplinary action.
5. Email, computer hardware and software, fax, voicemail systems, and access to the internet are the property of LCLS. Anything created or loaded on these systems becomes the property of LCLS. Electronic systems shall be used for official LCLS business only and may not be used for private or personal use unless allowed by policy.
6. Employees have no privacy rights to the content of email messages, and LCLS has the right to review, monitor, audit, intercept, copy, download, and disclose any communications or files created or maintained on LCLS information systems at any time, without prior notice. The use of authorized passwords by employees should not be construed as creating a private communication medium. All messages on the email system can be traced to the author even after they are deleted. All email messages are subject to discovery orders in litigation matters.
7. Materials of a sensitive nature or which constitute LCLS confidential information are appropriately encrypted to prevent interception by third parties. Electronic information marked confidential shall not be accessed without authorization.
8. Use of the email, computer, fax, voicemail, and internet shall be held to the same standard as all other business communications, including compliance with laws and policies regarding discrimination and harassment. The Executive Director (County Librarian), Deputy Director of Operations, Deputy Director of Public Service or division manager shall be notified of unsolicited, offensive materials received by any employee

on any of these systems. No spamming, virus alerts, chain letters or “for sale” emails may be sent via email.

9. Information on the internet may be protected by copyright law. Before downloading any information from the internet, creating a web page with links to other material or using others’ materials, the employee shall consult with the IT Manager and the Executive Director (County Librarian) if appropriate.
10. Employees are expected to maintain their user’s directories by deleting old or unused files on a regular basis.
11. Personal hardware, e.g., monitors, keyboards, and mice, may not be used on library workstations.
12. Employees are not allowed to purchase hardware or software for library use without consent of the IT Manager, who shall conduct additional research as needed.
13. Only if an employee’s device has virus protection software and is up-to-date with signature files may they share files between personal devices and library workstations.
14. Failure to comply with these policies or failure to consent to any review, monitor, audit, interception, copy, download or disclosure of any communications or files may result in disciplinary action or termination following investigation.

Adopted January 23, 2018 by the Laramie County Library System Board of Directors.

PATRON PRIVACY

Laramie County Library System shall act in accordance with Wyo. Stat. Ann. §16-4-203 (d) (ix), as amended, which protects library circulation and registration records from public disclosure.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

PAYCHECKS

Stop payment and replacement of a paycheck will result in a fee to the employee in the amount of the current stop payment bank fee plus a \$10.00 processing fee. No check will be re-issued within five working days from the date the original check was issued unless there are extenuating circumstances as determined by the Executive Director (County Librarian) or designee.

Adopted December 1, 2009 by the Laramie County Library System Board of Directors.

PAYMENT AT TERMINATION OF EMPLOYMENT

Laramie County Library System will comply with Wyo. Stat. Ann. §27-4-104, as amended. Final checks will be issued no later than LCLS regularly scheduled payroll date. The Executive Director (County Librarian) is authorized to expend funds to comply with this statute.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

RECYCLING

This policy is to ensure that operational recycling is available and practiced in the Laramie County Library to comply with the United States Green Building Council's Leadership in Energy and Environmental Design (LEED) program requirements.

1. Paper recycling – acceptable paper will be separated and placed in paper-recycling containers throughout the building. Facilities employees will empty these containers as necessary and transport the paper to the nearest recycling center.
2. Cardboard recycling – cardboard boxes are to be reused in the facility to store miscellaneous items. Boxes that are not suitable for reuse will be broken down by facilities employees and taken to the nearest recycling center.
3. Books – discarded books and books that are not sold in the Book Sale Room will be taken to the nearest recycling center.
4. Aluminum cans – recycling bins for aluminum cans are located throughout the building. Facilities employees will empty the bins and take the materials to the nearest recycling center.
5. Telephone directories – when the new telephone directories are available, employees will bring their old directory to and pick up the new directory from the Business Office. After all directories have been exchanged, facilities employees will take the old telephone directories to the nearest recycling center.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

RETIREMENT

Laramie County Library System provides retirement benefits through participation in the Wyoming Retirement System. An employee may qualify for retirement benefits under Wyo. Stat. Ann. §9-3-415 (1997), as amended. For purposes of the Wyoming Retirement System only, part-time employees in regular positions working at least 25 hours per week but less than 32 hours per week will become members of WRS and LCLS pays both the employee's and the employer's share of Wyoming Retirement. Full-time employees and part-time employees meeting the above requirements will join Wyoming Retirement upon date of hire.

Adopted April 6, 2010 by the Laramie County Library System Board of Directors.

SALARY SCHEDULE

The Board of Directors shall periodically review Laramie County Library System's salary schedule. The board attempts to provide competitive salaries for all positions within the system. Salaries/hourly wages will be paid according to the approved salary schedule. A salary survey will be completed periodically to ensure pay grades are still within acceptable market value. Salary adjustments may be made contingent upon available funding.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

SEXUAL HARASSMENT

1. Harassment on the basis of sex is a violation of civil rights and will not be tolerated by Laramie County Library System. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when a) one's submission is made either explicitly or implicitly a term or condition of an employee's employment, b) submission or rejection of such conduct is used as the basis for employment decisions affecting such individual or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
2. Any claim of sexual harassment will immediately be disclosed to the employee's supervisor or the Deputy Director or Operations or the Executive Director (County Librarian) or a member of the County Attorney's Office. The Executive Director (County Librarian) and County Attorney will be informed of all reports of this nature.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

SOCIAL MEDIA

When posting to an employee's personal social media account, it must be made clear that the employee is not representing the library.

Employees who are involved in using social media to promote LCLS as part of their job duties will adhere to procedures that reflect the following concepts:

1. Communication will be professional.
2. Facts will be accurate.
3. Those who post will clearly identify who they are and their job title.
4. Correct grammar, spelling, and punctuation will occur.
5. Will respect the confidentiality of users as specified in Wyo. Stat. Ann. §16-4-203 (d) (ix), as amended.
6. Will understand who their audience is and post with that audience in mind.
7. Will follow established procedures for dealing with inappropriate posts.
8. Will not respond to inappropriate posts without input from the person or group identified in the procedure for such circumstances.
9. Will write with brevity.
10. Will limit access and usage of social media to that related to their work.

Adopted June 28, 2022 by the Laramie County Library System Board of Directors.

TIMEKEEPING (TIMESHEETS)

Time records for non-exempt employees are used as document of record and a check that the agreed hours are actually worked. There is no expectation of employees to perform work before the start or after the end of their shift and employees may not do so. If an employee must perform work before or after their scheduled shift, the employee must obtain prior permission from their supervisor. For public service employees, the end of shift at time of closing is the time that all patrons are out of the building and the closing checklist is completed.

Adopted July 28, 2009 by the Laramie County Library System Board of Directors.

TRAVEL

1. Library vehicles are to be used by licensed drivers who are insurable under LCLS insurance coverage for conducting authorized library business. In no case shall these vehicles be used during non-working hours for personal errands or recreation.
2. Fines for any traffic violation are the responsibility of the person driving the vehicle. Any traffic violations must be reported to the employee's supervisor immediately.
3. No library employee shall fly in an unscheduled aircraft while conducting library business without first receiving specific approval from the Board of Directors to do so, and at no time shall loaned or borrowed aircraft be used for any travel for library business.
4. If a private vehicle on library business is authorized in advance by the Executive Director (County Librarian) or designee, reimbursement, not to exceed federal standard for mileage allowance, or actual cost of gas, may be granted. All mileage payments are based on the nearest practicable highway route between destinations as indicated on Google Maps, MapQuest or similar products plus a reasonable mileage for travel in and about the destination vicinity. In no case shall the amount paid exceed commercial economy airfare.
5. Employees who travel out of town to attend seminars or conferences will be reimbursed up to the per diem for meals and incidentals based on the current U.S. General Services Administration guidelines. LCLS will not pay for alcoholic beverages.

Adopted January 23, 2018 by the Laramie County Library System Board of Directors.

March 19, 2026

To: Board of Directors
From: Director of Business & Administration
RE: FY27 Budget Draft 1

This first draft budget is significantly out of balance, which is typical at this stage and helps us identify and prioritize funding needs. The estimates are intentionally conservative, with flat income projections and expenses listed on the higher end. These figures will be refined as the process moves forward and future drafts will reflect more accurate figures for both income and expenses.

Income line 409-000 for the current Specific Purpose Tax collections will be completed FY 26. This line has a zero-budget amount for FY 27, however, it will remain available for any future income should the 6th penny initiatives be approved.

The First Steps program funding will be fully expended in FY 27. The personnel will be transitioned into the Outreach & Engagement division, where they will continue their community focused work in alignment with ongoing O&E initiatives.

Notes have been provided for any other line items that may need additional explanation.

Your feedback on the financial priorities reflected in this draft is appreciated. We will incorporate this input, along with any other financial information received, to further develop and refine the budget. A second draft will be presented at the April meeting for the Board's review and approval.

State statute requires a draft budget be submitted to the County Clerk and County Commissioners no later than May 1st of each year. Accordingly, the board will need to approve a draft budget at its April meeting. This draft is intentionally out of balance to clearly illustrate the library's projected financial needs for the next fiscal year.

Laramie County Library System						
FY 27 Draft 1		FY26	Actual as of	FY 26	FY 27	
		Budget	2/28/2026	Estimated YE	Draft 1	
INCOME						
	Taxes					
400-000	1% OPTIONAL SALES	1,040,717.00	750,000.00	1,000,000.00	1,040,717.00	
402-000	AUTO LICENSE FEE	720,000.00	543,598.03	724,797.37	720,000.00	
404-000	MILLAGE	5,200,000.00	3,206,530.51	5,275,374.01	5,200,000.00	
406-000	MISCELLANEOUS TAXES	6,500.00	6,794.74	6,794.74	6,500.00	
409-000	SPECIFIC PURPOSE TAX	137,584.62	138,818.96	154,243.29	0.00	
	TOTAL TAXES	7,104,801.62	4,645,742.24	7,161,209.42	6,967,217.00	
	FEES					
412-000	FEES	35,000.00	44,410.14	59,213.52	45,000.00	
	TOTAL FEES FOR SERVICE	35,000.00	44,410.14	59,213.52	45,000.00	
	GRANTS					
432-000	GRANTS	15,000.00	0.00	0.00	15,000.00	
432-008	GRANT - COUNTY ARPA	215,948.98	118,976.31	123,976.31	91,972.67	
432-009	GRANT - SELF-SERVICE ARPA		172,769.94	222,769.94	57,910.06	
433-000	GRANT FROM FND (BSR)	25,000.00	16,739.78	22,319.71	25,000.00	
	TOTAL GRANTS	255,948.98	308,486.03	369,065.96	189,882.73	
	SUMMER READING					
454-000	SRC - SALES/DONATIONS	1,500.00	310.00	413.33	1,500.00	
	TOTAL SUMMER READING	1,500.00	310.00	413.33	1,500.00	
	MISCELLANEOUS					
430-000	INSURANCE SETTLEMENTS	0.00	0.00	36,378.43	341,752.00	Cheyenne Roof
433-001	STAFF MERCHANDISE	0.00	0.00	0.00	0.00	
434-000	INTEREST ON FUNDS	200,000.00	224,008.52	298,678.03	225,000.00	
440-000	SALE OF PROPERTY	2,500.00	1,467.82	1,957.09	2,000.00	
442-000	MISC INCOME	2,000.00	23,309.12	8,835.25	3,500.00	
444-000	CONTRACT WITH FND	133,350.00	57,150.47	76,200.63	133,350.00	
445-000	FND DONATIONS	0.00	112,783.95	112,783.95	0.00	
447-000	PUBLIC LIBRARY ENDOWMENT	93,947.33	93,917.33	93,917.33	94,000.00	
	TOTAL MISCELLANEOUS	431,797.33	512,637.21	628,750.70	799,602.00	

Laramie County Library System						
FY 27 Draft 1		FY26	Actual as of	FY 26	FY 27	
		Budget	2/28/2026	Estimated YE	Draft 1	
	CAFÉ INCOME					
470-000	FOOD SALES	80,000.00	46,379.51	61,839.35	65,000.00	
471-000	KIDS FOOD SALES	11,000.00	7,477.14	9,969.52	11,000.00	
472-000	HOT DRINK SALES	45,000.00	27,580.34	36,773.79	40,000.00	
473-000	COLD DRINK SALES	23,000.00	14,433.19	19,244.25	23,000.00	
474-000	MERCHANDISE SALES	5,000.00	1,990.72	2,654.29	3,000.00	
475-000	SALES TAX COLLECTED	10,000.00	4,779.30	6,372.40	7,000.00	
476-000	MISC. CAFÉ INCOME	1,500.00	1.92	2.56	1,500.00	
	TOTAL CAFÉ INCOME	175,500.00	102,642.12	136,856.16	150,500.00	
	CASH CARRYOVER & ON HAND					
450-000	PLANNED CASH CARRYOVER	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	
460-000	INCOME OVER EXPENSES	1,607,474.73	1,607,474.73	1,607,474.73	732,382.17	
463-000	INCOME OVER EXP - FIRST STEPS	0.00		0.00	0.00	
464-000	INCOME OVER EXP - LBB	0.00		0.00	0.00	
464-017	INCOME OVER EXP - LBB NAVIGA	0.00		0.00	0.00	
	TOTAL CASH ON HAND	2,607,474.73	2,607,474.73	2,607,474.73	1,732,382.17	
	RESERVES					
480-000	RESERVE - BOOKMOBILE/VEHICLE	239,000.00	0.00	239,000.00	0.00	
481-000	RESERVE - FACILITIES	100,000.00	0.00	175,000.00	0.00	
482-000	RESERVE - EQUIPMENT/FURNISH	0.00	0.00	0.00	0.00	
483-000	RESERVE - FIRST STEPS	140,000.00	0.00	106,109.36	128,609.28	Amount remaining after all FY 26 estimated expenses have been paid
484-000	RESERVE - LBB	0.00	0.00	0.00	0.00	
485-000	RESERVE - EMERGENCY	0.00	0.00	0.00	0.00	
486-000	RESERVE - CAPITAL PROJECT PLAN	0.00	0.00	0.00	0.00	
490-000	RESERVE - O&M	0.00	0.00	0.00	0.00	
	TOTAL RESERVE	479,000.00	0.00	520,109.36	128,609.28	
	TOTAL INCOME	11,091,022.66	8,221,702.47	11,483,093.18	10,014,693.18	

Laramie County Library System						
FY 27 Draft 1		FY26	Actual as of	FY 26	FY 27	
		Budget	2/28/2026	Estimated YE	Draft 1	
EXPENDITURES						
	PERSONNEL					Includes contingency for merit increases.
505-000	LIBRARY STAFF	4,691,904.60	2,713,532.10	3,618,042.80	4,879,580.78	Tech Plan consulting
511-000	CONTRACT PERSONNEL	275,000.00	167,549.95	223,399.93	330,000.00	
512-000	CONSULTANTS	53,500.00	18,463.51	24,618.01	24,000.00	
514-000	FOUNDATION STAFF	133,350.00	55,294.11	73,725.48	150,000.00	WRS Increase
515-000	FICA	341,843.17	209,991.77	279,989.03	373,287.93	
516-000	WYOMING RETIREMENT	758,426.91	473,406.04	631,208.05	834,269.60	10% increase
517-000	UNEMPLOY BENEFITS	15,000.00	4,304.75	5,739.67	15,000.00	
710-000	INS- HEALTH	688,017.96	422,458.43	563,277.91	756,819.76	
715-000	INS-DENTAL	35,200.00	20,883.78	27,845.04	38,720.00	
718-000	WORK COMP	19,682.51	9,838.75	13,118.33	24,397.90	
	TOTAL PERSONNEL	7,011,925.15	4,095,723.19	5,460,964.25	7,426,075.97	
	ADMINISTRATION					
519-000	CONFERENCES/CONT ED	65,000.00	34,798.29	65,000.00	65,000.00	
521-000	MEMBERSHIPS	4,500.00	6,186.88	8,249.17	6,000.00	
531-000	POSTAGE	33,000.00	19,719.43	26,292.57	37,000.00	
538-000	PLANNING AND DEVELOPMENT	0.00	0.00	0.00	0.00	
700-000	INSUR, PROPERTY, LIABILITY	100,000.00	80,542.47	107,389.96	110,000.00	
705-000	INSUR DEDUCTIBLE LOSS	10,000.00	0.00	0.00	10,000.00	
730-000	SECURITY BONDS	1,000.00	118.00	157.33	1,000.00	
803-000	BOARD/VOLUNTEER/STAFF ACTIV	5,000.00	2,794.06	3,725.41	5,000.00	
815-000	REFUND LOST MAT	2,000.00	927.50	1,236.67	2,000.00	This is a placeholder until we are closer to YE and are able to calculate encumbered funds.
820-000	COLLECTION FEES	7,000.00	4,171.50	5,562.00	7,000.00	
830-000	PRIOR YEAR CARRYOVER	45,000.00	52,738.77	52,738.77	50,000.00	
835-000	LEGAL SERVICES	0.00	0.00	0.00	0.00	
840-000	MERCHANT FEES	7,000.00	5,544.11	7,392.15	7,000.00	
	TOTAL ADMINISTRATION	279,500.00	207,541.01	277,744.04	300,000.00	
	SUPPLIES AND EQUIP					
525-000	SUPPLIES	68,000.00	30,280.69	40,374.25	68,000.00	Includes 11,205 for CCS
529-000	EQUIP LEASES	60,788.00	50,756.52	67,675.36	55,788.00	
530-000	NETWORK	160,215.00	75,921.07	101,228.09	192,444.00	
825-000	SOFTWARE INT	228,388.56	138,619.60	184,826.13	222,385.00	
	TOTAL SUPPLIES & EQUIP	517,391.56	295,577.88	394,103.84	538,617.00	

FY 27 Draft 13/19/2026 11:04 AM

Laramie County Library System						
FY 27 Draft 1		FY26	Actual as of	FY 26	FY 27	
		Budget	2/28/2026	Estimated YE	Draft 1	
	COMMUNICATIONS					
532-000	TELECOMMUNICATIONS	40,000.00	26,646.79	35,529.05	36,336.00	McC advertising = \$55k
534-000	ADVERTISING	10,000.00	1,484.18	1,978.91	65,000.00	
536-000	PRINTING	60,000.00	33,021.52	44,028.69	57,100.00	
537-000	PROMOTIONAL				5,000.00	
	TOTAL COMMUNICATIONS	110,000.00	1,026,405.10	1,351,983.23	1,769,670.00	Includes \$12K Contingency for additional DB
	LIBRARY MATERIALS					
543-000	ELECTRONIC RESOURCES	30,200.00	20,200.00	26,933.33	44,500.00	Materials budget increased by 10%. Distributed 55/45 electronic/print
547-000	ELECTRONIC MATERIALS	175,000.00	175,000.00	224,707.25	263,175.00	
550-000	LIBRARY MATERIALS	260,000.00	131,418.97	179,969.65	215,325.00	
570-000	PERIODICALS	18,000.00	12,573.97	16,765.29	18,000.00	
575-000	BINDING	2,500.00	0.00	0.00	2,500.00	
742-000	OCLC SERVICES	30,430.19	28,621.46	28,621.46	26,886.00	
745-000	WYLD SYSTEM	30,049.14	25,922.82	25,922.82	32,951.00	
	TOTAL LIBRARY MATERIALS	546,179.33	393,737.22	502,919.81	603,337.00	
	PROGRAMS					
505-100	FIRST STEPS STAFFING	108,000.00	71,034.21	94,712.28	DELETE	
580-100	FIRST STEPS OTHER EXP.	32,000.00	8,547.81	11,397.08	DELETE	
582-400	LBB OTHER EXPENDITURES	6,000.00	(781.06)	(781.06)	DELETE	
582-404	LBB NAVIGATOR PILOT PROGRAM	1,000.00	0.00	0.00	DELETE	
	TOTAL PROGRAMS	147,000.00	78,800.96	105,328.30	0.00	
	UTILITIES					
610-000	ELECTRICITY	170,512.00	86,670.62	165,560.83	170,512.00	
620-000	NATURAL GAS	60,000.00	21,056.26	38,075.01	60,000.00	
630-000	WATER	38,000.00	25,575.84	34,101.12	38,000.00	
	TOTAL UTILITIES	268,512.00	133,302.72	237,736.96	268,512.00	Includes area covered by insurance claim and remaining area that is original to the Cheyenne building

Laramie County Library System						
FY 27 Draft 1		FY26	Actual as of	FY 26	FY 27	
		Budget	2/28/2026	Estimated YE	Draft 1	
OPERATIONS & MAINTENANCE OF FACILITIES						
650-000	FACILITIES REPAIR	83,000.00	28,352.88	37,803.84	151,750.00	Includes area covered by insurance claim and remaining area that is original to the Cheyenne building
652-000	MAINTENANCE SUPPLIES	62,000.00	40,861.63	54,482.17	65,000.00	
657-000	ROOF REPAIRS	50,000.00	14,495.43	19,327.24	523,874.00	Lighting system, Burns upgrade to LED and annual expenses
658-000	REPAIR/REPLACE EQUIP	42,000.00	13,163.76	17,551.68	135,125.00	
748-000	FAC SERV CONTRACT	162,770.00	67,396.94	89,862.59	183,820.00	
749-000	EQUIP SERVICE CONTRACT	37,860.00	31,201.18	41,601.57	39,053.00	
780-000	EQUIP/FURN	10,000.00	434.18	578.91	10,000.00	
TOTAL O&M OF FACILITIES		447,630.00	195,906.00	261,208.00	1,108,622.00	
OPERATION & MAINTENANCE OF VEHICLES						
660-000	REPAIR - VEHICLES	15,000.00	13,231.56	17,642.08	20,000.00	Increased for O&E
665-000	GASOLINE, OIL, ETC.	8,000.00	3,374.31	4,499.08	8,000.00	
667-000	BOOKMOBILE	239,000.00	0.00	239,000.00	0.00	
TOTAL O&M OF VEHICLES		262,000.00	16,605.87	261,141.16	28,000.00	
PROJECTS						
787-000	LIBRARY BUILDINGS	175,000.00	845.25	175,000.00	0.00	
790-000	SALARY SURVEY	0.00	0.00	0.00	0.00	
TOTAL PROJECTS		175,000.00	845.25	175,000.00	0.00	
CAFÉ COST OF GOODS						
640-000	FOOD PRODUCTS	52,800.00	32,187.81	42,917.08	45,000.00	
642-000	DRINK PRODUCTS	44,000.00	29,666.53	39,555.37	44,000.00	
645-000	MERCHANDISE	4,000.00	0.00	0.00	2,500.00	
648-000	CUSTOMER SUPPLIES	20,000.00	10,936.95	14,582.60	16,000.00	
TOTAL CAFÉ COST OF GOODS		120,800.00	72,791.29	97,055.05	107,500.00	
CAFÉ OPERATIONS						
523-020	LICENSES/PERMITS	500.00	219.43	292.57	500.00	
525-020	CAFÉ SUPPLIES	5,500.00	1,958.93	2,611.91	3,500.00	
534-020	MARKETING - CAFÉ	0.00	0.00	0.00	0.00	
658-020	CAFÉ EQUIPMENT REPAIR/SERVIC	5,500.00	1,671.48	2,228.64	5,500.00	
780-020	CAFÉ EQUIPMENT FURNISHING	7,000.00	0.00	0.00	7,000.00	
840-020	MERCHANT FEES - CAFÉ	22,000.00	13,068.91	17,425.21	20,000.00	
845-020	CAFÉ SALES TAX EXPENSE	12,000.00	6,536.96	8,715.95	9,200.00	
TOTAL CAFÉ OPERATIONS		52,500.00	23,455.71	31,274.28	45,700.00	

Laramie County Library System						
FY 27 Draft 1		FY26	Actual as of	FY 26	FY 27	
		Budget	2/28/2026	Estimated YE	Draft 1	
	GRANTS					
800-000	GRANTS	15,000.00	0.00	0.00	15,000.00	
800-008	GRANT - COUNTY ARPA - PLANNING		78,527.65	123,976.31	91,972.67	Remaining grant funding to be spent by 12/31/26
800-009	GRANT - WSL ARPA SELF SERVICE		112,641.42	222,769.94	57,910.06	
	TOTAL GRANTS	15,000.00	191,169.07	346,746.25	164,882.73	
	CASH CARRYOVER					
850-000	PLANNED CASH CARRYOVER	1,000,000.00	0.00	1,000,000.00	1,200,000.00	
	TOTAL CASH CARRYOVER	1,000,000.00	0.00	1,000,000.00	1,200,000.00	
	RESERVES					
880-000	RESERVE - BOOKMOBILE/VEHICLE	82,550.77	117,063.80	153,063.80	0.00	
881-000	RESERVE - FACILITIES	0.00	0.00	0.00	0.00	
882-000	RESERVE - EQUIPMENT/FRUNISH	0.00	0.00	0.00	0.00	
883-000	RESERVE - FIRST STEPS	0.00	0.00	0.00	0.00	
884-000	RESERVE - LBB	0.00	0.00	0.00	0.00	
884-017	RESERVE - CNPP	0.00	0.00	0.00	0.00	
885-000	RESERVE - EMERGENCY	0.00	0.00	0.00	0.00	
886-000	RESERVE - CAPITAL IMPROVEMEN	0.00	0.00	0.00	0.00	
890-000	RESERVE - O&M	55,033.85	70,442.04	94,442.04	0.00	
	TOTAL RESERVES	137,584.62	187,505.84	247,505.84	0.00	
	TOTAL EXPENDITURES	11,091,022.66	6,919,367.11	10,750,711.01	13,560,916.70	
	OUT OF BALANCE BY	0.00	1,302,335.36	732,382.17	(3,546,223.53)	

March 20, 2026

To: Laramie County Library System Board
From: Laramie County Library Executive Director/County Librarian

Re: March Directors' Report

Library Stories

From Abby Rowswell (*Youth Services Events Librarian*)

“We had so many people come to the American Girl Tea Party (maybe too many people!) We had like 70 children and maybe 50 adults and probably at least 50 dolls.”
This was part of our Semiquincentennial event series



From Emily Baldwin (*Branch Services Specialist*)

“First time coming into a patron using self-service in the AM!

Sarah Smith, one of our favorite and most amazing patrons, was here when I came in today. She was expressively grateful for this service. She shared with me that she and her youngest child were able to come in yesterday evening and get their holds,

use the computer and just hang out for a little bit while they waited for older brother to get done with a school activity. She said she used to have to just sit in the car and wait for him for over an hour. She further shared that she very much so enjoyed being here this morning, that she is on spring break from her job right now and was able to take the kids to school and come enjoy a bit of peace a quiet and just read her book and get a coffee. Something she says never happens for her with three kids being a working mom. Just HAD to share with the team. This is exactly what we wanted it to do, and it is doing it! YAY LCLS!”

From Hannah Cooper (*First Steps Assistant*)
“First Steps Wiggles and Giggles: The Igloo”



From Kayla Schwab (*Teen Services Coordinator*)
Kayla recently opened the library and found this amazing and pleasant surprise on the library’s LiteZilla board.



Executive Director Updates

- The Circulation & Branch Services division has been renamed “Patron Services” to better reflect its system-wide role in shaping the patron experience. The Patron Services Manager position (an updated version of the Circulation & Branch Services Manager role) has been posted for hire.
- The Library Foundation Board has voted to move forward with Warehouse21 as the selected consultant for the Foundations electoral campaign efforts.
- A select group of Foundation Board members will be meeting with city council members to discuss 6th Penny collaborative efforts.
- The Marketing & Communications team is working to develop several marketing campaigns of various sizes including, National Library Week, Library Card Art Contest, launch of new mobile library, evolution/update of the Teen Zone, Summer Reading Challenge, and launch of the lending library at the Senior Center.
- Preparing for the launch of the new LCLS quarterly magazine - “Off the Shelf” - in July.
- The library’s online meeting room scheduling software will launch to the public on April 6th- we are excited for the increased access and self-service capabilities this offers!

Public Service Updates

- Youth Services staff is getting ready for the soft launch of the updated Teen Zone. The updated space, funded by the Foundation, will include a 3D Printer and Glowforge and will be open during spring break.
- YS, O&E, and Branch staff participated in a workshop focused on understanding the social emotional benchmarks of youth and how to use this to better serve the children in our community.
- O&E is increasing partnership engagement with the Senior Center, collaborating on ongoing programs and the future LCLS location of our first library vending machine.
- The current Bookmobile will make its last stop Friday, March 27th. It will be a special stop, outside of the Safeway on South Greeley HWY, to preview a new stop for its summer route.
- O&E announced its first community event – The Informed Voter Series. This is a four-part series aimed at providing Laramie County residents reliable information regarding the 2026 Legislative Session and the upcoming Primary and General Elections.
- Library is partnering with the CFD Old West Museum on programming to go along with the international traveling exhibition *Aloha Vaqueros* that will be on display at the museum April 11 – September 13. The authors of the book [Aloha Rodeo](#) will present an author talk on May 7, and LCLS outreach will hold story time sessions at

the museum's family day on June 6. Additionally, there will be an exhibit of artifacts from the museum's collection in the first-floor display case April – June.

- The library launched the 10th anniversary of the Seed Library on March 21st, which included around 18,600 packets to provide library users in all three locations.
- Assistant Manager Elaine Hayes will be transitioning to her new role as Special Collections Librarian and Adult Services is preparing to hire a new Assistant Manager for Adult Services, with a new job description and expectations.



Laramie County Library Foundation

Grant and Development Update

March 2026

META Community Grant

The Laramie County Library Foundation was not selected as a recipient of the META Community Grant this year. The proposal took an ambitious approach in the amount requested, and based on the award announcements, it appears that may have worked against us. Many of the recipients received awards closer to the \$30,000 range.

While the outcome was not what we had hoped for, the proposal process helped clarify potential project opportunities and funding priorities that may be pursued in future grant applications.

Lois Lenski Covey Foundation Grant

The Lois Lenski Covey Foundation Grant application was prepared with the assistance of Susan Parkins and was mailed on March 10. Documentation related to this submission has been placed in the Foundation grant folder for record keeping.

This grant supports literacy initiatives and library services for children, making it well aligned with the mission and programming of the Laramie County Library System. Updates will be provided once a funding decision has been received.

HF Sinclair Community Grant Application

The Foundation plans to apply for the HF Sinclair Community Grant to support makerspace equipment. Staff will work in coordination with the IT department to develop a list of potential equipment needs along with associated costs. This effort will help ensure the request is well-defined and aligned with current technology and programming priorities.

FNBO Capital or Major Donation Request

The Foundation is exploring a donation/grant request through FNBO to support the purchase of a telehealth pod for the Cheyenne location. Grant funding has already been secured for telehealth pods at branch locations, and this request would help expand access by bringing similar services to the main library.

Upcoming Grant Opportunity: Union Pacific Community Ties Grant

The Union Pacific Community Ties Giving Program offers annual local grants to nonprofit organizations serving communities where Union Pacific operates. Grant awards typically range from \$5,000 to \$30,000 and support projects that can be completed within a one-year timeframe.



Laramie County Library Foundation

The application portal is expected to open April 1 and close April 30, 2026. Organizations must complete an eligibility questionnaire prior to accessing the full application, and only one application per organization is permitted during each grant cycle.

Union Pacific prioritizes projects that strengthen local communities in the following focus areas:

- Community spaces
- Workforce development
- Safety initiatives
- Environmental sustainability
- Addressing local community needs

Potential Project Alignment for the Library

Several initiatives within the Laramie County Library System could align well with the priorities of this grant program. Potential concepts may include:

- Enhancements to library community spaces that support gathering, learning, and public engagement
- Workforce development programming such as job-seeking support, digital literacy training, and career readiness resources
- Youth literacy and educational programming
- Technology access initiatives that help address the digital divide
- Environmental education or sustainability-focused programming

Further exploration of potential projects will help determine the strongest opportunity for submission within this grant cycle.



Financial Statement for Period
Ending February 28, 2026

8

Percent YTD 66.67%

INCOME

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
TAXES						
400-000 1% OPTIONAL SALES	250,000.00	750,000.00	693,811.33	1,040,717.00	(290,717.00)	72.07%
402-000 AUTO LICENSE FEES	60,509.01	543,598.03	480,000.00	720,000.00	(176,401.97)	75.50%
404-000 MILLAGE	124,279.28	3,206,530.51	3,466,666.67	5,200,000.00	(1,993,469.49)	61.66%
406-000 MISCELLANEOUS TAXES	0.00	6,794.74	4,333.33	6,500.00	294.74	104.53%
409-000 SPECIFIC PURPOSE TAX	17,372.73	138,818.96	91,723.08	137,584.62	1,234.34	100.90%
TOTAL TAXES	452,161.02	4,645,742.24	4,736,534.41	7,104,801.62	(2,459,059.38)	
FINES & FEES						
412-000 FINES & FEES	4,354.41	44,410.14	23,333.33	35,000.00	9,410.14	126.89%
TOTAL FINES & FEES	4,354.41	44,410.14	23,333.33	35,000.00	9,410.14	
GRANTS						
432-000 GRANTS	0.00	0.00	10,000.00	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	3,800.00	118,976.31	143,965.99	215,948.98	(96,972.67)	55.09%
432-009 GRANT - WSL ARPA OPEN +	0.00	172,769.94	0.00	0.00	172,769.94	
433-000 GRANT FROM FND (BSR)	2,010.65	16,739.78	16,666.67	25,000.00	(8,260.22)	66.96%
TOTAL GRANTS	5,810.65	308,486.03	170,632.65	255,948.98	52,537.05	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
SUMMER READING						
454-000 SUMMER READING SALES/DONATIONS	0.00	310.00	1,000.00	1,500.00	(1,190.00)	20.67%
TOTAL SUMMER READING	0.00	310.00	1,000.00	1,500.00	(1,190.00)	
MISCELLANEOUS						
430-000 INSURANCE SETTLEMENTS	0.00	0.00	0.00	0.00	0.00	
433-001 STAFF MERCHANDISE	0.00	0.00	0.00	0.00	0.00	
434-000 INTEREST ON FUNDS	24,244.29	224,008.52	133,333.33	200,000.00	24,008.52	112.00%
435-000 E-RTAE	0.00	0.00	0.00	0.00	0.00	
440-000 SALE OF PROPERTY	196.89	1,467.82	1,666.67	2,500.00	(1,032.18)	58.71%
442-000 MISCELLANEOUS INCOME	0.00	23,309.12	1,333.33	2,000.00	21,309.12	1165.46%
444-000 CONTRACT WITH FOUNDATION	8,418.09	57,150.47	88,900.00	133,350.00	(76,199.53)	42.86%
445-000 FND DONATIONS	0.00	112,783.95	0.00	0.00	112,783.95	
447-000 LEGISLATIVE ENDOWMENT INTEREST	0.00	93,917.33	62,631.55	93,947.33	(30.00)	99.97%
TOTAL MISCELLANEOUS	32,859.27	512,637.21	287,864.89	431,797.33	80,839.88	
CAFÉ INCOME						
470-000 FOOD SALES	5,671.10	46,379.51	53,333.33	80,000.00	(33,620.49)	57.97%
471-000 KIDS FOOD SALES	585.39	7,477.14	7,333.33	11,000.00	(3,522.86)	67.97%
472-000 HOT DRINK SALES	3,930.14	27,580.34	30,000.00	45,000.00	(17,419.66)	61.29%
473-000 COLD DRINK SALES	1,569.37	14,433.19	15,333.33	23,000.00	(8,566.81)	62.75%
474-000 MERCHANDISE SALES	174.71	1,990.72	3,333.33	5,000.00	(3,009.28)	39.81%
475-000 SALES TAX COLLECTED	0.00	4,779.30	6,666.67	10,000.00	(5,220.70)	47.79%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	1,000.00	1,500.00	(1,498.08)	0.13%
TOTAL CAFÉ INCOME	11,930.71	102,642.12	117,000.00	175,500.00	(72,857.88)	
TOTAL INCOME	507,116.06	5,614,227.74	5,336,365.29	8,004,547.93	(2,390,320.19)	

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

PERSONNEL

505-000 LIBRARY STAFF	337,153.81	2,713,532.10	3,127,936.40	4,691,904.60	(1,978,372.50)	57.83%
511-000 CONTRACT PERSONNEL	20,440.01	167,549.95	183,333.33	275,000.00	(107,450.05)	60.93%
512-000 CONSULTANTS	1,000.00	18,463.51	35,666.67	53,500.00	(35,036.49)	34.51%
514-000 FOUNDATION STAFF	7,227.44	55,294.11	88,900.00	133,350.00	(78,055.89)	41.47%
515-000 FICA	26,177.31	209,991.77	227,895.45	341,843.17	(131,851.40)	61.43%
516-000 WYOMING RETIREMENT	59,683.50	473,406.04	505,617.94	758,426.91	(285,020.87)	62.42%
517-000 UNEMPLOYMENT BENEFITS	0.00	4,304.75	10,000.00	15,000.00	(10,695.25)	28.70%
710-000 INSURANCE - HEALTH	54,310.78	422,458.43	458,678.64	688,017.96	(265,559.53)	61.40%
715-000 INSURANCE - DENTAL	2,588.08	20,883.78	23,466.67	35,200.00	(14,316.22)	59.33%
718-000 WORKERS' COMPENSATION	(4,950.79)	9,838.75	13,121.67	19,682.51	(9,843.76)	49.99%
TOTAL PERSONNEL	503,630.14	4,095,723.19	4,674,616.77	7,011,925.15	(2,916,201.96)	

ADMINISTRATION

519-000 CONFERENCE/CONT. ED.	2,023.00	34,798.29	43,333.33	65,000.00	(30,201.71)	53.54%
521-000 PROFESSIONAL MBSHIPS	730.00	6,186.88	3,000.00	4,500.00	1,686.88	137.49%
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	66,666.67	100,000.00	(19,457.53)	80.54%
705-000 INSURANCE DEDUCTIBLE LOSS	0.00	0.00	6,666.67	10,000.00	(10,000.00)	0.00%
730-000 SECURITY BONDS	0.00	118.00	666.67	1,000.00	(882.00)	11.80%
803-000 BOARD/VOLUNTEER/STAFF ACTIVITIES	0.00	2,794.06	3,333.33	5,000.00	(2,205.94)	0.00%
815-000 REFUNDS ON LOST MATERIALS	60.82	927.50	1,333.33	2,000.00	(1,072.50)	46.38%
820-000 COLLECTION FEES	0.00	4,171.50	4,666.67	7,000.00	(2,828.50)	59.59%
830-000 PRIOR YEAR CARRYOVER	0.00	52,738.77	30,000.00	45,000.00	7,738.77	117.20%
840-000 MERCHANT FEES	2,043.43	18,613.02	19,333.33	29,000.00	(10,386.98)	64.18%
TOTAL ADMINISTRATION	4,857.25	200,890.49	179,000.00	268,500.00	(67,609.51)	

SUPPLIES & EQUIPMENT

525-000 OFFICE SUPPLIES	4,785.19	30,280.69	45,333.33	68,000.00	(37,719.31)	44.53%
529-000 EQUIPMENT LEASES - CENTRAL	1,992.65	50,756.52	40,525.33	60,788.00	(10,031.48)	83.50%
530-000 NETWORK	7,249.46	75,921.07	106,810.00	160,215.00	(84,293.93)	47.39%
825-000 SOFTWARE INTERNAL	10,119.95	138,619.60	152,259.04	228,388.56	(89,768.96)	60.69%
TOTAL SUPPLIES & EQUIPMENT	24,147.25	295,577.88	344,927.71	517,391.56	(221,813.68)	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
COMMUNICATIONS						
531-000 POSTAGE	455.37	19,719.43	22,000.00	33,000.00	(13,280.57)	59.76%
532-000 TELECOMMUNICATIONS	3,280.25	26,646.79	26,666.67	40,000.00	(13,353.21)	66.62%
534-000 ADVERTISING - CENTRAL	67.91	1,484.18	6,666.67	10,000.00	(8,515.82)	14.84%
536-000 PRINTING AND PUBLICITY	2,707.20	33,021.52	40,000.00	60,000.00	(26,978.48)	55.04%
TOTAL COMMUNICATIONS	6,510.73	80,871.92	95,333.33	143,000.00	(62,128.08)	
LIBRARY MATERIALS						
543-000 ELECTRONIC RESOURCES	12,000.00	20,200.00	20,133.33	30,200.00	(10,000.00)	66.89%
547-000 ELECTRONIC MATERIALS	63,500.00	175,000.00	116,666.67	175,000.00	0.00	100.00%
550-000 LIBRARY MATERIALS	21,505.28	131,418.97	173,333.33	260,000.00	(128,581.03)	50.55%
570-000 PERIODICALS - CENTRAL	53.94	12,573.97	12,000.00	18,000.00	(5,426.03)	69.86%
575-000 BINDING	0.00	0.00	1,666.67	2,500.00	(2,500.00)	0.00%
742-000 OCLC SERVICES	0.00	28,621.46	20,286.79	30,430.19	(1,808.73)	94.06%
745-000 WYLD SYSTEM - CENTRAL	25,922.82	25,922.82	20,032.76	30,049.14	(4,126.32)	86.27%
TOTAL LIBRARY MATERIALS	122,982.04	393,737.22	364,119.55	546,179.33	(152,442.11)	
PROGRAMS						
580-000 CHILDREN	0.00	34.62	0.00	0.00	34.62	
505-014 FIRST INITIATIVES STAFF	8,617.53	71,034.21	72,000.00	108,000.00	(36,965.79)	65.77%
580-014 FIRST INITIATIVES OTHER	451.19	8,547.81	21,333.33	32,000.00	(23,452.19)	26.71%
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	4,000.00	6,000.00	(5,880.01)	2.00%
582-017 LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	666.67	1,000.00	(1,000.00)	0.00%
TOTAL PROGRAMS	9,068.72	79,455.17	98,000.00	147,000.00	(67,544.83)	

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

610-000 ELECTRICITY	7,411.65	86,670.62	113,674.67	170,512.00	(83,841.38)	50.83%
620-000 NATURAL GAS	3,914.69	21,056.26	40,000.00	60,000.00	(38,943.74)	35.09%
630-000 WATER - CENTRAL	1,861.64	25,575.84	25,333.33	38,000.00	(12,424.16)	67.30%
TOTAL UTILITIES	13,187.98	133,302.72	179,008.00	268,512.00	(135,209.28)	

OPERATION & MAINTENANCE OF FACILITIES

650-000 REPAIR FACILITIES	825.00	28,352.88	55,333.33	83,000.00	(54,647.12)	34.16%
652-000 MAINTENANCE SUPPLIES	3,360.30	40,861.63	41,333.33	62,000.00	(21,138.37)	65.91%
657-000 ROOF REPAIRS	0.00	14,495.43	33,333.33	50,000.00	(35,504.57)	28.99%
658-000 REPAIR & REPLACE-EQUIP	665.81	13,163.76	28,000.00	42,000.00	(28,836.24)	31.34%
748-000 FACILITIES SERV CONTRACT	3,147.98	67,396.94	108,513.33	162,770.00	(95,373.06)	41.41%
749-000 EQUIPMENT SERV CONTRACT	0.00	31,201.18	25,240.00	37,860.00	(6,658.82)	82.41%
780-000 EQUIPMENT/FURNISHINGS	0.00	434.18	6,666.67	10,000.00	(9,565.82)	4.34%
TOTAL O&M OF FACILITIES	7,999.09	195,906.00	298,420.00	447,630.00	(251,724.00)	

OPERATION & MAINTENANCE OF VEHICLES

660-000 REPAIR - VEHICLES	10,656.56	13,231.56	10,000.00	15,000.00	(1,768.44)	88.21%
665-000 GASOLINE, OIL, PROPANE, ETC	142.49	3,374.31	5,333.33	8,000.00	(4,625.69)	42.18%
667-000 BOOKMOBILE	0.00	0.00	159,333.33	239,000.00	(239,000.00)	0.00%
TOTAL O&M OF VEHICLES	10,799.05	16,605.87	174,666.67	262,000.00	(245,394.13)	

PROJECTS

787-000 LIBRARY BUILDINGS	0.00	845.25	116,666.67	175,000.00	(174,154.75)	0.00%
790-000 SALARY SURVEY	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL PROJECTS	0.00	845.25	116,666.67	175,000.00	(174,154.75)	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
CAFÉ COST OF GOODS						
640-000 FOOD PRODUCTS	2,982.85	32,187.81	35,200.00	52,800.00	(20,612.19)	60.96%
642-000 DRINK PRODUCTS	3,201.25	29,666.53	29,333.33	44,000.00	(14,333.47)	67.42%
645-000 MERCHANDISE	0.00	0.00	2,666.67	4,000.00	(4,000.00)	0.00%
648-000 CUSTOMER SUPPLIES	1,420.87	10,936.95	13,333.33	20,000.00	(9,063.05)	54.68%
TOTAL CAFÉ COST OF GOODS	7,604.97	72,791.29	80,533.33	120,800.00	(48,008.71)	
CAFÉ OPERATIONS						
523-020 LICENSES/PERMITS	0.00	219.43	333.33	500.00	(280.57)	43.89%
525-020 CAFE SUPPLIES	358.40	1,958.93	3,666.67	5,500.00	(3,541.07)	35.62%
534-020 MARKETING - CAFE	0.00	0.00	0.00	0.00	0.00	0.00%
658-020 CAFE REPAIR & REPLACE EQUIPMENT	1,671.48	1,671.48	3,666.67	5,500.00	(3,828.52)	30.39%
780-020 CAFE EQUIPMENT/FURNISHING	0.00	0.00	4,666.67	7,000.00	(7,000.00)	0.00%
845-020 CAFE SALES TAX EXPENSE	651.50	6,536.96	8,000.00	12,000.00	(5,463.04)	54.47%
TOTAL CAFÉ OPERATIONS	2,681.38	10,386.80	20,333.33	30,500.00	(20,113.20)	
GRANTS						
800-000 GRANTS	0.00	0.00	10,000.00	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	3,800.00	78,527.65	0.00	0.00	78,527.65	
800-009 GRANT - WSL ARPA OPEN +	1,344.67	112,641.42	0.00	0.00	112,641.42	
800-010 McMURRY GRANT	0.00	0.00	0.00	0.00	0.00	
TOTAL GRANTS	5,144.67	191,169.07	10,000.00	15,000.00	176,169.07	
TOTAL EXPENSES	718,613.27	5,767,262.87	6,635,625.36	9,953,438.04	(4,186,175.17)	
INCOME OVER EXPENSES	(211,497.21)	(153,035.13)	(1,299,260.07)	(1,948,890.11)	1,795,854.98	

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	666,666.67	1,000,000.00	0.00	100.00%
460-000 INCOME OVER EXPENSES	0.00	1,607,474.73	1,071,649.82	1,607,474.73	0.00	100.00%
463-000 INCOME OVER EXP. - FIRST STEPS	0.00	0.00	0.00	0.00	0.00	
464-000 INCOME OVER EXP. - LBB	0.00	0.00	0.00	0.00	0.00	
464-017 INCOME OVE REXP.- LBB NAVIGATOR PP	0.00	0.00	0.00	0.00	0.00	
TOTAL CASH CARRYOVER	0.00	2,607,474.73	1,738,316.49	2,607,474.73	0.00	

RESERVE INCOME

480-000 RESERVE - BOOKMOBILE/VEHICLES	0.00	0.00	159,333.33	239,000.00	(239,000.00)	0.00%
481-000 RESERVE - FACILITY REPAIR	0.00	0.00	66,666.67	100,000.00	(100,000.00)	0.00%
482-000 RESERVE - EQUIPMENT/FURNISHINGS	0.00	0.00	0.00	0.00	0.00	
483-000 RESERVE - FIRST STEPS	0.00	0.00	93,333.33	140,000.00	(140,000.00)	0.00%
484-000 RESERVE - PLANNING/FACILITIES	0.00	0.00	0.00	0.00	0.00	
485-000 RESERVE - EMERGENCY	0.00	0.00	0.00	0.00	0.00	
490-000 RESERVE - O&M	0.00	0.00	0.00	0.00	0.00	
TOTAL RESERVE INCOME	0.00	0.00	319,333.33	479,000.00	(479,000.00)	
TOTAL CASH ON HAND & RESERVE INCOME	0.00	2,607,474.73	2,057,649.82	3,086,474.73	(479,000.00)	

EXPENSE	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
CASH CARRYOVER						
850-000 PLANNED CASH CARRYOVER	0.00	0.00	666,666.67	1,000,000.00	(1,000,000.00)	0.00%
TOTAL CASH CARRYOVER	0.00	0.00	666,666.67	1,000,000.00	(1,000,000.00)	
RESERVE EXPENSE						
880-000 BOOKMOBILE/VEHICLES	112,224.80	117,063.80	55,033.85	82,550.77	34,513.03	141.81%
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	47,335.84	70,442.04	36,689.23	55,033.85	15,408.19	128.00%
TOTAL RESERVE EXPENSE	159,560.64	187,505.84	91,723.08	137,584.62	49,921.22	
TOTAL CASH CARRYOVER & RESERVE EXPENSE	159,560.64	187,505.84	758,389.75	1,137,584.62	(950,078.78)	
INCOME OVER EXPENSES WITH RESERVES	(371,057.85)	2,266,933.76	0.00	0.00	2,266,933.76	



Laramie County Library

Balance Sheet as of
February 28, 2026

ASSETS		
CURRENT ASSETS	CURRENT YEAR	PRIOR YEAR
CASH		
FIRST INTERSTATE BANK - SAVINGS	503,072.17	26,027.23
FIRST INTERSTATE BANK - CHECKING	109,399.02	121,654.37
WYOMING BANK AND TRUST	-	3,860.40
FARMERS STATE BANK	-	6,333.39
WYO-STAR	-	14,458.97
WYOMING CLASS	6,783,955.43	6,755,408.02
AMERICAN NATIONAL CD	38,235.91	36,552.75
AMERICAN NATIONAL CD	39,721.97	37,973.40
FIRST NATIONAL BANK CD	34,154.67	33,080.14
PETTY CASH	165.00	165.00
CASH REGISTERS	2,842.40	2,842.40
WYO-STAR - O&M	1,004,847.27	965,822.77
WYO-STAR - BOOKMOBILE	-	324.30
WYOMING CLASS - BOOKMOBILE	206,022.59	167,449.50
TOTAL CASH	8,516,393.84	8,004,503.14
INVENTORY		
FOOD PRODUCTS	3,889.16	3,226.08
DRINK PRODUCTS	2,756.59	3,021.80
MERCHANDISE	1,423.90	2,431.87
CUSTOMER SUPPLIES	4,185.49	4,809.23
TOTAL INVENTORY	12,255.14	13,488.98
TOTAL CURRENT ASSETS	8,734,671.57	8,185,441.62
LIABILITIES AND FUND BALANCE		
	CURRENT YEAR	PRIOR YEAR
LIABILITIES		
CAFÉ GIFT CARDS	9,329.62	8,064.46
WYOMING WORKERS COMP PAYABLE	-	(3,147.73)
TOTAL LIABILITIES	9,329.62	4,916.73
FUND BALANCE		
RESTRICTED - O&M	1,049,397.10	965,822.77
RESTRICTED LBB	1,527.57	-
BOARD DESIGNATED RESERVES	2,847,692.31	2,847,692.31
RESTRICTED - 1ST STEPS	234,718.64	344,041.81
RESTRICTED - BOOKMOBILE	317,664.45	167,449.50
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	2,267,587.97	1,859,306.18
TOTAL FUND BALANCE	8,725,341.95	8,180,524.89
TOTAL FUND BALANCE AND LIABILITIES	8,734,671.57	8,185,441.62



The Library Café Financial Statement for Period 8
Ending February 28, 2026

Percent YTD 66.67%

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
CAFÉ INCOME						
470-000 FOOD SALES	5,671.10	46,379.51	53,333.33	80,000.00	(33,620.49)	57.97%
471-000 KIDS FOOD SALES	585.39	7,477.14	7,333.33	11,000.00	(3,522.86)	67.97%
472-000 HOT DRINK SALES	3,930.14	27,580.34	30,000.00	45,000.00	(17,419.66)	61.29%
473-000 COLD DRINK SALES	1,569.37	14,433.19	15,333.33	23,000.00	(8,566.81)	62.75%
474-000 MERCHANDISE SALES	174.71	1,990.72	3,333.33	5,000.00	(3,009.28)	39.81%
475-000 SALES TAX COLLECTED	0.00	4,779.30	6,666.67	10,000.00	(5,220.70)	47.79%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	1,000.00	1,500.00	(1,498.08)	0.13%
TOTAL CAFÉ INCOME	11,930.71	102,642.12	117,000.00	175,500.00	(72,857.88)	
EXPENSES						
CAFÉ COST OF GOODS						
640-000 FOOD PRODUCTS	2,982.85	32,187.81	35,200.00	52,800.00	(20,612.19)	60.96%
642-000 DRINK PRODUCTS	3,201.25	29,666.53	29,333.33	44,000.00	(14,333.47)	67.42%
645-000 MERCHANDISE	0.00	0.00	2,666.67	4,000.00	(4,000.00)	0.00%
648-000 CUSTOMER SUPPLIES	1,420.87	10,936.95	13,333.33	20,000.00	(9,063.05)	54.68%
TOTAL CAFÉ COST OF GOODS	7,604.97	72,791.29	80,533.33	120,800.00	(48,008.71)	
PERSONNEL						
505-020 SALARY - THE LIBRARY CAFÉ	8,655.25	84,578.14	106,666.67	160,000.00	(75,421.86)	52.86%
515-020 FICA	647.78	6,351.32	8,160.00	12,240.00	(5,888.68)	51.89%
516-020 WYOMING RETIREMENT	1,493.77	10,275.93	13,333.33	20,000.00	(9,724.07)	51.38%
710-020 INSURANCE - HEALTH	0.00	0.00	16,666.67	25,000.00	(25,000.00)	0.00%
715-020 INSURANCE - DENTAL	0.00	0.00	333.33	500.00	(500.00)	0.00%
718-020 WORKERS' COMPENSATION	0.00	0.00	533.33	800.00	(800.00)	0.00%
TOTAL PERSONNEL	10,796.80	101,205.39	145,693.33	218,540.00	(117,334.61)	
CAFÉ OPERATIONS						
523-020 LICENSES/PERMITS	0.00	219.43	333.33	500.00	(280.57)	43.89%
525-020 CAFE SUPPLIES	358.40	1,958.93	3,666.67	5,500.00	(3,541.07)	35.62%
534-020 MARKETING - CAFE	0.00	0.00	0.00	0.00	0.00	

658-020 CAFE REPAIR & REPLACE EQUIPMENT	1,671.48	1,671.48	3,666.67	5,500.00	(3,828.52)	30.39%
780-020 CAFE EQUIPMENT/FURNISHING	0.00	0.00	4,666.67	7,000.00	(7,000.00)	0.00%
840-020 MERCHANT FEES	1,444.02	13,068.91	14,666.67	22,000.00	(8,931.09)	59.40%
845-020 CAFE SALES TAX EXPENSE	651.50	6,536.96	8,000.00	12,000.00	(5,463.04)	54.47%
TOTAL CAFÉ OPERATIONS	4,125.40	23,455.71	35,000.00	52,500.00	(29,044.29)	
TOTAL EXPENSES	22,527.17	197,452.39	261,226.67	391,840.00	(194,387.61)	
INCOME OVER EXPENSES	(10,596.46)	(94,810.27)	(144,226.67)	(216,340.00)	121,529.73	