

BOARD OF DIRECTORS**Tuesday April 28, 2026****AGENDA****Presentation:** Susan Parkins – Mobile Library update**Consent**

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

Action**Unfinished Business**

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

New Business

1. FY27 Draft Budget*

Executive Session: Personnel Matter**Reports**

- Director's Report*
- Foundation Report*
- Personnel Changes*
- Financial Report for April 2026*
- Balance Sheet for April 2026*
- Library Café Financial Report for April 2026*
- Statistics Report for FY26*

Meeting and Events Dates and Location

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

Tuesday, May 26, 2026, System Board Meeting, 3:30pm, Coneflower Room

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

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

Adjourn

*Supporting documentation included



BOARD OF DIRECTORS

MINUTES

March 30, 2026

The Board of Directors of Laramie County Library System met in regular session at the Laramie County Library on Monday March 30, 2026. Michael Pearlman convened the meeting at 3:30 p.m. Directors Stacia Berry, Denise Burke, 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), Sharon Vye (Executive Coordinator), Joelle Ashley (Marketing and Communication Manger) Members of the public (5).

260330:01 Steven Leafgreen presented a motion to approve the consent agenda as presented; Denise Burke Seconded the motion. The motion passed unanimously.

260330:02 Steven Leafgreen moved to approve the Social Media Policy as presented following the public hearing, noting that no additional public comment was received. Denise Burke seconded the motion. The motion passed unanimously.

260330:3 Denise Burke moved to adopt the Facilities Master Plan as presented, including acknowledgment that all locations are covered and that the Burns branch will be addressed through grant funding and private capital campaigns. Steven Leafgreen seconded the motion. The motion passed unanimously.

260330:04 Steven Leafgreen moved to approve the proposed changes to the Employee Policy, removing it from the board policy manual and delegating authority to administration to manage and maintain a separate employee handbook, subject to legal review. Stacia Berry seconded the motion. The motion passed unanimously.

Meeting Adjourned at 5:12 p.m.

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

Sharon Vye
Executive Coordinator

April 21, 2026

To: LCLS Board of Directors

From: Beth Cook, Director of Public Services

RE: Public Comment Period – Events and Programs Policy

Requested Action by the Board: No action is requested at this time.

Background: The Library Leadership team, with feedback from employees, has drafted a new Events and Programs Policy. The intent of this new policy is to clearly communicate to the public how the library develops and manages events and programs. The policy is modeled after the approved Collection Development Policy and outlines the request for reconsideration process as it applies to events and programs. The policy also serves as guidance for library staff who plan and facilitate events as part of their role. The proposed policy is included (pages 7-9). Forms for event and program proposals and request for reconsideration will be linked from the policy to the Laramie County Library website. The proposed policy has been reviewed by the policy committee and has been sent to the County Attorney’s office for review.

Policy Committee Feedback:

1. Consider allowing an adult not with a child to come to a youth event with special permission for transparency purposes. For example, a parent/board member/govt official wanting to assess or know more about the event.
 - Library Leadership Response: the following language under the section “Attendance and Access” was revised from the original policy submitted to the policy committee as follows:
 - i. ~~Adults attending programs specifically designed for minors must be accompanied by a child. Teen programs and events are limited to teens only, Events and programs specially designed for children and teens are intended for those audiences,~~ except in the instance of an attendee requiring the assistance of a caregiver.
 - ii. This new language addresses the library’s intent and allows library employees latitude to make procedural exceptions and a case-by-case basis.
2. Some of the overview section may spark a little attention/controversy given how things are going at the legislature right now.

- Library Leadership Response for additional context: The wording in the overview is modeled after the wording in the approved *Collection Development Policy* “LCLS bases its collection development policy on the principles of intellectual freedom and equal access to all as found in the First Amendment of the U.S. Constitution, and the right and responsibility of parents and guardians to determine their minor children’s access to library resources.”

Public Comment Period: The Events and Programs Policy was made available for public comment from February 26 through April 10, 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, two written public comments were received regarding the Events and Programs Policy, which are listed in their entirety below (pages 3-6). Public comments regarding this policy were also made during the public hearing portion at the March 30, 2026, Laramie County Library System Board of Directors meeting.

Questions for the Board:

1. Does the Board of Directors have further questions or input about the Events and Programs Policy?
2. Does the Board of Directors have further questions or input about the submitted public comments?

Next Steps: Based on the completion of the public comment period and the public hearing portion at the April 28, 2026, System Board of Directors meeting Library Leadership will take into consideration the public comments and Board of Directors feedback and present a proposed draft of the Events and Programs Policy at the May 2026 Board of Directors meeting.

Public Comments Submitted in Writing:

From: [Redacted]

Sent: Monday, March 30, 2026 7:04:05 PM



To: Sharon Vye <svye@lclsonline.org>

Subject: Events and Programs Policy, Comments on proposed changes

The following are my suggestions to improve the proposed Events and Programs Policy changes. I would appreciate feedback on any misunderstanding or clarifications you are able to give prior to the April 10 submission deadline.

1. Overview. Change first sentence to read "LCLS is committed to providing our community welcoming programs..." This replaces the ill-defined word "inclusive", which some authors, partisan political actors, and activists use to be intolerant of the First Amendment rights cited later in this paragraph.
2. Event and Program Development. Change third sentence to read ", and provide equal opportunities for engagement...". This replaces the ill-defined word "equitable", which some authors, partisan political actors, and activists use as justification to treat citizens unequally under law and policies.
3. First bullet point in list. Delete reference to "service goals," or provide a link to where these are posted; failing that, please email me a text-readable file of these service goals.
4. Attendance and Access. Append to end of 1st paragraph, "... except in the instance of an attendee requiring the assistance of a caregiver, or an adult observer pre-briefed on procedures reasonably made so as to not distract from the event." This is important to provide the transparency the LCLS is committed to provide, and enhance trust in our Library System.

Thank you.

[Redacted contact information]

[Redacted contact information]

April 9, 2026

Board of Directors
Laramie County Library System
2200 Pioneer Avenue
Cheyenne, Wyoming 82001

Dear Members of the Board:

I submit this comment as a member of the public and resident of Laramie County. I write regarding three policies currently under consideration by the Board: the **Exhibits Policy**, the **Events and Programs Policy**, and the **Event Presenter and Partner Policy**. My comments are grounded in firsthand experience as a patron and presenter of library programming, a commitment to transparent governance, and the responsibility all public institutions share toward the communities they serve.

I. Exhibits Policy — Transparency and Accessibility

A foundational concern applicable to all three policies is transparency. The policies under consideration have been presented to the public without readily available access to the existing versions, without side-by-side comparisons showing what is changing and why, and without clear information about the reconsideration or appeal process.

For the Exhibits Policy specifically, I ask the Board to adopt the following standards:

- (1) All current and proposed policies must be posted in a clear, easily navigable format on the library's website, with version history and effective dates noted.
- (2) Any policy revision must be accompanied by a plain-language summary identifying what is being changed and the reason for the change.
- (3) The process by which members of the public may request reconsideration of an exhibit or policy decision must be prominently disclosed.

Transparency is not an optional feature of good governance. It is the foundation of public trust.

II. Events and Programs Policy — Responsibility and Balance

The Events and Programs Policy raises a core issue of institutional responsibility. When the library selects, schedules, hosts, and actively promotes an event or program, it is exercising editorial discretion. That discretion carries responsibility — a responsibility that cannot be disclaimed simply by noting that event content reflects the views of outside presenters.

I ask the Board to clarify the following in the revised Events and Programs Policy:

- (1) **Responsibility for balance.** When the library hosts events on contested civic, social, or political topics, the policy should affirmatively require that programming be balanced or that opposing viewpoints be given an equivalent platform over a reasonable period of time.

(2) **Responsibility for content standards.** The policy must establish clear standards governing what content is appropriate for events held in publicly funded spaces, particularly when events are open to families and minors.

(3) **Responsibility for transparency.** Promotional materials for library-hosted events should clearly identify the presenter, the presenter’s organizational affiliation if any, and the nature of the content to be presented.

A public library that selects and promotes a program has endorsed it to some degree. The policy should reflect that reality honestly.

III. Events and Programs Policy — Protection of Minors

Parental responsibility and institutional responsibility are not in conflict — they are complementary. While parents bear primary responsibility for the values and content their children encounter, the library as a public institution also has an obligation to ensure that its spaces and programming do not expose minors to content inappropriate for their age without informed parental consent.

I respectfully ask the Board to include in the Events and Programs Policy:

(1) A clear requirement that events or programs with mature themes not be scheduled in spaces primarily designed for children or families, such as children’s rooms or family program areas.

(2) A requirement for visible, advance notice to parents when an event includes mature or age-sensitive content, communicated through posted notices, online event listings, and any promotional materials distributed in the library.

(3) Clear signage at the entrance to any event or space where mature content will be displayed or presented.

If the library elects not to assume editorial responsibility for program content, it must at minimum ensure that parents have the information needed to make informed decisions for their children.

IV. Event Presenter and Partner Policy — Local Standards and Vetting

The Event Presenter and Partner Policy should reflect locally established community standards rather than wholesale adoption of frameworks developed by national organizations whose priorities may not align with those of Laramie County residents.

I ask the Board to address the following in this policy:

(1) **Local policy authority.** The policy should make clear that the Board — accountable to Laramie County residents — sets library standards, and that national frameworks such as the ALA Library Bill of Rights are reference points only, not governing authority.

(2) **Presenter vetting.** The policy should establish a transparent process for reviewing proposed event presenters and partners, including disclosure of organizational affiliations, to ensure programming serves the broad public interest.

(3) **Age-appropriate standards.** The policy should explicitly incorporate age-appropriateness as a criterion in presenter and partner vetting, ensuring that any event open to or targeting minors meets community standards for content.

The library serves all of Laramie County. Its policies should be set by the elected and appointed officials accountable to that community, guided by those community's values and not by a national organization known for promoting liberal ideals.

Conclusion

The Laramie County Library System serves a vital public function, and the Board's work in revising these policies is important. I ask only that the final policies be:

- Clear in their standards and expectations;
- Consistent in their application across all content and viewpoints;
- Transparent and accessible to the public;
- Accountable to the community the library exists to serve; and
- Protective of minors while respecting the rights of all patrons.

I appreciate the Board's time and consideration of these comments. I am available to discuss any of these concerns further and welcome continued dialogue.

Respectfully submitted,

[Redacted contact information]

Events and Programs Policy

Purpose

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

Overview

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

Event and Program Development

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

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

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

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

Funding

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

Attendance and Access

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

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

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

Cancellations

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

Request for Reconsideration

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

April 21, 2026

To: LCLS Board of Directors

From: Beth Cook, Director of Public Services

RE: Public Comment Period – Exhibits Policy

Requested Action by the Board: No action requested at this time

Background: The Library Leadership team has reviewed the Exhibitions Policy and Display Opportunities Policy and proposes a new Exhibits policy to replace the existing policies. The proposed policy is included (pages 6-8). A copy of the current Exhibitions Policy and Display Opportunities Policy are included for comparison (page 8-9). The proposed revised policy has been reviewed by the policy committee and has been sent to the County Attorney’s office for review.

Overview of Changes:

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

Changes made based on input from the LCLS System Board of Directors on March 30, 2026: The sentence “**LCLS maintains that only parents and guardians have the right and responsibility to determine their minor children’s access to library resources, including events and programs.**” will be added to the overview paragraph to ensure consistency across library policies.

Policy Committee Feedback:

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

Public Comment Period: The Exhibits Policy was made available for public comment from February 26 through April 10, 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, two written public comments were received regarding the Exhibits Policy, which are listed in their entirety below pages (2-6). Public comments regarding this policy were also made during the public hearing portion at the March 30, 2026, Laramie County Library System Board of Directors meeting.

Questions for the Board:

1. Does the Board of Directors have further questions or input about the Exhibits Policy?
2. Does the Board of Directors have further questions or input about the submitted public comments?

Next Steps: Based on the completion of the public comment period and the public hearing portion at the April 28, 2026, System Board of Directors meeting Library Leadership will take into consideration the public comments and Board of Directors feedback and present a proposed draft of the Exhibits Policy at the May 2026 Board of Directors meeting.

Public Comments Submitted in Writing:

From: [Redacted]

Sent: Monday, March 30, 2026 7:03:55 PM

To: Sharon Vye <svye@lclsonline.org>

Subject: Proposed Exhibits Policy, Comments on proposed changes

The following are my suggestions to improve the proposed Exhibits Policy changes. I would appreciate feedback on any misunderstanding or clarifications you are able to give prior to the April 10 submission deadline.

1. First bullet point in list. Delete reference to "service goals," or provide a link to where these are posted; failing that, please email me a text-readable file of these service goals.
2. Proposal Process and Guidelines, second paragraph. Please provide links to where the Exhibitor Guidelines and Exhibit Proposal Form are posted; failing that, please email me a text-readable file of these documents.

Thank you.

[Redacted contact information]

[Redacted contact information]

April 9, 2026

Board of Directors
Laramie County Library System
2200 Pioneer Avenue
Cheyenne, Wyoming 82001

Dear Members of the Board:

I submit this comment as a member of the public and resident of Laramie County. I write regarding three policies currently under consideration by the Board: the **Exhibits Policy**, the **Events and Programs Policy**, and the **Event Presenter and Partner Policy**. My comments are grounded in firsthand experience as a patron and presenter of library programming, a commitment to transparent governance, and the responsibility all public institutions share toward the communities they serve.

I. Exhibits Policy — Transparency and Accessibility

A foundational concern applicable to all three policies is transparency. The policies under consideration have been presented to the public without readily available access to the existing versions, without side-by-side comparisons showing what is changing and why, and without clear information about the reconsideration or appeal process.

For the Exhibits Policy specifically, I ask the Board to adopt the following standards:

- (1) All current and proposed policies must be posted in a clear, easily navigable format on the library's website, with version history and effective dates noted.
- (2) Any policy revision must be accompanied by a plain-language summary identifying what is being changed and the reason for the change.
- (3) The process by which members of the public may request reconsideration of an exhibit or policy decision must be prominently disclosed.

Transparency is not an optional feature of good governance. It is the foundation of public trust.

II. Events and Programs Policy — Responsibility and Balance

The Events and Programs Policy raises a core issue of institutional responsibility. When the library selects, schedules, hosts, and actively promotes an event or program, it is exercising editorial discretion. That discretion carries responsibility — a responsibility that cannot be disclaimed simply by noting that event content reflects the views of outside presenters.

I ask the Board to clarify the following in the revised Events and Programs Policy:

- (1) **Responsibility for balance.** When the library hosts events on contested civic, social, or political topics, the policy should affirmatively require that programming be balanced or that opposing viewpoints be given an equivalent platform over a reasonable period of time.
- (2) **Responsibility for content standards.** The policy must establish clear standards governing what content is appropriate for events held in publicly funded spaces, particularly when events are open to families and minors.
- (3) **Responsibility for transparency.** Promotional materials for library-hosted events should clearly identify the presenter, the presenter’s organizational affiliation if any, and the nature of the content to be presented.

A public library that selects and promotes a program has endorsed it to some degree. The policy should reflect that reality honestly.

III. Events and Programs Policy — Protection of Minors

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I respectfully ask the Board to include in the Events and Programs Policy:

- (1) A clear requirement that events or programs with mature themes not be scheduled in spaces primarily designed for children or families, such as children’s rooms or family program areas.
- (2) A requirement for visible, advance notice to parents when an event includes mature or age-sensitive content, communicated through posted notices, online event listings, and any promotional materials distributed in the library.

(3) Clear signage at the entrance to any event or space where mature content will be displayed or presented.

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IV. Event Presenter and Partner Policy — Local Standards and Vetting

The Event Presenter and Partner Policy should reflect locally established community standards rather than wholesale adoption of frameworks developed by national organizations whose priorities may not align with those of Laramie County residents.

I ask the Board to address the following in this policy:

- (1) **Local policy authority.** The policy should make clear that the Board — accountable to Laramie County residents — sets library standards, and that national frameworks such as the ALA Library Bill of Rights are reference points only, not governing authority.
- (2) **Presenter vetting.** The policy should establish a transparent process for reviewing proposed event presenters and partners, including disclosure of organizational affiliations, to ensure programming serves the broad public interest.
- (3) **Age-appropriate standards.** The policy should explicitly incorporate age-appropriateness as a criterion in presenter and partner vetting, ensuring that any event open to or targeting minors meets community standards for content.

The library serves all of Laramie County. Its policies should be set by the elected and appointed officials accountable to that community, guided by those community's values and not by a national organization known for promoting liberal ideals.

Conclusion

The Laramie County Library System serves a vital public function, and the Board's work in revising these policies is important. I ask only that the final policies be:

- Clear in their standards and expectations;
- Consistent in their application across all content and viewpoints;
- Transparent and accessible to the public;
- Accountable to the community the library exists to serve; and
- Protective of minors while respecting the rights of all patrons.

I appreciate the Board's time and consideration of these comments. I am available to discuss any of these concerns further and welcome continued dialogue.

Respectfully submitted,
[Redacted contact information]

Proposed policy:

Exhibits Policy

Purpose

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

Overview

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

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

Exhibit Selection and Development

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

- Relevance to LCLS's mission, strategic plan, and service goals

- Community needs and interests
- Potential to promote use of library collections and resources
- Aesthetics and quality of exhibit
- Cultural and educational significance
- Compliance with library guidelines and applicable federal, state, and local laws
- Suitability for library space and budget

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

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

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

Funding

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

Proposal Process and Guidelines

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

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

Request for Reconsideration

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

Existing Policy:

DISPLAY OPPORTUNITIES

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

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

EXHIBITIONS

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

1. LCLS-originated exhibitions have first priority and take precedence over all other exhibitions.
2. Exhibition proposals from organizations and/or individuals outside LCLS must be submitted according to the LCLS's Exhibition Proposal Requirements for review by LCLS's Community and Media Relations (CMR) unit and Events Team. School-age

(PreKindergarten-12th Grade) art exhibitions are exempt from this requirement, but must be coordinated through CMR in advance.

3. LCLS reserves the right to extend exhibition invitations to artists, individuals, collectors or groups.
4. The Executive Director (County Librarian) has the final decision over all exhibitions.
5. Prices for art available for sale will not be displayed unless an exception is granted by the Executive Director (County Librarian). LCLS will provide artist contact information (with cards provided by the artist) to patrons who ask for such information. If a sale occurs as a result of an exhibition at the library, the artist is requested, though not required, to donate 20% of the proceeds to the Laramie County Library Foundation.
6. Ideas presented in exhibitions at the library do not constitute endorsement by LCLS.

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

April 21, 2026

To: LCLS Board of Directors

From: Beth Cook, Director of Public Services

RE: Public Comment Period – Event Presenter and Partner Policy

Requested Action by the Board: No action is requested at this time.

Background: The Library Leadership team, with feedback from employees, has reviewed the Event Partnership Policy and proposes a revised Event Presenter and Partner Policy. The proposed policy is included (pages 7-8). A copy of the current Event Partnership Policy is included for comparison (page 8-9). Event Presenter and Partner definitions are included (page 9-10) for clarity and reference. These definitions will be available to the public on the Laramie County Library website. The proposed revised policy has been reviewed by the policy committee and has been sent to the County Attorney’s office for review.

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

Policy Committee Feedback:

1. Consider accuracy of the statement, as it may not be the case, in the policy’s overview:
“The library and its employees will not be held liable for the content of any program presented by a third party.”
 - o Response from Library Leadership for additional context: Partners and presenters will sign an agreement that includes their agreement to follow The Library Rules. Additionally, the agreement will include the following statement from the Laramie County Attorney that a partner/presenter has to acknowledge.
 - LCLS does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. 1-39-101 et seq., by entering into this MOU. Further, LCLS fully retains all immunities and defenses provided by law with

regard to any action, whether in tort, contract or any other theory of law, based on this MOU. By signature below and to the fullest extent permitted by law, Partner agrees to indemnify and hold harmless LCLS, its officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with the possession or presentation of items pursuant to this MOU.

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

Public Comment Period: The Event Presenter and Partner Policy was made available for public comment from February 26 through April 10, 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, two written public comments were received regarding the Event Presenter and Partner Policy, which are listed in their entirety below. Public comments regarding this policy were also made during the public hearing portion at the March 30, 2026, Laramie County Library System Board of Directors meeting.

Questions for the Board:

1. Does the Board of Directors have further questions or input about the Event Presenter and Partner Policy?
2. Does the Board of Directors have further questions or input about the submitted public comments?

Next Steps: Based on the completion of the public comment period and the public hearing portion at the April 28, 2026, System Board of Directors meeting Library Leadership will take into consideration the public comments and Board of Directors feedback and present a proposed draft of the Event Presenter and Partner Policy at the May 2026 Board of Directors meeting.

Public Comments Submitted in Writing:

From:**Sent:** Monday, March 30, 2026 7:04:00 PM**To:** Sharon Vye <svye@lclsonline.org>**Subject:** Proposed Event Presenter & Programs Policy, Comments on proposed changes

The following are my suggestions to improve the proposed Proposed Event Presenter & Programs Policy changes. I would appreciate feedback on any misunderstanding or clarifications you are able to give prior to the April 10 submission deadline.

1. Overview. Change first sentence to read "LCLS is committed to providing our community welcoming programs..." This replaces the ill-defined word "inclusive", which some authors, partisan political actors, and activists use to be intolerant of the First Amendment rights cited later in this paragraph.
2. Overview. At the end of the section, change to read "including the Public Use of Library Spaces Policy, the Library Rules and legal agreement provisions." This advises provides applicants they will need to ask for said provisions before they go to the effort of applying, and can ask for them in advance. This issue was raised in the February Board Packet.
3. Event and Program Development and Content, first bullet point in list. Delete reference to "service goals," or provide a link to where these are posted; failing that, please email me a text-readable file of these service goals.
4. Event and Program Development and Content, third paragraph. Change second sentence to read "... shall not be used for commercial or partisan purposes." This deletes "religious". A prohibition based solely on discrimination against religion would violate a constitutional guarantee. Such prohibitions are sometimes, elsewhere, construed to exclude free expression of religious beliefs from the public square.

[Redacted contact information]

April 9, 2026

Board of Directors

Laramie County Library System

2200 Pioneer Avenue

Cheyenne, Wyoming 82001

Dear Members of the Board:

I submit this comment as a member of the public and resident of Laramie County. I write regarding three policies currently under consideration by the Board: the **Exhibits Policy**, the **Events and Programs Policy**, and the **Event Presenter and Partner Policy**. My comments are grounded in firsthand experience as a patron and presenter of library programming, a commitment to transparent governance, and the responsibility all public institutions share toward the communities they serve.

I. Exhibits Policy — Transparency and Accessibility

A foundational concern applicable to all three policies is transparency. The policies under consideration have been presented to the public without readily available access to the existing versions, without side-by-side comparisons showing what is changing and why, and without clear information about the reconsideration or appeal process.

For the Exhibits Policy specifically, I ask the Board to adopt the following standards:

- (1) All current and proposed policies must be posted in a clear, easily navigable format on the library's website, with version history and effective dates noted.
- (2) Any policy revision must be accompanied by a plain-language summary identifying what is being changed and the reason for the change.
- (3) The process by which members of the public may request reconsideration of an exhibit or policy decision must be prominently disclosed.

Transparency is not an optional feature of good governance. It is the foundation of public trust.

II. Events and Programs Policy — Responsibility and Balance

The Events and Programs Policy raises a core issue of institutional responsibility. When the library selects, schedules, hosts, and actively promotes an event or program, it is exercising editorial discretion. That discretion carries responsibility — a responsibility that cannot be disclaimed simply by noting that event content reflects the views of outside presenters.

I ask the Board to clarify the following in the revised Events and Programs Policy:

- (1) **Responsibility for balance.** When the library hosts events on contested civic, social, or political topics, the policy should affirmatively require that programming be balanced or that opposing viewpoints be given an equivalent platform over a reasonable period of time.

(2) **Responsibility for content standards.** The policy must establish clear standards governing what content is appropriate for events held in publicly funded spaces, particularly when events are open to families and minors.

(3) **Responsibility for transparency.** Promotional materials for library-hosted events should clearly identify the presenter, the presenter’s organizational affiliation if any, and the nature of the content to be presented.

A public library that selects and promotes a program has endorsed it to some degree. The policy should reflect that reality honestly.

III. Events and Programs Policy — Protection of Minors

Parental responsibility and institutional responsibility are not in conflict — they are complementary. While parents bear primary responsibility for the values and content their children encounter, the library as a public institution also has an obligation to ensure that its spaces and programming do not expose minors to content inappropriate for their age without informed parental consent.

I respectfully ask the Board to include in the Events and Programs Policy:

(1) A clear requirement that events or programs with mature themes not be scheduled in spaces primarily designed for children or families, such as children’s rooms or family program areas.

(2) A requirement for visible, advance notice to parents when an event includes mature or age-sensitive content, communicated through posted notices, online event listings, and any promotional materials distributed in the library.

(3) Clear signage at the entrance to any event or space where mature content will be displayed or presented.

If the library elects not to assume editorial responsibility for program content, it must at minimum ensure that parents have the information needed to make informed decisions for their children.

IV. Event Presenter and Partner Policy — Local Standards and Vetting

The Event Presenter and Partner Policy should reflect locally established community standards rather than wholesale adoption of frameworks developed by national organizations whose priorities may not align with those of Laramie County residents.

I ask the Board to address the following in this policy:

(1) **Local policy authority.** The policy should make clear that the Board — accountable to Laramie County residents — sets library standards, and that national frameworks such as the ALA Library Bill of Rights are reference points only, not governing authority.

(2) **Presenter vetting.** The policy should establish a transparent process for reviewing proposed event presenters and partners, including disclosure of organizational affiliations, to ensure programming serves the broad public interest.

(3) **Age-appropriate standards.** The policy should explicitly incorporate age-appropriateness as a criterion in presenter and partner vetting, ensuring that any event open to or targeting minors meets community standards for content.

The library serves all of Laramie County. Its policies should be set by the elected and appointed officials accountable to that community, guided by those community's values and not by a national organization known for promoting liberal ideals.

Conclusion

The Laramie County Library System serves a vital public function, and the Board's work in revising these policies is important. I ask only that the final policies be:

- Clear in their standards and expectations;
- Consistent in their application across all content and viewpoints;
- Transparent and accessible to the public;
- Accountable to the community the library exists to serve; and
- Protective of minors while respecting the rights of all patrons.

I appreciate the Board's time and consideration of these comments. I am available to discuss any of these concerns further and welcome continued dialogue.

Respectfully submitted,

[Redacted contact information]

Event Presenter and Partner Policy

Purpose

The Laramie County Library System (LCLS) Event Presenter and Partner Policy provides an overview of how the library collaborates with external individuals and organizations and ensures presenters, partners, and co-hosts are aware of the objectives of and

expectations for library events and programs. Additionally, the policy informs collaborators of the standards and principles LCLS applies in the development, selection, and management of events and programs.

Overview

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

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

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

Event and Program Development and Content

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

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

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

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

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

Existing policy

EVENT PARTNERSHIP

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

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

7. Partners will comply with the library Code of Conduct & Meeting Room guidelines.

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

Event Presenter and Partner Definitions:

Library Events and Programs

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

Partnership Events and Programs

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

Library Co-hosted Events and Programs

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

Outreach Events and Programs

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

April 20, 2026

To: Board of Directors
From: Antonia Gaona, Executive Director
Laura Block, Director of Business & Administration
RE: FY27 Budget Draft 2

The Budget Draft 2 isn't much different than Budget Draft 1 presented at the regular meeting on March 30th. The main differences reflect corrections of formula errors.

We don't have any information from the county clerk regarding projected income to the library for FY27. However, due to recent legislation we are not anticipating any increases in income.

Income line 430-000 shows a settlement for replacing a portion of the roof on the Cheyenne Building has been included. The income in this line item is offset by the expenditure lines 705-000 Insurance Deductible Loss and 657-000 Roof Repairs.

The actual cost of current positions is \$4,661,525, which is about \$30,000 less than the FY 26 budget figure. Variances between the year-end estimate and the actual cost are primarily due to staff vacancies. Several of these positions have been held open to support organizational restructuring and strategic planning efforts.

The FY27 draft budget includes funding for merit increases.

It's still early in the budgeting process. Income and expense projections will continue to be refined as more accurate information becomes available to balance the budget while meeting the operational needs required to maintain library services.

By state statute the Laramie County Library System Board of Directors must submit a draft budget to the County Commissioners and County Clerk by May 1 each year. This draft budget is intentionally presented as out of balance to illustrate the funding the needs of the library system.

Recommendation:

Approve the Budget Draft 2 as presented and send to the County Commissioners and County Clerk.

Laramie County Library System						
FY 27 Draft 2		FY26	Actual as of	FY 26	FY 27	
		Budget	3/31/2026	Estimated YE	Draft 2	
INCOME						
Taxes						
400-000	1% OPTIONAL SALES	1,040,717.00	750,000.00	1,059,419.00	1,040,717.00	
402-000	AUTO LICENSE FEE	720,000.00	603,154.95	804,206.60	720,000.00	
404-000	MILLAGE	5,200,000.00	3,308,703.99	5,200,000.00	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	138,818.96	0.00	
	TOTAL TAXES	7,104,801.62	4,807,472.64	7,209,239.30	6,967,217.00	
FEES						
412-000	FEES	35,000.00	49,084.04	65,445.39	45,000.00	
	TOTAL FEES FOR SERVICE	35,000.00	49,084.04	65,445.39	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	18,305.24	24,406.99	25,000.00	
	TOTAL GRANTS	255,948.98	310,051.49	371,153.24	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	250,308.36	333,744.48	225,000.00	
440-000	SALE OF PROPERTY	2,500.00	1,678.22	2,237.63	2,000.00	
442-000	MISC INCOME	2,000.00	29,823.91	17,521.63	3,500.00	
444-000	CONTRACT WITH FND	133,350.00	65,318.56	87,091.41	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	553,830.33	683,674.86	799,602.00	

Laramie County Library System						
FY 27 Draft 2		FY26	Actual as of	FY 26	FY 27	
		Budget	3/31/2026	Estimated YE	Draft 2	
	CAFÉ INCOME					
470-000	FOOD SALES	80,000.00	51,629.45	68,839.27	65,000.00	
471-000	KIDS FOOD SALES	11,000.00	8,829.89	11,773.19	11,000.00	
472-000	HOT DRINK SALES	45,000.00	31,047.98	41,397.31	40,000.00	
473-000	COLD DRINK SALES	23,000.00	16,482.12	21,976.16	23,000.00	
474-000	MERCHANDISE SALES	5,000.00	2,225.19	2,966.92	3,000.00	
475-000	SALES TAX COLLECTED	10,000.00	4,782.12	6,376.16	7,000.00	
476-000	MISC. CAFÉ INCOME	1,500.00	1.92	2.56	1,500.00	
	TOTAL CAFÉ INCOME	175,500.00	114,998.67	153,331.56	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	1,390,641.18	
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	2,390,641.18	
	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	119,899.92	114,818.72	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	533,899.92	114,818.72	
	TOTAL INCOME	11,091,022.66	8,443,221.90	11,624,632.33	10,659,161.63	

Laramie County Library System						
FY 27 Draft 2		FY26	Actual as of	FY 26	FY 27	
		Budget	3/31/2026	Estimated YE	Draft 2	
EXPENDITURES						
	PERSONNEL					
505-000	LIBRARY STAFF	4,691,904.60	3,052,092.46	4,069,456.61	4,879,580.78	Includes contingency for merit increases.
511-000	CONTRACT PERSONNEL	275,000.00	187,710.37	250,280.49	330,000.00	Tech Plan consulting
512-000	CONSULTANTS	53,500.00	19,463.51	25,951.35	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	235,667.23	314,222.97	373,287.93	
516-000	WYOMING RETIREMENT	758,426.91	531,863.78	709,151.71	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	476,775.58	635,700.77	756,819.76	
715-000	INS-DENTAL	35,200.00	23,686.26	31,581.68	38,720.00	
718-000	WORK COMP	19,682.51	9,838.75	18,244.33	24,397.90	
	TOTAL PERSONNEL	7,011,925.15	4,596,696.80	6,134,055.07	7,426,075.97	
	ADMINISTRATION					
519-000	CONFERENCES/CONT ED	65,000.00	39,768.45	65,000.00	65,000.00	
521-000	MEMBERSHIPS	4,500.00	7,015.88	9,354.51	6,000.00	
531-000	POSTAGE	33,000.00	25,873.24	34,497.65	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	98,361.47	110,000.00	
705-000	INSUR DEDUCTIBLE LOSS	10,000.00	0.00	0.00	10,000.00	Insurance deductible for the roof
730-000	SECURITY BONDS	1,000.00	118.00	157.33	1,000.00	
803-000	BOARD/VOLUNTEER/STAFF ACTIV	5,000.00	2,966.04	3,954.72	5,000.00	
815-000	REFUND LOST MAT	2,000.00	927.50	1,236.67	2,000.00	
820-000	COLLECTION FEES	7,000.00	4,016.10	5,354.80	7,000.00	This is a placeholder until we are closer to YE and are able to calculate encumbered funds.
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	6,091.36	8,121.81	7,000.00	
	TOTAL ADMINISTRATION	279,500.00	220,057.81	278,777.73	300,000.00	
	SUPPLIES AND EQUIP					
525-000	SUPPLIES	68,000.00	33,573.10	44,764.13	68,000.00	Includes 11,205 for CCS
529-000	EQUIP LEASES	60,788.00	52,261.28	69,681.71	56,788.00	
530-000	NETWORK	160,215.00	77,002.12	102,669.49	192,444.00	
825-000	SOFTWARE INT	228,388.56	154,058.92	205,411.89	224,472.00	
	TOTAL SUPPLIES & EQUIP	517,391.56	316,895.42	422,527.23	541,704.00	

FY 27 Draft 24/20/2026 2:48 PM

Laramie County Library System						
FY 27 Draft 2		FY26	Actual as of	FY 26	FY 27	
		Budget	3/31/2026	Estimated YE	Draft 2	
	COMMUNICATIONS					
532-000	TELECOMMUNICATIONS	40,000.00	30,300.44	40,400.59	36,336.00	MaC advertising = \$55k
534-000	ADVERTISING	10,000.00	2,126.36	2,835.15	65,000.00	
536-000	PRINTING	60,000.00	41,220.78	54,961.04	57,100.00	
537-000	PROMOTIONAL				5,000.00	
	TOTAL COMMUNICATIONS	110,000.00	73,647.58	98,196.77	163,436.00	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	187,000.00	224,707.25	263,175.00	
550-000	LIBRARY MATERIALS	260,000.00	148,844.67	179,969.65	215,325.00	
570-000	PERIODICALS	18,000.00	12,968.15	17,290.87	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	423,557.10	503,445.38	603,337.00	Donation Funding will be exhausted in FY 27, operational changes for outreach and engagement.
	PROGRAMS					
505-100	FIRST STEPS STAFFING	108,000.00	79,529.73	106,039.64	100,000.00	
580-100	FIRST STEPS OTHER EXP.	32,000.00	10,395.21	13,860.28	14,818.72	
582-400	LBB OTHER EXPENDITURES	6,000.00	(815.68)	(815.68)	DELETE	
582-404	LBB NAVIGATOR PILOT PROGRAM	1,000.00	0.00	0.00	DELETE	
	TOTAL PROGRAMS	147,000.00	89,109.26	119,084.24	114,818.72	
	UTILITIES					
610-000	ELECTRICITY	170,512.00	94,213.18	175,617.57	170,512.00	
620-000	NATURAL GAS	60,000.00	24,552.35	42,736.47	60,000.00	
630-000	WATER	38,000.00	28,606.85	38,142.47	38,000.00	
	TOTAL UTILITIES	268,512.00	147,372.38	256,496.51	268,512.00	

Laramie County Library System						
FY 27 Draft 2		FY26	Actual as of	FY 26	FY 27	
		Budget	3/31/2026	Estimated YE	Draft 2	
OPERATIONS & MAINTENANCE OF FACILITIES						
650-000	FACILITIES REPAIR	83,000.00	30,116.77	40,155.69	151,750.00	Covered by insurance claim
652-000	MAINTENANCE SUPPLIES	62,000.00	48,240.64	64,320.85	65,000.00	
657-000	ROOF REPAIRS	50,000.00	14,495.43	19,327.24	331,752.00	
658-000	REPAIR/REPLACE EQUIP	42,000.00	31,028.65	41,371.53	135,125.00	
748-000	FAC SERV CONTRACT	162,770.00	68,406.94	91,209.25	183,820.00	Lighting system, Burns upgrade to LED and annual expenses
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	223,923.79	298,565.05	916,500.00	
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	3,516.80	4,689.07	8,000.00	
667-000	BOOKMOBILE	239,000.00	0.00	239,000.00	0.00	
TOTAL O&M OF VEHICLES		262,000.00	16,748.36	261,331.15	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	37,040.57	49,387.43	45,000.00	
642-000	DRINK PRODUCTS	44,000.00	32,586.70	43,448.93	44,000.00	
645-000	MERCHANDISE	4,000.00	(1,007.97)	(1,007.97)	2,500.00	
648-000	CUSTOMER SUPPLIES	20,000.00	11,469.42	15,292.56	16,000.00	
TOTAL CAFÉ COST OF GOODS		120,800.00	80,088.72	107,120.95	107,500.00	
CAFÉ OPERATIONS						
523-020	LICENSES/PERMITS	500.00	219.43	292.57	500.00	
525-020	CAFÉ SUPPLIES	5,500.00	2,052.19	2,736.25	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	14,562.60	19,416.80	20,000.00	
845-020	CAFÉ SALES TAX EXPENSE	12,000.00	7,222.42	9,629.89	9,200.00	
TOTAL CAFÉ OPERATIONS		52,500.00	25,728.12	34,304.16	45,700.00	

Laramie County Library System						
FY 27 Draft 2		FY26	Actual as of	FY 26	FY 27	
		Budget	3/31/2026	Estimated YE	Draft 2	
	GRANTS					
800-000	GRANTS	15,000.00	0.00	0.00	15,000.00	
800-008	GRANT - COUNTY ARPA - PLANNING		85,631.65	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	198,273.07	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	117,704.37	123,704.37	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	73,436.29	74,636.29	0.00	
	TOTAL RESERVES	137,584.62	191,140.66	198,340.66	0.00	
	TOTAL EXPENDITURES	11,091,022.66	6,604,084.32	10,233,991.15	11,880,466.42	
	OUT OF BALANCE BY	0.00	1,839,137.58	1,390,641.18	(1,221,304.79)	

April 22, 2026

To: Laramie County Library System Board

From: Laramie County Library Executive Director/County Librarian

Re: April Directors' Report

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 has received six requests for reconsideration from two community members and is currently engaged in the process of review, with early to mid-May deadlines.
- LCLS resumed participation in the state-wide interlibrary loan lending system, with the integration of a new mailing process.
- The Marketing & Communications (MaC) 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 MaC team is producing an original children’s story to be used as part of outreach and engagement for marketing the Summer Reading Challenge!
- MaC finalized the materials for marketing the teen zone with the campaign designed around a set of trading cards – some that can be picked up easily and some that can only be earned by being certified in the makerspace.
- The library’s online meeting room scheduling software went live to the public on April 6th- we are excited for the increased access and self-service capabilities this offers!
- The library’s public service leaders have kicked off the service model and staff assessment project with consultant “Rethinking Libraries”, a Foundation funded initiative.
- New Foundation Director, Kosha Olsen, has started in her position.

Facilities Master Plan Updates

- In response to Facilities Master Plan (FMP) findings that the library expansion plans are best suited in areas outside of the Sweetgrass development, the County ARPA Agreement has been amended to remove reference to “Sweetgrass”. Please see the adopted FMP for proposed/community-generated sites for facility expansion.
- FMP Team kicked off work with Studiotrope Design Collective and Warehouse 21 as an extension of the Facilities Master Plan. The outcomes of this work will include:
 - Facility project concept renderings (Cheyenne and Pine Bluffs)
 - Facility project description narrative and PDF deck
- Timeline for this work is as follows:
 - Client Presentation 5.18
 - Client Feedback 5.20
 - Client Presentation 5.22
 - Client Feedback + Approval 5.27
 - Final Delivery of Deliverables first week of June

Public Service Updates

- 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.
- One Book, One Laramie County concludes on Saturday, May 2, with a visit from the author of *The Bear*, Andrew Krivak. He will lead a writing workshop for teens and young adults at 2 PM, and an author talk with reading, Q&A and book signing beginning at 6 PM.
- We were invited by the Wyoming Arts Council to host a concert as part of the spring [Piatigorsky Tour](#). On Sunday May 3, mezzo-soprano Katherine Calcamuggio-Donner and pianist Gabriel Evens will perform in the Cottonwood Room at 2 PM. The goal of the Piatigorsky Foundation is to enrich community life by bringing world-class classical music to underserved audiences.
- The exhibit *The Virginian 1902–2002* on loan from the American Heritage Center opens in Cheyenne on April 23.

- The second annual Library Card Art Contest will open for entries on May 18.
- The first annual LCLS Events Summit will take place on May 5— a group of 16 event planners will gather for an afternoon of team building, information sharing, brainstorming, and more.
- Youth Service’s first Lord of The Rings Day was very successful with around 100 community members participating in the activities!

Library Stories

From Kayla Schwab (*Teen Services Coordinator*)

“Prom season! A teen is using the body form and sewing supplies in the teen area to make a prom dress today! We talked for a while about how she is excited to spend so much less on her prom dress because she only needed to buy the specific fabric.

She will be in quite a bit for this project, I will try to get a picture of the finished product when she has the dress done! This was the teen’s second time to the library ever and she is super excited about the teen area!”

From AmyLou Terrell (*Substitute Supervisor*)

“LibCal launch day! I have had two phone calls and a few in person interactions. Everyone has been so happy about the new booking site!

One lady I talked to said "oh how exciting! This looks so nice and I'm so excited I get to be one of the first people to use it!"

I had a lady stop by to adjust her reservation start time in May. And I explained the check-in process and the reasoning behind it. She was thrilled.”

From Holly Bauer (*Branch Services Specialist*)

“I wanted to let you know that I've noticed an uptick in the number of new library patrons and patrons who haven't used the library in years since we started Self Service.

Just these past two days, there have been 3 patrons come in to update their library cards or get new cards so they can have self-service access.

We are seeing a positive impact!”

Emily Baldwin (*Branch Services Specialist*)

Twelve Very Hungry Caterpillar makers in Burns today! Our monthly field trip visit from the Kinder Boost Class of Burns Elem. was so much fun today! Miss Jana read books from our Eric Carle collection, and we had twelve kiddos make some awesome Caterpillars!





Laramie County Library Foundation

To: Laramie County Library System Board of Directors
From: Kosha Olsen
Date: April, 21 2026
Re: Foundation Director's Report

Foundation Director Update

Since starting this position on the 13th, I have had the opportunity to meet with all department managers to learn how the library system works, and how the Foundation supports it. Sharon and I are working together to create an annual calendar of Foundation events and initiatives to get a comprehensive look at “existing conditions.”

Current priorities include a Union Pacific grant focused on the Burns branch, working with the consulting team on the 6th Penny information initiative, overseeing the progress of multiple upcoming events, and working with Antonia and Laura to create a Foundation budget.

Over the next few months, I hope to create a communication plan to better direct how/when the Foundation communicates via the website, social and traditional media, and publications like newsletters and annual reports.

Grants Update

Received Grants

- Women's Civic League | \$3,000 for Summer Reading (4/24)
- Delta Kappa Gamma Grant | \$8,000 for Summer Reading (4/20)
- Carnegie | \$10,000 for Oral History (needs expended by December)

Outstanding Grants

- Kiwanis | \$10, 000, for Summer Reading (notified by end of April)
- Lois Lenski Covey | \$3,400 for bookmobile books (rolling notifications)

Upcoming Grants

- Union Pacific | \$30,000 ask with a potential Foundation contribution to jointly fund one of the Burns priorities. This grant prioritizes community spaces and local community needs, so both the outside play area and the flexible meeting/community room would be a good fit.

Due | April 30th

Dates to remember

- Come Spring Again | June 6, 5:30-7:30 p.m.



Laramie County Library

Foundation

- VIP Night | June TBD
- Pine Bluffs Open House | June 18, TBD
- WyoGives | July 15, 2026, 4:30-7:30 p.m.
- Cheyenne Super Day | June 27 (sharing a booth with City Council)
- Cruise Nights | August 8th
- Booklovers Bash | October 16, 2026



Financial Statement for Period
Ending March 31, 2026

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Percent YTD 75.00%

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
INCOME						
TAXES						
400-000 1% OPTIONAL SALES	0.00	750,000.00	780,537.75	1,040,717.00	(290,717.00)	72.07%
402-000 AUTO LICENSE FEES	59,556.92	603,154.95	540,000.00	720,000.00	(116,845.05)	83.77%
404-000 MILLAGE	102,173.48	3,308,703.99	3,900,000.00	5,200,000.00	(1,891,296.01)	63.63%
406-000 MISCELLANEOUS TAXES	0.00	6,794.74	4,875.00	6,500.00	294.74	104.53%
409-000 SPECIFIC PURPOSE TAX	0.00	138,818.96	103,188.47	137,584.62	1,234.34	100.90%
TOTAL TAXES	161,730.40	4,807,472.64	5,328,601.22	7,104,801.62	(2,297,328.98)	
FINES & FEES						
412-000 FINES & FEES	4,673.90	49,084.04	26,250.00	35,000.00	14,084.04	140.24%
TOTAL FINES & FEES	4,673.90	49,084.04	26,250.00	35,000.00	14,084.04	
GRANTS						
432-000 GRANTS	0.00	0.00	11,250.00	15,000.00	(15,000.00)	0.00%
432-004 GRANT - LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	0.00	0.00	0.00	
432-008 GRANT - COUNTY ARPA - PLANNING	0.00	118,976.31	161,961.74	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)	1,565.46	18,305.24	18,750.00	25,000.00	(6,694.76)	73.22%
TOTAL GRANTS	1,565.46	310,051.49	191,961.74	255,948.98	54,102.51	

	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	1,125.00	1,500.00	(1,190.00)	20.67%
TOTAL SUMMER READING	0.00	310.00	1,125.00	1,500.00	(1,190.00)	
MISCELLANEOUS						
430-000 INSURANCE SETTLEMENTS	0.00	0.00	0.00	0.00	0.00	
433-001 STAFF MERCHANDISE	0.00	0.00	0.00	0.00	0.00	
434-000 INTEREST ON FUNDS	26,299.84	250,308.36	150,000.00	200,000.00	50,308.36	125.15%
435-000 E-RTAE	0.00	0.00	0.00	0.00	0.00	
440-000 SALE OF PROPERTY	210.40	1,678.22	1,875.00	2,500.00	(821.78)	67.13%
442-000 MISCELLANEOUS INCOME	6,514.79	29,823.91	1,500.00	2,000.00	27,823.91	1491.20%
444-000 CONTRACT WITH FOUNDATION	8,168.09	65,318.56	100,012.50	133,350.00	(68,031.44)	48.98%
445-000 FND DONATIONS	0.00	112,783.95	0.00	0.00	112,783.95	
447-000 LEGISLATIVE ENDOWMENT INTEREST	0.00	93,917.33	70,460.50	93,947.33	(30.00)	99.97%
TOTAL MISCELLANEOUS	41,193.12	553,830.33	323,848.00	431,797.33	122,033.00	
CAFÉ INCOME						
470-000 FOOD SALES	5,249.94	51,629.45	60,000.00	80,000.00	(28,370.55)	64.54%
471-000 KIDS FOOD SALES	1,352.75	8,829.89	8,250.00	11,000.00	(2,170.11)	80.27%
472-000 HOT DRINK SALES	3,467.64	31,047.98	33,750.00	45,000.00	(13,952.02)	69.00%
473-000 COLD DRINK SALES	2,048.93	16,482.12	17,250.00	23,000.00	(6,517.88)	71.66%
474-000 MERCHANDISE SALES	234.47	2,225.19	3,750.00	5,000.00	(2,774.81)	44.50%
475-000 SALES TAX COLLECTED	2.82	4,782.12	7,500.00	10,000.00	(5,217.88)	47.82%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	1,125.00	1,500.00	(1,498.08)	0.13%
TOTAL CAFÉ INCOME	12,356.55	114,998.67	131,625.00	175,500.00	(60,501.33)	
TOTAL INCOME	221,519.43	5,835,747.17	6,003,410.95	8,004,547.93	(2,168,800.76)	

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

PERSONNEL

505-000 LIBRARY STAFF	338,560.36	3,052,092.46	3,518,928.45	4,691,904.60	(1,639,812.14)	65.05%
511-000 CONTRACT PERSONNEL	20,160.42	187,710.37	206,250.00	275,000.00	(87,289.63)	68.26%
512-000 CONSULTANTS	1,000.00	19,463.51	40,125.00	53,500.00	(34,036.49)	36.38%
514-000 FOUNDATION STAFF	0.00	55,294.11	100,012.50	133,350.00	(78,055.89)	41.47%
515-000 FICA	25,675.46	235,667.23	256,382.38	341,843.17	(106,175.94)	68.94%
516-000 WYOMING RETIREMENT	58,457.74	531,863.78	568,820.18	758,426.91	(226,563.13)	70.13%
517-000 UNEMPLOYMENT BENEFITS	0.00	4,304.75	11,250.00	15,000.00	(10,695.25)	28.70%
710-000 INSURANCE - HEALTH	54,317.15	476,775.58	516,013.47	688,017.96	(211,242.38)	69.30%
715-000 INSURANCE - DENTAL	2,802.48	23,686.26	26,400.00	35,200.00	(11,513.74)	67.29%
718-000 WORKERS' COMPENSATION	0.00	9,838.75	14,761.88	19,682.51	(9,843.76)	49.99%
TOTAL PERSONNEL	500,973.61	4,596,696.80	5,258,943.86	7,011,925.15	(2,415,228.35)	

ADMINISTRATION

519-000 CONFERENCE/CONT. ED.	4,970.16	39,768.45	48,750.00	65,000.00	(25,231.55)	61.18%
521-000 PROFESSIONAL MBSHIPS	829.00	7,015.88	3,375.00	4,500.00	2,515.88	155.91%
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	75,000.00	100,000.00	(19,457.53)	80.54%
705-000 INSURANCE DEDUCTIBLE LOSS	0.00	0.00	7,500.00	10,000.00	(10,000.00)	0.00%
730-000 SECURITY BONDS	0.00	118.00	750.00	1,000.00	(882.00)	11.80%
803-000 BOARD/VOLUNTEER/STAFF ACTIVITIES	171.98	2,966.04	3,750.00	5,000.00	(2,033.96)	0.00%
815-000 REFUNDS ON LOST MATERIALS	0.00	927.50	1,500.00	2,000.00	(1,072.50)	46.38%
820-000 COLLECTION FEES	844.60	5,016.10	5,250.00	7,000.00	(1,983.90)	71.66%
830-000 PRIOR YEAR CARRYOVER	0.00	52,738.77	33,750.00	45,000.00	7,738.77	117.20%
840-000 MERCHANT FEES	2,040.94	20,653.96	21,750.00	29,000.00	(8,346.04)	71.22%
TOTAL ADMINISTRATION	8,856.68	209,747.17	201,375.00	268,500.00	(58,752.83)	

SUPPLIES & EQUIPMENT

525-000 OFFICE SUPPLIES	3,292.41	33,573.10	51,000.00	68,000.00	(34,426.90)	49.37%
529-000 EQUIPMENT LEASES - CENTRAL	1,504.76	52,261.28	45,591.00	60,788.00	(8,526.72)	85.97%
530-000 NETWORK	1,081.05	77,002.12	120,161.25	160,215.00	(83,212.88)	48.06%
825-000 SOFTWARE INTERNAL	15,439.32	154,058.92	171,291.42	228,388.56	(74,329.64)	67.45%
TOTAL SUPPLIES & EQUIPMENT	21,317.54	316,895.42	388,043.67	517,391.56	(200,496.14)	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
COMMUNICATIONS						
531-000 POSTAGE	6,153.81	25,873.24	24,750.00	33,000.00	(7,126.76)	78.40%
532-000 TELECOMMUNICATIONS	3,653.65	30,300.44	30,000.00	40,000.00	(9,699.56)	75.75%
534-000 ADVERTISING - CENTRAL	642.18	2,126.36	7,500.00	10,000.00	(7,873.64)	21.26%
536-000 PRINTING AND PUBLICITY	8,199.26	41,220.78	45,000.00	60,000.00	(18,779.22)	68.70%
TOTAL COMMUNICATIONS	18,648.90	99,520.82	107,250.00	143,000.00	(43,479.18)	
LIBRARY MATERIALS						
543-000 ELECTRONIC RESOURCES	0.00	20,200.00	22,650.00	30,200.00	(10,000.00)	66.89%
547-000 ELECTRONIC MATERIALS	12,000.00	187,000.00	131,250.00	175,000.00	12,000.00	106.86%
550-000 LIBRARY MATERIALS	17,425.70	148,844.67	195,000.00	260,000.00	(111,155.33)	57.25%
570-000 PERIODICALS - CENTRAL	394.18	12,968.15	13,500.00	18,000.00	(5,031.85)	72.05%
575-000 BINDING	0.00	0.00	1,875.00	2,500.00	(2,500.00)	0.00%
742-000 OCLC SERVICES	0.00	28,621.46	22,822.64	30,430.19	(1,808.73)	94.06%
745-000 WYLD SYSTEM - CENTRAL	0.00	25,922.82	22,536.86	30,049.14	(4,126.32)	86.27%
TOTAL LIBRARY MATERIALS	29,819.88	423,557.10	409,634.50	546,179.33	(122,622.23)	
PROGRAMS						
580-000 CHILDREN	(34.62)	0.00	0.00	0.00	0.00	
505-014 FIRST INITIATIVES STAFF	8,495.52	79,529.73	81,000.00	108,000.00	(28,470.27)	73.64%
580-014 FIRST INITIATIVES OTHER	1,847.40	10,395.21	24,000.00	32,000.00	(21,604.79)	32.49%
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	4,500.00	6,000.00	(5,880.01)	2.00%
582-017 LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	750.00	1,000.00	(1,000.00)	0.00%
TOTAL PROGRAMS	10,308.30	89,763.47	110,250.00	147,000.00	(57,236.53)	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
UTILITIES						
610-000 ELECTRICITY	7,542.56	94,213.18	127,884.00	170,512.00	(76,298.82)	55.25%
620-000 NATURAL GAS	3,496.09	24,552.35	45,000.00	60,000.00	(35,447.65)	40.92%
630-000 WATER - CENTRAL	3,031.01	28,606.85	28,500.00	38,000.00	(9,393.15)	75.28%
TOTAL UTILITIES	14,069.66	147,372.38	201,384.00	268,512.00	(121,139.62)	
OPERATION & MAINTENANCE OF FACILITIES						
650-000 REPAIR FACILITIES	1,763.89	30,116.77	62,250.00	83,000.00	(52,883.23)	36.29%
652-000 MAINTENANCE SUPPLIES	7,379.01	48,240.64	46,500.00	62,000.00	(13,759.36)	77.81%
657-000 ROOF REPAIRS	0.00	14,495.43	37,500.00	50,000.00	(35,504.57)	28.99%
658-000 REPAIR & REPLACE-EQUIP	17,864.89	31,028.65	31,500.00	42,000.00	(10,971.35)	73.88%
748-000 FACILITIES SERV CONTRACT	1,010.00	68,406.94	122,077.50	162,770.00	(94,363.06)	42.03%
749-000 EQUIPMENT SERV CONTRACT	0.00	31,201.18	28,395.00	37,860.00	(6,658.82)	82.41%
780-000 EQUIPMENT/FURNISHINGS	0.00	434.18	7,500.00	10,000.00	(9,565.82)	4.34%
TOTAL O&M OF FACILITIES	28,017.79	223,923.79	335,722.50	447,630.00	(223,706.21)	
OPERATION & MAINTENANCE OF VEHICLES						
660-000 REPAIR - VEHICLES	0.00	13,231.56	11,250.00	15,000.00	(1,768.44)	88.21%
665-000 GASOLINE, OIL, PROPANE, ETC	142.49	3,516.80	6,000.00	8,000.00	(4,483.20)	43.96%
667-000 BOOKMOBILE	0.00	0.00	179,250.00	239,000.00	(239,000.00)	0.00%
TOTAL O&M OF VEHICLES	142.49	16,748.36	196,500.00	262,000.00	(245,251.64)	
PROJECTS						
787-000 LIBRARY BUILDINGS	0.00	845.25	131,250.00	175,000.00	(174,154.75)	0.00%
790-000 SALARY SURVEY	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL PROJECTS	0.00	845.25	131,250.00	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	4,852.76	37,040.57	39,600.00	52,800.00	(15,759.43)	70.15%
642-000 DRINK PRODUCTS	2,920.17	32,586.70	33,000.00	44,000.00	(11,413.30)	74.06%
645-000 MERCHANDISE	(1,007.97)	(1,007.97)	3,000.00	4,000.00	(5,007.97)	-25.20%
648-000 CUSTOMER SUPPLIES	532.47	11,469.42	15,000.00	20,000.00	(8,530.58)	57.35%
TOTAL CAFÉ COST OF GOODS	7,297.43	80,088.72	90,600.00	120,800.00	(40,711.28)	
CAFÉ OPERATIONS						
523-020 LICENSES/PERMITS	0.00	219.43	375.00	500.00	(280.57)	43.89%
525-020 CAFE SUPPLIES	93.26	2,052.19	4,125.00	5,500.00	(3,447.81)	37.31%
534-020 MARKETING - CAFE	0.00	0.00	0.00	0.00	0.00	0.00%
658-020 CAFE REPAIR & REPLACE EQUIPMENT	0.00	1,671.48	4,125.00	5,500.00	(3,828.52)	30.39%
780-020 CAFE EQUIPMENT/FURNISHING	0.00	0.00	5,250.00	7,000.00	(7,000.00)	0.00%
845-020 CAFE SALES TAX EXPENSE	685.46	7,222.42	9,000.00	12,000.00	(4,777.58)	60.19%
TOTAL CAFÉ OPERATIONS	778.72	11,165.52	22,875.00	30,500.00	(19,334.48)	
GRANTS						
800-000 GRANTS	0.00	0.00	11,250.00	15,000.00	(15,000.00)	0.00%
800-001 GRANT - CROSSROADS	0.00	0.00	0.00	0.00	0.00	
800-002 GRANT - WYOMING HUMANITIES COUNCIL	0.00	0.00	0.00	0.00	0.00	
800-003 GRANT - STORYWALK - CHANGEX	0.00	0.00	0.00	0.00	0.00	
800-004 GRANT - COUNTY ARPA - PLANNING	0.00	0.00	0.00	0.00	0.00	
800-005 GRANT - ALA LATINO AMERICANS	0.00	0.00	0.00	0.00	0.00	
800-006 McMURRY GRANT	0.00	0.00	0.00	0.00	0.00	
800-007 GRANT - CHANGE X-STORY WALK	0.00	0.00	0.00	0.00	0.00	
800-008 GRANT - COUNTY ARPA - PLANNING	7,104.00	85,631.65	0.00	0.00	85,631.65	
800-009 GRANT - WSL ARPA OPEN +	0.00	112,641.42	0.00	0.00	112,641.42	
800-010 McMURRY GRANT	0.00	0.00	0.00	0.00	0.00	
TOTAL GRANTS	7,104.00	198,273.07	11,250.00	15,000.00	183,273.07	
TOTAL EXPENSES	647,335.00	6,414,597.87	7,465,078.53	9,953,438.04	(3,538,840.17)	
INCOME OVER EXPENSES	(425,815.57)	(578,850.70)	(1,461,667.58)	(1,948,890.11)	1,370,039.41	

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	750,000.00	1,000,000.00	0.00	100.00%
460-000 INCOME OVER EXPENSES	0.00	1,607,474.73	1,205,606.05	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	1,955,606.05	2,607,474.73	0.00	

RESERVE INCOME

480-000 RESERVE - BOOKMOBILE/VEHICLES	0.00	0.00	179,250.00	239,000.00	(239,000.00)	0.00%
481-000 RESERVE - FACILITY REPAIR	0.00	0.00	75,000.00	100,000.00	(100,000.00)	0.00%
482-000 RESERVE - EQUIPMENT/FURNISHINGS	0.00	0.00	0.00	0.00	0.00	
483-000 RESERVE - FIRST STEPS	0.00	0.00	105,000.00	140,000.00	(140,000.00)	0.00%
484-000 RESERVE - PLANNING/FACILITIES	0.00	0.00	0.00	0.00	0.00	
485-000 RESERVE - EMERGENCY	0.00	0.00	0.00	0.00	0.00	
490-000 RESERVE - O&M	0.00	0.00	0.00	0.00	0.00	
TOTAL RESERVE INCOME	0.00	0.00	359,250.00	479,000.00	(479,000.00)	
TOTAL CASH ON HAND & RESERVE INCOME	0.00	2,607,474.73	2,314,856.05	3,086,474.73	(479,000.00)	

EXPENSE	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
CASH CARROYOVER						
850-000 PLANNED CASH CARRYOVER	0.00	0.00	750,000.00	1,000,000.00	(1,000,000.00)	0.00%
TOTAL CASH CARRYOVER	0.00	0.00	750,000.00	1,000,000.00	(1,000,000.00)	
RESERVE EXPENSE						
880-000 BOOKMOBILE/VEHICLES	640.57	117,704.37	61,913.08	82,550.77	35,153.60	142.58%
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	2,994.25	73,436.29	41,275.39	55,033.85	18,402.44	133.44%
TOTAL RESERVE EXPENSE	3,634.82	191,140.66	103,188.47	137,584.62	53,556.04	
TOTAL CASH CARRYOVER & RESERVE EXPENSE	3,634.82	191,140.66	853,188.47	1,137,584.62	(946,443.96)	
INCOME OVER EXPENSES WITH RESERVES	(429,450.39)	1,837,483.37	0.00	0.00	1,837,483.37	



Laramie County Library

Balance Sheet as of
March 31, 2026

	ASSETS	
	CURRENT YEAR	PRIOR YEAR
CURRENT ASSETS		
CASH		
FIRST INTERSTATE BANK - SAVINGS	87,761.91	161,448.30
FIRST INTERSTATE BANK - CHECKING	71,918.31	9,467.68
WYOMING BANK AND TRUST	-	3,863.19
FARMERS STATE BANK	-	6,511.50
WYO-STAR	-	30.69
WYOMING CLASS	6,805,048.50	6,780,252.80
AMERICAN NATIONAL CD	38,565.89	37,226.50
AMERICAN NATIONAL CD	40,064.78	38,673.33
FIRST NATIONAL BANK CD	34,231.96	33,238.07
PETTY CASH	165.00	165.00
CASH REGISTERS	2,842.40	2,842.40
WYO-STAR - O&M	1,007,841.52	969,167.09
WYO-STAR - BOOKMOBILE	-	0.69
WYOMING CLASS - BOOKMOBILE	206,663.16	168,065.35
TOTAL CASH	8,088,440.27	8,042,887.24
INVENTORY		
FOOD PRODUCTS	3,307.88	3,889.16
DRINK PRODUCTS	3,021.80	2,756.59
MERCHANDISE	2,431.87	1,423.90
CUSTOMER SUPPLIES	4,873.92	4,185.49
TOTAL INVENTORY	13,635.47	12,255.14
TOTAL CURRENT ASSETS	8,308,738.90	8,223,207.73
	LIABILITIES AND FUND BALANCE	
	CURRENT YEAR	PRIOR YEAR
LIABILITIES		
CAFÉ GIFT CARDS	9,212.52	8,206.34
TOTAL LIABILITIES	9,212.52	12,968.21
FUND BALANCE	CURRENT YEAR	PRIOR YEAR
RESTRICTED - O&M	1,052,391.35	969,167.09
RESTRICTED LBB	1,527.57	6,365.29
BOARD DESIGNATED RESERVES	2,847,692.31	2,847,692.31
RESTRICTED - 1ST STEPS	234,718.64	344,041.81
RESTRICTED - BOOKMOBILE	318,305.02	168,066.04
PETTY CASH	165.00	165.00
CASH REGISTERS	3,381.66	3,381.66
RETAINED EARNINGS - PRIOR	2,003,207.25	1,992,665.66
REVENUE OVER EXPENDITURES	1,838,137.58	1,878,694.66
TOTAL FUND BALANCE	8,299,526.38	8,210,239.52
TOTAL FUND BALANCE AND LIABILITIES	8,308,738.90	8,223,207.73



The Library Café Financial Statement for Period 9
Ending March 31, 2026

Percent YTD 75.00%

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
CAFÉ INCOME						
470-000 FOOD SALES	5,249.94	51,629.45	60,000.00	80,000.00	(28,370.55)	64.54%
471-000 KIDS FOOD SALES	1,352.75	8,829.89	8,250.00	11,000.00	(2,170.11)	80.27%
472-000 HOT DRINK SALES	3,467.64	31,047.98	33,750.00	45,000.00	(13,952.02)	69.00%
473-000 COLD DRINK SALES	2,048.93	16,482.12	17,250.00	23,000.00	(6,517.88)	71.66%
474-000 MERCHANDISE SALES	234.47	2,225.19	3,750.00	5,000.00	(2,774.81)	44.50%
475-000 SALES TAX COLLECTED	2.82	4,782.12	7,500.00	10,000.00	(5,217.88)	47.82%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	1,125.00	1,500.00	(1,498.08)	0.13%
TOTAL CAFÉ INCOME	12,356.55	114,998.67	131,625.00	175,500.00	(60,501.33)	
EXPENSES						
CAFÉ COST OF GOODS						
640-000 FOOD PRODUCTS	4,852.76	37,040.57	39,600.00	52,800.00	(15,759.43)	70.15%
642-000 DRINK PRODUCTS	2,920.17	32,586.70	33,000.00	44,000.00	(11,413.30)	74.06%
645-000 MERCHANDISE	(1,007.97)	(1,007.97)	3,000.00	4,000.00	(5,007.97)	-25.20%
648-000 CUSTOMER SUPPLIES	532.47	11,469.42	15,000.00	20,000.00	(8,530.58)	57.35%
TOTAL CAFÉ COST OF GOODS	7,297.43	80,088.72	90,600.00	120,800.00	(40,711.28)	
PERSONNEL						
505-020 SALARY - THE LIBRARY CAFÉ	10,570.15	95,148.29	120,000.00	160,000.00	(64,851.71)	59.47%
515-020 FICA	741.70	7,093.02	9,180.00	12,240.00	(5,146.98)	57.95%
516-020 WYOMING RETIREMENT	1,683.84	11,959.77	15,000.00	20,000.00	(8,040.23)	59.80%
710-020 INSURANCE - HEALTH	0.00	0.00	18,750.00	25,000.00	(25,000.00)	0.00%
715-020 INSURANCE - DENTAL	0.00	0.00	375.00	500.00	(500.00)	0.00%
718-020 WORKERS' COMPENSATION	0.00	0.00	600.00	800.00	(800.00)	0.00%
TOTAL PERSONNEL	12,995.69	114,201.08	163,905.00	218,540.00	(104,338.92)	
CAFÉ OPERATIONS						
523-020 LICENSES/PERMITS	0.00	219.43	375.00	500.00	(280.57)	43.89%
525-020 CAFE SUPPLIES	93.26	2,052.19	4,125.00	5,500.00	(3,447.81)	37.31%
534-020 MARKETING - CAFE	0.00	0.00	0.00	0.00	0.00	

658-020 CAFE REPAIR & REPLACE EQUIPMENT	0.00	1,671.48	4,125.00	5,500.00	(3,828.52)	30.39%
780-020 CAFE EQUIPMENT/FURNISHING	0.00	0.00	5,250.00	7,000.00	(7,000.00)	0.00%
840-020 MERCHANT FEES	1,493.69	14,562.60	16,500.00	22,000.00	(7,437.40)	66.19%
845-020 CAFE SALES TAX EXPENSE	685.46	7,222.42	9,000.00	12,000.00	(4,777.58)	60.19%
TOTAL CAFÉ OPERATIONS	2,272.41	25,728.12	39,375.00	52,500.00	(26,771.88)	
TOTAL EXPENSES	22,565.53	220,017.92	293,880.00	391,840.00	(171,822.08)	
INCOME OVER EXPENSES	(10,208.98)	(105,019.25)	(162,255.00)	(216,340.00)	111,320.75	

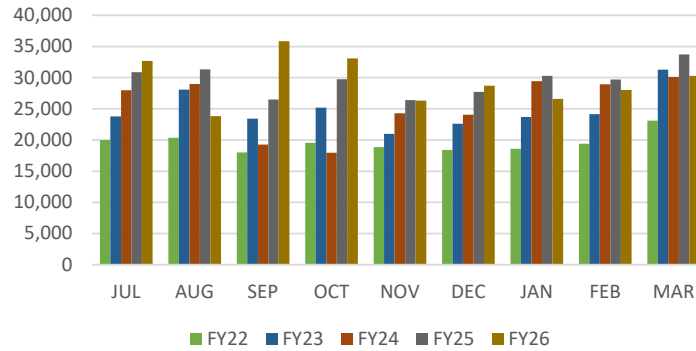
Stats Dashboard

LARAMIE COUNTY LIBRARY SYSTEM

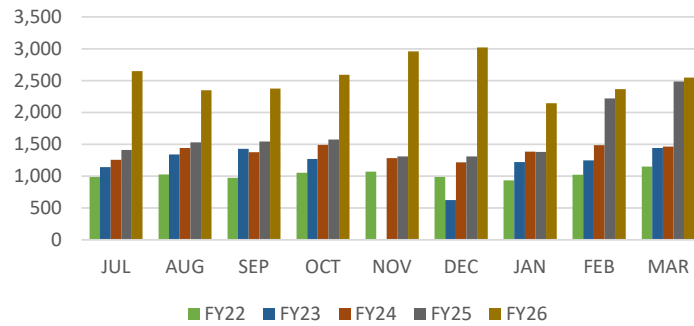
July 1, 2025 - December 31, 2025 (FY26)

VISITS

Library Visits

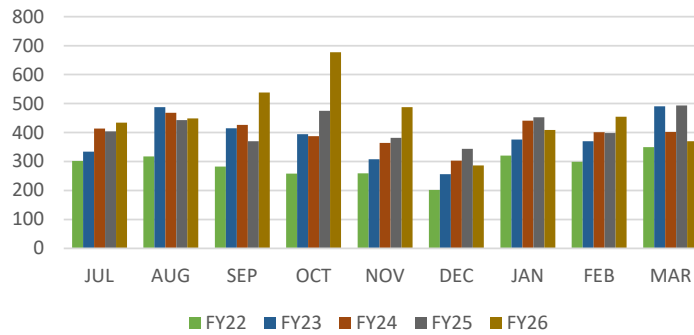


Website Visits

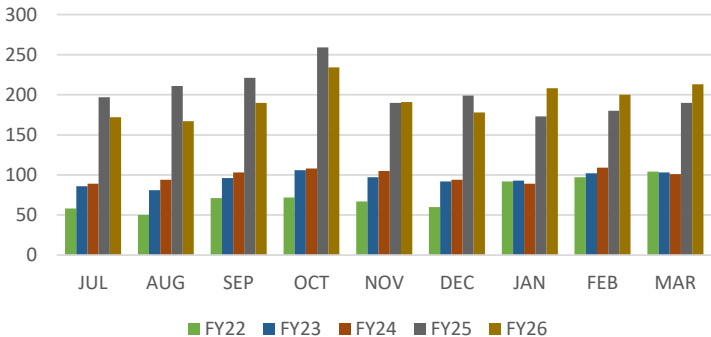


November FY23 data missing due to tracking system error

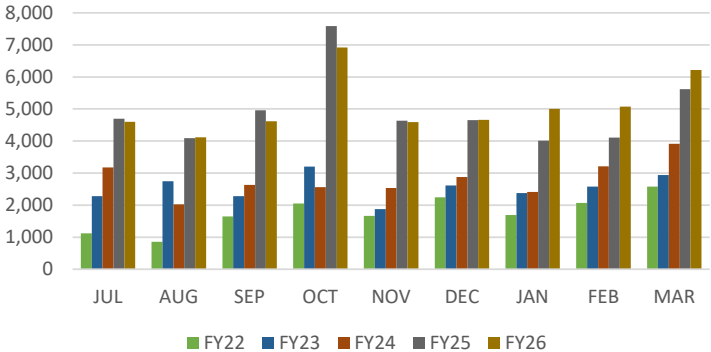
New Cardholders



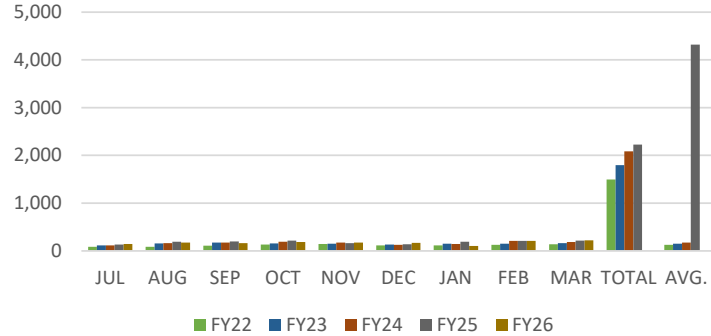
SERVICES & EVENTS



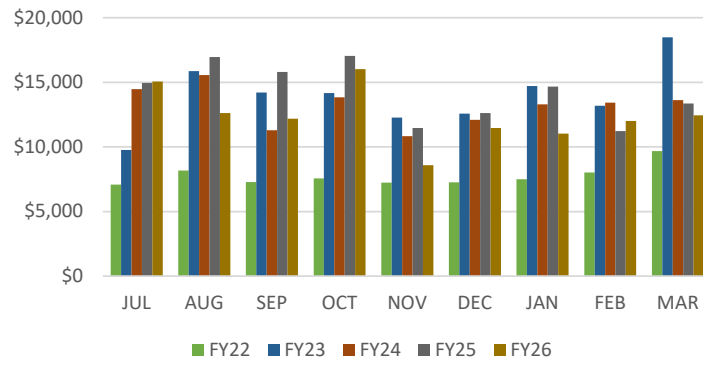
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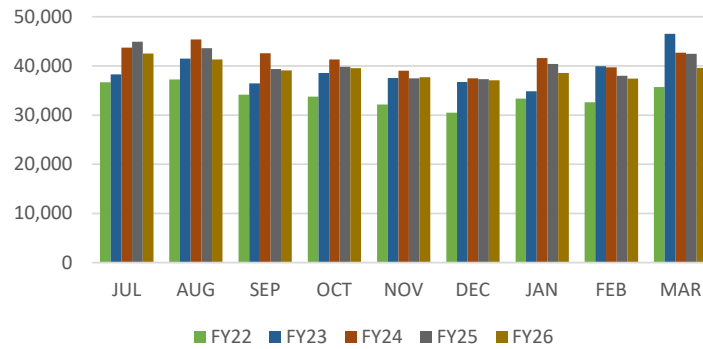
Meeting Room Uses



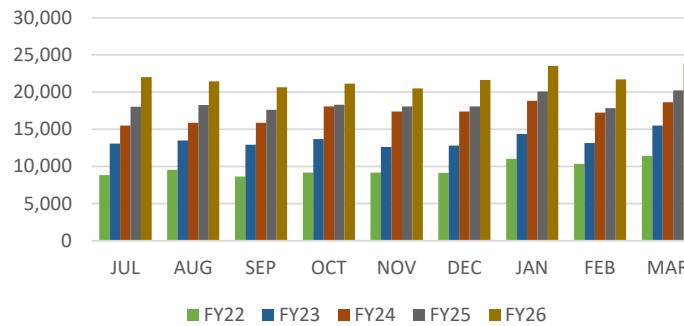
Café Sales



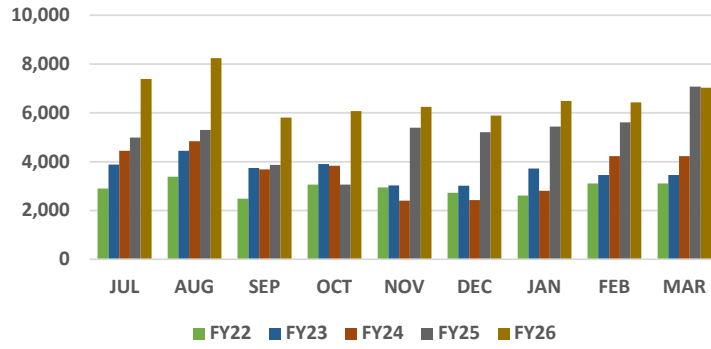
CIRCULATION Physical Materials



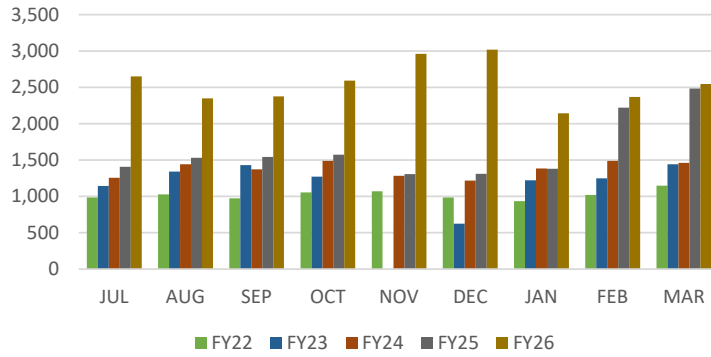
Electronic Materials



TECHNOLOGY Computer Use



Wireless Use



November FY23 data missing due to tracking system error