

BOARD OF DIRECTORS**Tuesday July 28, 2026****AGENDA****Presentation: Reference Collection – Antonia, Beth, Darcy****Consent**

1. Approval of Minutes for June 2026*
2. Ratify Email vote for Security Contract*
3. Approval of Expenditures for July 2026

Action**Unfinished Business**

1. FY27 Budget Amendment*
2. System Board Committee appointments
3. Other

New Business

4. Campus Services Contract*
5. Bank Account Funds Transfers
6. System Board Meeting September – Pine Bluffs
7. Other

Reports

- Director's Report*
- Foundation Report*
- Personnel Changes*
- Financial Report for June 2026*
- Balance Sheet for June 2026*
- Library Café Financial Report for June 2026*
- FY26 Annual Stat Report*

Meeting and Events Dates and Location

Tuesday, August 25, 2026 System Board Meeting, 3:30, Coneflower Room

Tuesday, September 29, 2026, System Board Meeting, 3:30pm TBD, Pine Bluffs

Adjourn

*Supporting documentation included



BOARD OF DIRECTORS

MINUTES

June 23, 2026

The Board of Directors of Laramie County Library System met in regular session at the Laramie County Library on Tuesday, June 23, 2026. Michael Pearlman convened the meeting at 3:34 p.m. Directors Stacia Berry, Denise Burke, Kris Rude, Steven Leafgreen, were present. Also present were Antonia Gaona (Executive Director/County Librarian), Laura Block (Director of Business and Administration), Beth Cook (Director of Public Services), Gunnar Malm (Ex-Officio), Kosha Olsen (Foundation Executive Director) Sharon Vye (Executive Coordinator), Darcy Lipp-Acord (Collection and Cataloging Services Division Manager), Andrew Coe (Patron Services Division Manager).

260623:01 Steven Leafgreen presented a motion to approve the consent agenda as presented; Denise Burke Seconded the motion. The motion passed unanimously.

260623:02 Steven Leafgreen presented a motion to approve the Fiscal Year 2027 Final Budget as presented. Stacia Berry Seconded the motion. The motion passed unanimously.

260623:03 Denise Burke presented a motion work with two companies to Bookmobile on Consignment for sale. Steven Leafgreen Seconded the motion. The motion passed unanimously.

Meeting Adjourned at 4:50 p.m.

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

Sharon Vye
Executive Coordinator

July 21, 2026

To: Board of Directors
From: Executive Coordinator
RE: Ratification of Email Vote – Citadel Security Contract

On July 14, 2026, the Board of Directors received the proposed security services contract with Citadel via email for review and consideration.

Due to the time-sensitive nature of the agreement, an email vote was conducted. A quorum of the Board voted to approve the contract, allowing the Library System to move forward with the agreement.

This item is included on the Consent Agenda to formally ratify the Board's July 14, 2026, email approval and ensure the action is reflected in the official meeting minutes.

Recommendation:

Ratify email vote of approval for the Citadel Security Contract

Citadel Security Group LLC



Citadel Security : A Response to Proposal

**Laramie County
Library Security Services**



RE: Proposal for Security Services – Laramie County Library System

Laura Block
Senior Deputy Director, Library Operations
Laramie County Library System
2200 Pioneer Avenue
Cheyenne, WY 82001

Ms. Block,

Thank you for the opportunity to submit Citadel Security's proposal for security services for the Laramie County Library System.

Public libraries require a unique security approach — one that balances safety, professionalism, customer service, and respectful engagement with the community. Citadel understands that security officers in a library environment must do more than simply respond to incidents. They must communicate effectively, maintain composure, support staff, and contribute to a welcoming atmosphere while consistently reinforcing Library policies and expectations.

Our proposed program is built around strong operational oversight, dedicated staffing, structured patrol activity, and professional day-to-day interaction with patrons and staff. Citadel's officers are trained specifically for public-facing environments where de-escalation, accountability, and customer service are essential to maintaining a safe and respectful environment.

Citadel's operational structure ensures the Library receives dependable coverage supported by:

- Dedicated officers and trained backup personnel
- Consistent field supervision and management oversight
- Structured patrol and reporting procedures
- Clear communication with Library leadership
- Professional incident documentation and accountability
- Officers trained in de-escalation, behavioral management, and public interaction

We recognize that security personnel become part of the daily library environment and often develop working relationships with patrons and staff. Because of that, we place significant emphasis on officer selection, training, professionalism, and continuity of service.

Citadel appreciates the opportunity to be considered as a partner for the Laramie County Library System. We are confident in our ability to provide a professional, community-focused security program that aligns with the Library's mission, operational needs, and expectations for service.

Respectfully,

Chris Villalpando
Chief Revenue Officer
chris@citadelsecurityusa.com
877.639.4301 Office
970-481-3368 Cell



The Citadel Standard: Professional, Community-Focused Library Security

Citadel Security brings proven experience supporting public-facing environments where professionalism, customer service, accountability, and consistent rule enforcement are essential to daily operations. Public libraries require more than a traditional security presence. They require officers capable of maintaining a safe and welcoming environment while supporting staff, assisting patrons, and professionally managing behavioral concerns within an open community setting.

Citadel's role is to support the Laramie County Library System's staff, patrons, facilities, and daily operations through a security program built around visibility, communication, professionalism, and structured oversight. Our officers are trained to operate with composure, professionalism, and consistency while reinforcing Library policies without creating unnecessary escalation or disruption.

Proposal Snapshot

Proposal Area	Citadel Response
Company Background	Experienced security provider supporting public-facing facilities, government buildings, libraries, educational environments, and community-focused operations requiring professional patron interaction and structured security oversight.
Proposed Services	Security officers, interior and exterior patrols, opening and closing procedures, patron support, behavioral management, incident response, daily reporting, supervision, and operational oversight.
Staffing Model	Dedicated Citadel employees. No subcontracted security officer services.
Supervision Model	Field Supervisors and Operations Leadership provide post inspections, officer accountability, training support, quality assurance reviews, and direct communication with Library leadership.
Program Management	Citadel leadership maintains responsibility for staffing communication, issue resolution, officer performance management, reporting oversight, and routine client review meetings.
Technology Support	TrackTik reporting and patrol systems supporting real-time reporting, patrol verification, incident documentation, operational visibility, and after-hours operational support.
Officer Training Focus	De-escalation, trauma-informed communication, behavioral management, public interaction, incident documentation, bloodborne pathogen awareness, and library policy enforcement.
Uniform & Presence	Professional business-casual style uniforms designed to maintain a visible, approachable, and customer-service-oriented presence within the library environment.
Pricing	Submitted separately in the Library's required bid format.



Our Capabilities Include:**Public Library & Public-Facing Environment Experience**

Proven support across libraries, educational facilities, government buildings, community spaces, and other high-traffic public environments requiring professional patron interaction and structured security operations.

- Direct Staffing Model

No subcontracted officers. The Laramie County Library System receives Citadel employees managed under one chain of accountability.

- Real-Time Operational Support

SOC support for clock-ins, missed activity, incident escalation, reporting oversight, and after-hours communication.

- Accountability Through Technology

TrackTik supports patrol verification, incident documentation, reporting transparency, operational oversight, and real-time activity visibility.

- Active Supervision

Field Supervisors and Operations Leadership provide post checks, training support, reporting review, officer accountability, and corrective action management.

- Professional Patron Interaction

Officers trained in de-escalation, trauma-informed communication, behavioral management, and respectful interaction with diverse populations within a public library environment.

- Business-Casual Security Presence

Professional, approachable officers operating in business-casual style uniforms designed to support a welcoming library atmosphere while maintaining visible security presence.

The Citadel Approach: Visible, Respectful, and Consistent

Citadel's security model is designed to support the Laramie County Library System's mission by balancing safety, customer service, and professional rule enforcement within an open public environment. Officers maintain a visible and approachable presence while reinforcing Library policies, assisting staff, supporting patrons, and professionally addressing disruptive behavior when necessary.

Our officers understand that professionalism is demonstrated through communication, judgment, consistency, and daily interaction with the public. Citadel's objective is to provide a dependable security program that enhances the Library environment while preserving the welcoming and community-focused atmosphere expected within the facility.



Security Program Support Structure

Support Function	Purpose
Security Operations Center	Real-time operational support, staffing alerts, escalation, missed activity review, and after-hours communication.
TrackTik	Daily Activity Reports, incident reports, patrol verification, post activity tracking, and supervisor review.
Immix	Centralized alert management and video verification capability through Citadel's SOC.
Verified First	Background screening and compliance documentation.
Lever / Paycor	Recruiting, onboarding, HR records, payroll, and employee administration.

Our Commitment

Citadel Security is committed to delivering a professional, dependable, and community-focused security program that aligns with the Laramie County Library System's operational needs and public service environment. Our program is built around visibility, professionalism, communication, accountability, and con

Commitment	What LCLS Can Expect
Own the Post	Officers show up prepared, understand the assignment, and take responsibility for the post they are assigned to protect.
Operate with Integrity	Reports, incidents, patrols, and issues are documented accurately and communicated honestly.
Stay Calm and Prepared	Officers maintain a professional presence during normal operations and respond with control during incidents.
Work as One Team	Citadel leadership, supervisors, officers, SOC, and Library Management stay aligned through clear communication.
Correct and Improve	Staffing, training, reporting, and field performance are reviewed continuously, with issues corrected quickly.



Company Background and References

“Your Safety, Our Commitment”

Citadel Security is a mission-driven security provider focused on dependable, high-quality service. We partner with clients who expect professionalism, accountability, and a team that takes ownership from start to finish.

Our reputation is built on trust — trust that we will show up prepared, represent our clients well, and respond quickly when challenges arise. We deliver security programs tailored to each environment, whether it's a campus, public venue, manufacturing facility, or high-traffic community setting.

What sets Citadel apart is our hands-on leadership and field-first mindset. Every deployment is supported by accessible managers, clear communication, and the infrastructure to scale as needs change. We bring the reliability of a larger company with the responsiveness of a local partner.

Our Background: Experienced & Performance Driven

Founded in 2007, Citadel Security is a veteran-owned provider with the structure of a mature organization and the agility to adapt to each client's culture and pace. Headquartered in Missouri, we operate across multiple states and support clients in manufacturing, logistics, higher education, government, and event environments.

Our leadership comes from military, law enforcement, and private security backgrounds — experience that guides our professional, proactive approach. Strong field leadership and clear expectations are central to how we serve our clients and develop long-term partnerships.

Company Size & Capabilities

Citadel Security delivers large-scale reliability with hands-on, local accountability. Our organization is built to support complex programs, high-profile events, and multi-site operations with consistency and professionalism.

At a Glance:

- **700+ trained and vetted security officers** across multiple regions
- **600+ active client accounts** spanning corporate, government, event, and critical-infrastructure environments
- **\$20M+ in annual revenue**, demonstrating financial stability and operational capacity
- **Fully in-house HR, Operations, Finance, Compliance, and Recruiting** to ensure quality control and rapid response
- **24/7 Operations Center and mobile field supervision** for real-time support and issue resolution
- **TrackTik digital reporting platform** for GPS-confirmed patrols, incident documentation, and client transparency

Citadel provides **fixed-post security, mobile patrols, and full event staffing**, supported by structured oversight and a responsive leadership team. We take pride in being a **dependable, service-driven partner**—delivering safety, professionalism, and reliability every day.



Proven Experience in Public-Facing Security Environments

Citadel Security has supported security programs across numerous public library systems, educational facilities, government buildings, community spaces, and other high-traffic public-facing environments where professionalism, communication, and accountability are critical to daily operations.

These assignments require more than passive guard coverage. They require officers capable of supporting staff, assisting patrons, professionally managing behavioral concerns, and maintaining a calm, visible presence within open public settings.

This experience directly aligns with the Laramie County Library System's needs and the expectation for professional officers who can provide consistent support, strong communication, clear reporting, and community-focused security operations.

Previous Client References

Reference contact information for previous clients with similar scope and service expectations is provided in the required References section of this proposal.

Client: Anything Library District Contact Person: Suzanne McGowan, smcgowan@anythinklibraries.org, 303-405-3291
Client: Loveland Classical Schools Contact Person : Ian Stout, istout@lovelandclassical.org, 970-541-1507 x 5104
Client: Twin Peaks Charter School Contact Person : Alycia Burns, burns_alycia@svvdsd.org, 303-772-7286 x 57051
Client: Davenport Public Library Contact Person: Kasey Shipley, kshipley@davenportlibrary.com, 563-326-7841
Client: Garfield County Library Contact Person: Kevin Bettler, khettler@gcpd.org, 970-625-4270
Client: City of Loveland- Parks and Rec Contact Person: Dan Willadsen, dan.willadsen@cityofloveland.org, 970-962-2729
Client: Eagle County Government Contact Person: Jan Miller, jan.miller@eaglecounty.us, 970-328-8889

All references provided represent contracts awarded and/or active service relationships within the past 24 months involving similar public-facing, community, educational, or government security operations requiring professional interaction, patrol activity, reporting, and operational oversight.



Proposed Services: Professional Security Personnel Supported by Active Oversight

Citadel Security will provide professional unarmed security officers to support the Laramie County Library System's public-facing library environment, patron safety, staff support needs, facility operations, and daily security requirements.

Our officers are the core service being provided. They will be supported by field supervision, operations management, Citadel's Security Operations Center, digital reporting systems, structured patrol accountability, and ongoing training to ensure the program remains visible, professional, responsive, and accountable.

Daily Officer Responsibilities

Citadel officers assigned to the Laramie County Library System will operate as a visible, professional, and customer-service-focused presence supporting Library staff, patrons, and daily facility operations.

Daily Responsibilities Snapshot

Responsibility Area	Officer Responsibilities
Interior Patrols	Conduct routine patrols of reading areas, common spaces, restrooms, entrances, stairwells, meeting rooms, and other public-access areas.
Exterior Patrols	Monitor parking lots, sidewalks, exterior entrances, and surrounding Library property for safety concerns, suspicious activity, and facility issues.
Patron Assistance	Provide directions, answer general questions, assist staff when requested, and maintain professional interaction with patrons and visitors.
Behavioral Management	Professionally address disruptive behavior, policy violations, disturbances, trespass concerns, and inappropriate conduct using de-escalation-focused communication.
Opening & Closing Procedures	Support facility opening and closing procedures, security walkthroughs, access checks, and end-of-day facility monitoring.
Incident Response	Respond to safety concerns, suspicious activity, medical situations, disturbances, and operational issues requiring security involvement.
Incident Documentation	Complete Daily Activity Reports, incident reports, and patrol documentation through TrackTik reporting systems.
Facility Awareness	Maintain awareness of facility activity, safety concerns, unsecured areas, maintenance concerns, and operational issues requiring staff notification.
Staff Support	Provide visible support to Library staff during difficult patron interactions, disturbances, or operational concerns requiring security presence.



Officer Presence & Professional Expectations

Citadel officers assigned to the Library are expected to:

- Maintain a calm, approachable, and professional presence
- Operate with strong communication and sound judgment
- Reinforce Library policies consistently and respectfully
- Maintain visibility throughout the facility during assigned shifts
- Support a welcoming and community-focused environment while maintaining safety and operational accountability

Professional Support Through Active Oversight

Oversight Area	Citadel Support Structure
Field Supervision	Routine post inspections, officer coaching, patrol verification, and quality assurance reviews conducted by Citadel Field Supervisors.
Operations Management	Direct oversight from Citadel Operations Leadership for staffing support, operational accountability, issue resolution, and client communication.
Security Operations Center (SOC)	24/7 support for missed clock-ins, incident escalation, after-hours communication, and officer activity monitoring.
Reporting Oversight	Real-time review of incident reports, patrol activity, and operational documentation through TrackTik reporting systems.
Staffing Accountability	Dedicated officers supported by trained reserve personnel familiar with Library operations, expectations, and procedures.
Training & Development	Ongoing officer coaching, refresher training, behavioral management training, and public-interaction development.
Patrol Accountability	Structured patrol tracking and activity verification supporting visibility and operational consistency throughout the facility.
Client Communication	Responsive communication with Library leadership regarding incidents, staffing updates, operational concerns, and program adjustments.

Coverage Control and Service Continuity

Citadel maintains coverage through:

Operations Management – Daily schedule oversight, staffing coordination, and issue resolution before coverage gaps.

Security Supervisor / Trainer – On-site post checks, officer accountability, call-off response, and shift-level support.

Security Operations Center – Real-time monitoring of clock-ins, late arrivals, missed activity, and escalation needs.

Recruiting and HR Support – Ongoing candidate pipeline, onboarding, screening, licensing support, and relief officer readiness.

Relief and Backfill Planning – Trained personnel available for call-offs, vacancies, additional coverage



Built Before Assignment: Officer Training & Readiness Standards

Citadel Security believes officers assigned to the Laramie County Library System must be prepared before independent assignment. Public library environments require officers capable of balancing professionalism, communication, customer service, and behavioral management within an open community setting.

Prior to assignment, officers complete site-specific onboarding and training focused on Library expectations, patrol responsibilities, reporting procedures, and public interaction standards.

Pre-Assignment Training Snapshot

Training Area	Citadel Training Standard
Public Library Environment	Training focused on operating professionally within an open, high-traffic public library environment.
De-Escalation Techniques	Verbal de-escalation, conflict management, behavioral intervention, and calm communication practices.
Trauma-Informed Communication	Professional interaction techniques for diverse populations, unhoused individuals, and emotionally elevated patrons.
Customer Service Standards	Patron interaction expectations, staff support responsibilities, and professional public engagement.
Library Policies & Procedures	Review of Library rules, conduct expectations, suspension procedures, emergency procedures, and reporting expectations.
Patrol & Facility Procedures	Interior and exterior patrol expectations, opening and closing responsibilities, and facility monitoring procedures.
Incident Documentation	Report writing standards, incident documentation procedures, and TrackTik reporting system training.
Bloodborne Pathogen Awareness	Workplace safety training related to bloodborne pathogens, hazardous materials awareness, and PPE expectations.
Professional Conduct	Appearance standards, communication expectations, professionalism, and officer accountability requirements.
Technology & Reporting Systems	Training on TrackTik reporting, patrol verification systems, communication procedures, and operational support tools.

Officer Readiness Before Deployment

Before assignment, officers will:

- Complete Citadel onboarding and screening requirements
- Review Library operating procedures and expectations
- Receive hands-on patrol and reporting training
- Demonstrate professional conduct expectations
- Be evaluated by Citadel leadership for readiness prior to independent assignment



Equipment & Uniform Standards — Library Security Officer

Citadel equips officers with professional uniforms, communication capability, and operational support tools designed for public-facing library environments.

Professional Uniform Standards

Officers assigned to the Library will wear professional business-casual style uniforms designed to maintain a visible, approachable, and customer-service-oriented security presence.

Officer Equipment Includes:

- Professional Citadel uniform apparel
- Flashlight
- Communication capability
- Required PPE and safety equipment
- Supervisor and SOC support access



Employee Support & Retention

Citadel's ability to deliver consistent service is driven by a stable, supported workforce. We focus on providing competitive benefits and a work environment that promotes long-term retention.

Employee Benefits:

- **Health, Dental & Vision Insurance** – Flexible plans including ICHRA medical and SunLife dental/vision
- **Paid Time Off & Sick Leave** – PTO after 60 days, rollover, paid holidays, and state-compliant sick leave
- **401(k) Retirement Plan** – 100% employer match up to 3%
- **DailyPay Access** – Early access to earned wages
- **Additional Coverage Options** – EAP, travel assistance, and supplemental plans (disability, accident, hospital)

Retention & Performance:

- **Ongoing Training & Advancement** – Internal promotion and career growth opportunities
- **Recognition Programs** – Employee of the Quarter, annual awards, and real-time recognition
- **Consistent Leadership Support** – Regular engagement from supervisors and operations leadership

This approach supports employee stability, which directly translates to reliable staffing and consistent performance.



Operational Support Systems

Citadel's personnel will be supported by the following systems and platforms:

Support System	Purpose
Citadel Security Operations Center	Real-time support for staffing issues, missed activity, incident escalation, after-hours communication, and management notification.
TrackTik	Digital reporting, patrol verification, Daily Activity Reports, incident reports, post activity tracking, and management review.
Verified First	Background screening and compliance support.
Lever	Recruiting and applicant tracking to maintain staffing pipeline visibility.
Paycor	HR, onboarding, payroll, and employee record management.
Immix	AI-powered alert management, automated threat detection, and video verification.

Extended Coverage & Event Support

Citadel Security understands the Laramie County Library System may require additional coverage for special events, after-hours activities, community programs, or temporary operational needs.

Support Area	Citadel Response
Extended Coverage Requests	Citadel requests 24-hour advance notice whenever possible for additional or extended coverage requests.
Short-Notice Coverage	Trained reserve personnel and field support resources are maintained to assist with emergency or short-notice staffing requests when operationally possible.
Event Support	Citadel can provide additional staffing support for community events, after-hours activities, and increased attendance periods.
Alcohol Service Events	Officers maintain a professional presence, monitor for disruptive behavior, support Library staff, utilize de-escalation techniques, and escalate law enforcement response when necessary.
Operational Coordination	Citadel coordinates staffing expectations, communication procedures, and event-specific concerns with Library leadership prior to scheduled events.

Team Structure: Clear Oversight from Training Through Daily Operations

Citadel Security will support the Laramie County Library System with a defined operational leadership structure focused on staffing continuity, officer accountability, training oversight, communication, and daily service execution. Each role within the program has a clear area of responsibility to ensure the Library receives consistent coverage, responsive support, and active operational management from implementation through daily operations.

Citadel does not intend to subcontract officer services for this contract. Officers assigned to the Library will be Citadel employees trained specifically for the Library environment, operational expectations, reporting procedures, and public-facing responsibilities. Citadel leadership will remain directly responsible for officer performance, supervision, communication with Library administration, training support, scheduling coordination, reporting oversight, and corrective action management.



Organizational Structure & Program Oversight

Citadel Security supports the Laramie County Library System through a structured operational leadership model designed to maintain staffing continuity, officer accountability, communication, training oversight, and daily operational support.

Citadel leadership remains actively involved throughout daily operations to ensure the program remains staffed, responsive, professional, and aligned with the Library's expectations.

Leadership & Operational Responsibilities

Role	Responsibility
Executive Oversight	Senior Citadel leadership provides contract accountability, resource alignment, escalation support, and executive-level oversight.
Program / Account Manager	Primary point of contact responsible for staffing coordination, client communication, operational oversight, issue resolution, and service delivery accountability.
Operations Manager	Supports scheduling, staffing continuity, call-off response, operational coordination, and daily execution of the Library security program.
Security Supervisor / Trainer	Conducts post inspections, officer coaching, patrol verification, field training, readiness reviews, and shift-level operational support.
Security Officers	Responsible for patrol activity, patron support, incident response, behavioral management, facility awareness, policy enforcement, and professional representation of the Library.
Security Operations Center	Provides real-time support for missed clock-ins, escalation notifications, after-hours communication, and operational monitoring.
Recruiting / HR / Compliance	Supports recruiting, onboarding, background screening, employee records, staffing pipeline management, and compliance tracking.
TrackTik	Supports digital reporting, Daily Activity Reports, incident documentation, patrol verification, and management review workflows.
Verified First	Supports background screening and compliance documentation.
Lever / Paycor	Supports recruiting, onboarding, payroll, HR administration, and employee management systems.

Leadership Support Included in Program Oversight

Citadel's operational structure includes the leadership support necessary to maintain a stable, accountable, and professionally managed security program beyond the officer level. This support is built into our operational model and ensures the Library receives consistent communication, staffing oversight, training support, and responsive management involvement throughout daily operations.

Team Behind Your Security Program

Justin Hale, Chief Executive Officer



- U.S. Army veteran with eight years of honorable service in high-risk environments, rising to Noncommissioned Officer.
- Former Director of Security for a U.S. Ambassador, coordinating with the State Department, federal agencies, and international partners to safeguard diplomatic personnel and assets.
- Founded Citadel Security USA in 2007 to raise the private security standard, building a company trusted by government, industrial, and critical-infrastructure clients.

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Chris Villalpando, Chief Revenue Officer



- 30 years of professional experience across law enforcement and private security
- 18 years of law enforcement experience with a strong focus on public safety and incident response
- 20 years in the security industry, including leadership and operational oversight
- Former CEO of Code 4 Security Services for 9 years, leading company growth and operations
- Master's Degree in Organizational Leadership with a focus on team development and organizational performance

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Brent Jagger, Vice President of Operations



- U.S. Army veteran with 20+ years of leadership and operational service; retired combat veteran in 2008
- 30+ years of combined military and private-sector expertise in event and community security
- Oversees large-scale event deployments, including festivals, parades, and public venues across Colorado
- Certified instructor in de-escalation, emergency response, and event safety training.

Steve Sanchez, Business Development Manager



- Military veteran of the United States Army with a strong foundation in leadership, discipline, and operational excellence.
- Over 30 years of diversified professional experience spanning security, accounting, social services, and facilities management.
- Brings more than 10 years of experience within the security industry, and strategic growth.
- Former Chief of Operations and Director of Business Development for Code 4 Security Services for over 8 years.



Transition Plan: Controlled Mobilization & Service Continuity

Citadel Security utilizes a structured transition process designed to ensure the Laramie County Library System receives stable staffing, operational continuity, and organized implementation from contract award through the first day of service. Our transition approach focuses on staffing readiness, officer preparation, communication alignment, reporting setup, and operational accountability prior to deployment.

Transition Plan Snapshot

Transition Area	Citadel Transition Approach
Operational Kickoff	Conduct kickoff meeting with Library leadership to review communication procedures, patrol expectations, reporting standards, escalation protocols, and operational priorities.
Staffing & Assignment	Recruit, screen, onboard, and assign dedicated officers and reserve personnel aligned with the Library's customer-service-focused environment.
Training & Readiness	Complete pre-assignment training covering de-escalation, public interaction, patrol procedures, incident documentation, emergency awareness, and TrackTik reporting standards.
Site Familiarization	Conduct site walkthroughs, patrol route review, opening and closing procedures, and Library operational orientation prior to deployment.
Reporting & Technology Setup	Configure TrackTik reporting workflows, patrol verification checkpoints, Daily Activity Reports, and incident reporting procedures.
Leadership Coordination	Establish communication channels between Library leadership, Citadel Operations Leadership, Field Supervisors, and the Security Operations Center.
Coverage Continuity	Maintain reserve staffing and supervisor oversight to reduce coverage disruptions during transition and early-stage operations.
Readiness Validation	Conduct final staffing, training, scheduling, reporting access, and operational readiness review prior to go-live.

30-Day Mobilization Timeline

Timeline Phase	Citadel Responsibility
Contract Award – Week 1	Kickoff coordination meeting, operational review, implementation planning, and staffing alignment.
Week 1 – Week 2	Officer recruiting, screening, onboarding, and assignment preparation for dedicated and reserve personnel.
Week 2 – Week 3	Pre-assignment training focused on de-escalation, customer service, patrol procedures, emergency awareness, and reporting standards.
Week 3 – Week 4	Site-specific orientation, field shadowing, patrol familiarization, reporting workflow setup, and operational readiness checks.
Pre-Go-Live Review	Final staffing validation, communication testing, supervisor review, and deployment readiness verification.
Within 30 Days of Award	Full deployment of officers, supervision structure, reporting systems, and operational support resources.



Contractor Responsibilities & Policy Compliance

Citadel Security acknowledges and will comply with the operational requirements outlined within Appendix C §VI and related contract requirements identified within the RFP.

Requirement Area	Citadel Response
Library Policy Familiarization	Officers assigned to the Laramie County Library System will review and operate in accordance with applicable Library policies, including Non-Discrimination, Patron Privacy, Use of Library Property, Email Policy, and Computer User Security requirements prior to independent assignment.
Minimum Staffing Requirement	Citadel will maintain a minimum of two assigned officers rotating scheduled on-duty coverage in accordance with Appendix C staffing requirements.
Supervision & Oversight	Citadel provides field supervision, operational oversight, post inspections, and management support throughout daily operations.
Background Screening	All assigned officers will complete required background screening and onboarding requirements prior to assignment.
Uniform Standards	Officers will operate in professional business-casual style uniforms aligned with the Library's operational environment.
Reporting & Documentation	Officers complete Daily Activity Reports, incident reports, and patrol documentation through TrackTik reporting systems.
Quarterly Review Meetings	Citadel leadership will participate in scheduled review meetings with Library leadership to discuss operational performance, staffing, reporting, and service expectations.
Training Requirements	Officers complete pre-assignment and site-specific training focused on public interaction, de-escalation, Library procedures, and operational expectations.

Scope of Work Compliance & Operational Support Structure

Citadel Security acknowledges and will support the operational requirements outlined within Appendix A through structured field operations, use of Library reporting channels, TrackTik reporting systems, 24/7 SOC oversight, field supervision, and consistent communication between officers, supervisors, and Library leadership.

Scope of Work	Citadel Operational Approach
Interior & Exterior Patrols	Officers conduct routine patrols of public areas, entrances, restrooms, parking areas, and surrounding Library property. Patrol activity and checkpoints are documented through TrackTik for operational visibility and accountability.
Opening & Closing Procedures	Officers complete opening and closing walkthroughs, access checks, and facility security procedures while maintaining communication with supervisors and Library staff as needed.
Rule Enforcement	Officers professionally reinforce Library policies, behavioral expectations, and facility rules using de-escalation-focused communication and incident documentation procedures.
Patron Interaction	Officers maintain a visible, approachable, and customer-service-oriented presence while supporting patrons, staff, and daily Library operations.
Behavioral Management	Officers respond to disturbances, disruptive behavior, trespass concerns, and operational issues while utilizing Citadel training standards focused on calm communication and behavioral management.
Incident Documentation	Daily Activity Reports, incident reports, patrol activity, and operational concerns are documented through TrackTik and reviewed by field supervision and operations leadership.
Patron Suspension Documentation	Officers support Library staff with incident documentation, information gathering, and reporting related to patron suspensions and behavioral violations in accordance with Library procedures.
PITS System Support	Citadel officers will support Library-required documentation procedures and operational reporting requirements, including Patron Incident Tracking System (PITS) processes as directed by Library leadership.
Court Appearance Obligations	Assigned personnel will cooperate with required court appearances, incident follow-up, and documentation review related to incidents occurring during assigned duties when necessary.
Emergency Response	Officers respond to medical situations, suspicious activity, disturbances, emergencies, and operational concerns requiring immediate security involvement or law enforcement coordination.
Security Operations Center (SOC) Support	Citadel's 24/7 SOC provides operational oversight for missed activity, escalation support, communication assistance, after-hours coordination, and operational monitoring support.
Supervision & Operational Oversight	Field Supervisors and Operations Leadership conduct post inspections, report reviews, officer coaching, staffing oversight, and operational accountability reviews throughout the program.
Communication & Coordination	Officers, supervisors, SOC personnel, and Library leadership remain connected through structured communication procedures designed to quickly address operational concerns, incidents, and staffing needs.

AGREEMENT FOR SECURITY SERVICES
between
Laramie County Library System and Citadel Security

This Agreement is made and entered into by and between The Laramie County Library System, 2200 Pioneer Avenue Cheyenne, Wyoming 82001 ("LIBRARY"), and Citadel Security, 129 W Sherman Way, Ste 101, Nixa MO, 65714 ("CONTRACTOR") (Library and Contractor collectively may be referred to as the "parties" herein) The Parties agree as follows:

I. PURPOSE

The purpose of this Agreement is for CONTRACTOR to provide LIBRARY with security services at the Laramie County Library, 2200 Pioneer Ave, Cheyenne, WY 82001, as further detailed in the Citadel Security: A Response to Proposal and Citadel's pricing sheet, which are attached hereto as **Attachment A** and **Attachment B** respectively and incorporated herein.

II. TERM

This Agreement shall commence on August 1, 2026, and shall remain in full force through July 31, 2029, (3 years) with an option to renew annually or until terminated in accordance with this contract.

III. PAYMENT

A. LIBRARY shall pay CONTRACTOR the following hourly rates, per officer, for providing contracted security services:

- i. Regular schedule: \$35.65
- ii. Extended schedule: \$38.50
- iii. Less than 24 hour notice: \$54.75

B. CONTRACTOR shall bill LIBRARY by a properly executed invoice specifying services performed, including hours worked, emailed to Laura Block, Director of Business & Administration. No payment shall be made before the last signature is affixed to this Agreement. Payments shall be in accordance with Wyo. Stat. § 16-6-602 (as amended).

IV. RESPONSIBILITIES OF CONTRACTOR

A. CONTRACTOR agrees that officers shall be unarmed in casual style business uniforms (e.g. t-shirt or polo shirts and chino or cargo style pants) bearing the Contractor's insignia and always present a neat and professional appearance.

B. CONTRACTOR agrees that officers shall comply with all workplace safety protocols and follow relevant trainings on handling narcotics, blood-borne pathogens or

any other hazards presented when working in a public facility. CONTRACTOR shall provide officers with any personal protective equipment recommended by CONTRACTOR and relevant trainings.

C. CONTRACTOR agrees that officers shall have the requisite experience to perform duties required in a public library setting.

D. CONTRACTOR shall provide all supervision for officers, including, but not limited to:

- i. Communicating directly with the officers about schedule changes, schedule change requests, and keeping the officers informed about changes or additions to their regular schedule.
- ii. Communicating expectations and assessing quality and contents of library-required reports, job performance and appearance.
- iii. Notifying library administration with as much advanced notice as possible if the regularly assigned officer will be replaced by a flex or substitute.
- iv. Providing ongoing, thorough training on all duties and professional conduct as directed by the library. This includes, but not limited to, procedures and expectations about documentation, written reports, suspensions and appearance. Contractor shall ensure that officers know how to perform their duties and what is expected by library before they are released from training supervision. This includes flex or substitute officers assigned to cover for the absence of regular officers.

E. CONTRACTOR agrees that employees working as officers under the contract must undergo a criminal background check. It is the responsibility of the Contractor to perform criminal background checks in the legally prescribed manner. The Contractor will be held responsible for any damages to the library caused or permitted by any of its employees.

F. CONTRACTOR agrees that the officers' supervisor shall meet with library administration or designee on at least quarterly basis to review and evaluate the assigned officers' performance in executing the duties. Meetings may be requested by either party more often if necessary.

G. CONTRACTOR agrees that the library reserves the right to request that the Contractor immediately, or within 5 days, depending on the reason(s) for the request, for the removal of or to replace any officer who is not performing the duties to the satisfaction of the library.

H. CONTRACTOR agrees to vet newly assigned officers with library administration or designee and review their readiness for duty after the training period.

I. CONTRACTOR agrees to assign a minimum of two officers to rotate on-duty hours.

- J. CONTRACTOR agrees that its employees are required to become familiar with library policies and library emergency procedures and policies for:
- i. Non-Discrimination and Anti-Harassment,
 - ii. Patron Privacy,
 - iii. Use of Library Property,
 - iv. Email Policy, and
 - v. Computer User Security.
 - vi. Policies will be provided in a Security Officer Manual.

V. RESPONSIBILITIES OF LIBRARY

A. LIBRARY agrees to provide officer a desktop computer with internet access for the purposes of submitting, printing, and filing incident reports and suspensions, and reviewing security camera recordings.

B. LIBRARY agrees to provide a smart phone, which all officers shall carry, to respond to requests for assistance by library staff members and patrons. The smartphone shall be the property of LIBRARY and shall remain in the library when not in use by the on-duty officer. The smartphone shall be passed from one officer to another as necessary.

C. LIBRARY agrees to provide access to the security camera system while on duty.

D. LIBRARY agrees to provide key cards, fobs, keys and security access codes to the facility.

E. LIBRARY agrees to provide latex gloves for handling lost and found or abandoned personal items

F. LIBRARY agrees to provide online a Security Officer Manual and access to library procedures and library policies.

VI. GENERAL PROVISIONS

A. Acceptance Not Waiver: LIBRARY approval of the reports, and work or materials furnished hereunder shall not in any way relieve CONTRACTOR of responsibility for the technical accuracy of the work. LIBRARY approval or acceptance of, or payment for, any of the services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

B. Entire Agreement: This Agreement (9 pages) and Attachment A (contractor's proposal, 17 pages) and Attachment B (contractor's pricing sheet, 1 page) represents the entire and integrated Agreement and understanding between the parties and

supersedes all prior negotiations, statements, representations and agreements, whether written or oral.

C. Modification: This Agreement shall be modified only by a written agreement, duly executed by all parties hereto.

D. Invalidity: The parties mutually understand and agree this Agreement shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, or if LIBRARY is advised of any such actual or potential invalidity or unenforceability, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of the parties that the provisions of this Agreement are fully severable.

E. Applicable Law and Venue: The parties mutually understand and agree this Agreement and Addendum shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any dispute arises between the parties from or concerning this Agreement or the subject matter hereof, any suit or proceeding at law or in equity shall be brought in the District Court of the State of Wyoming, First Judicial District, sitting at Cheyenne, Wyoming. The parties hereby waive any objection that a suit or proceeding brought in the foregoing forum is brought in an improper or inconvenient forum or otherwise should be heard in any other forum for any reason including, without limitation, insufficiency in the service of process. The parties hereby agree if either party shall bring suit hereon in any other court than the above named, the parties shall cooperate fully in the removal, transfer or dismissal, as necessary, of any such proceeding to the end no suit concerning this Agreement shall lie, except in the aforementioned court. The foregoing provisions of this paragraph are agreed by the parties to be a material inducement to CONTRACTOR and to LIBRARY executing this Agreement. Nothing in this clause shall be interpreted or construed to waive LIBRARY'S assertion of sovereign immunity.

F. Compliance with Law: CONTRACTOR shall comply with all applicable laws, regulations and ordinances, whether Federal, State or Local.

G. Assignment: Neither this Agreement, nor any rights or obligations hereunder shall be assigned or delegated by a party without the prior written consent of the other party.

H. Contingencies: CONTRACTOR certifies and warrants no gratuities, kick-backs or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this Agreement.

I. Discrimination: All parties agree they will not discriminate against any person who performs work under the terms and conditions of this Agreement because of race, color, gender, creed, handicapping condition, or national origin.

J. ADA Compliance: All parties agree they will not discriminate against a qualified individual with a disability, pursuant to a law as set forth in the Americans With Disabilities Act, P.L. 101-336, 42 U.S.C. § 12101, *et seq.*, and/or any properly promulgated rules and regulations relating thereto.

K. Governmental Immunity: LIBRARY does not waive its governmental immunity provided by any law, including W.S. § 1-39-101 *et seq.*, by entering into this Agreement and fully retains all immunities and defenses provided by law with regard to any action based upon this Agreement. Further, LIBRARY does not waive its sovereign immunity under contract, tort or any other applicable theory of law by entering into this Agreement.

L. Indemnification: To the fullest extent permitted by law, CONTRACTOR agrees to indemnify, hold harmless, and defend LIBRARY and its officers, employees, and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with the services performed by CONTRACTOR in furtherance of this Agreement except to the extent liability is caused by the sole negligence or willful misconduct of LIBRARY or its officers, employees, and volunteers. Nothing in this provision serves to abrogate in any manner LIBRARY'S assertion of sovereign immunity.

M. Conflict of Interest: LIBRARY and CONTRACTOR affirm, to their knowledge, neither CONTRACTOR nor any employee of CONTRACTOR has any personal beneficial interest whatsoever in the Agreement described herein. Neither CONTRACTOR nor any employee of CONTRACTOR, compensated either partially or wholly with funds from this Agreement, shall engage in any conduct or activity which would constitute a conflict of interest relative to this Agreement.

N. Insurance: CONTRACTOR shall carry liability insurance sufficient to cover its obligations under the Entire Agreement, CONTRACTOR shall furnish LIBRARY with the entire policy, original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by LIBRARY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive CONTRACTOR'S obligation to provide them. LIBRARY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

- a. Minimum Limits of Coverage: Insurance shall be Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 or equivalent covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than **\$1,000,000** per occurrence with a **\$2,000,000** aggregate. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall

be twice the required occurrence limit. If CONTRACTOR maintains higher limits than the minimums shown above, LIBRARY requires and shall be entitled to coverage for the higher limits maintained by CONTRACTOR.

- b. Primary and Non-Contributory: For any claims related to this contract, **CONTRACTOR'S insurance coverage shall be primary insurance** as respects LIBRARY, its officers, officials, employees, and volunteers. Any insurance of self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it.
- c. Waiver of Subrogation: CONTRACTOR hereby grants to LIBRARY **a waiver of any right to subrogation** which any insurer of said CONTRACTOR may acquire against the Entity by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.
- d. Additional Named: LIBRARY, its officers, officials, employees and volunteers are **to be covered as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Vendor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR'S insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used. **Additional Named status shall be reflected on any certificate of insurance** and/or CONTRACTOR will provide COUNTY with a copy of the appropriate endorsement to the policy reflecting the additional named status.

O. Availability of funds: The obligations of LIBRARY herein are conditioned upon the availability of funds appropriated or allocated for use under this Agreement. If funds are not allocated and available as needed for LIBRARY to perform this Agreement, the Agreement may be terminated at the end of the period for which funds, if any, are available. Each party shall notify the other party at the earliest possible time if the Agreement will or may be affected by a shortage of funds. No penalty shall accrue to either party in the event this provision is exercised, and neither party shall be obligated or liable for any future payments due or damages as a result of termination under this section. This provision shall not be construed to permit either party to terminate this Agreement in order to engage in a similar agreement with another party.

P. Default: Each and every term and condition hereof shall be deemed to be a material element of the Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default thereof.

Q. Addendum Controls: Where a conflict exists for arises between any provision and condition of this Addendum and the Agreement, the provisions and conditions set forth in this Addendum shall control.

R. Notices: All notices required and permitted under this Agreement shall be deemed to have been given, if and when deposited in the U.S. Mail, properly stamped and addressed to the party for whom intended at such parties' address listed herein, or when personally delivered to such party. A party may change its address for notice hereunder by giving written notice to the other party.

S. Independent Entities: LIBRARY, and CONTRACTOR are independent entities and their employees or volunteers are not to be considered agents or employees of the other. Actions performed by CONTRACTOR pursuant to this Agreement are those of an independent CONTRACTOR and not those of an employee of LIBRARY.

T. Termination: This Agreement may be terminated (a) by any party at any time for failure of another party to comply with the terms and conditions of this agreement; (b) by any party, with thirty (30) days prior written notice to all other parties; or (c) upon mutual written agreement by all parties. In the event of termination, any documents and data produced in furtherance of this agreement, whether or not finished, shall become the property of LIBRARY. CONTRACTOR shall be entitled to compensation for any satisfactory work completed prior to termination.

U. Force Majeure: Neither party shall be liable to perform under this Agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

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

W. Understanding and acceptance: By their execution each party certifies it has read and understood this Agreement, agrees to be bound by the terms hereof, has the authority to execute and bind, and has received a signed and dated copy of the agreement.

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**Security Services
Laramie County Library System/Citadel Security**

Signature Page

LARAMIE COUNTY LIBRARY SYSTEM

By: _____ Date: _____
Chair
Laramie County Library System Board of Directors

ATTEST:

By: _____ Date: _____
Laura M. Block, Director of Business & Administration

By: _____ Date: _____
Chris Villalpando, Chief Revenue Officer, Citadel Security

This Agreement is effective the date of the last signature affixed to this page.

Reviewed and approved as to form only:

By: _____ Date: _____
Laramie County Attorney's Office

Laramie County Library System — Security Services

RFP Response: Cost Schedule (Appendix B) & Staffing Plan

Staffing Plan — Weekly Schedule

Two dedicated security officers cover all open hours per LCLS requirements. Combined weekly hours: 65.75 (38.75 + 27.00). Thursday coverage is split between both officers. The part-time schedule of Position 2 is intentional — that availability provides built-in capacity to cover time-off and emergency callouts without requiring outside staffing. Overhead includes two dedicated Field Training Officers (FTOs) who support officer onboarding, post-specific training, and ongoing readiness.

Position	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Wkly Hrs
Security Officer — Position 1	10:00–21:15 (11.25 hrs)	10:00–21:15 (11.25 hrs)	10:00–21:15 (11.25 hrs)	10:00–21:15 (11.25 hrs)	—	—	13:00–17:15 (4.25 hrs)	38.75
Security Officer — Position 2	—	—	—	13:00–17:15 (4.25 hrs)	15:00–21:15 (6.25 hrs)	10:00–18:15 (8.25 hrs)	10:00–18:15 (8.25 hrs)	27.00
Total Weekly Billable Hours	11.25	11.25	11.25	15.50	6.25	8.25	12.50	65.75

Cost Schedule — Appendix B

Pricing reflects the regular 65.75-hour weekly schedule at \$35.65/hr. Extended coverage billed at \$38.50/hr; emergency (<24hr notice) at \$54.75/hr. Annual totals based on 52 weeks.

Description	Weekly (\$)	Annual (\$)	Notes
BILLING RATES			
Standard Hourly Rate	\$35.65/hr	\$121,896.32	65.75 hrs/wk × \$35.65 × 52 wks
Extended / Event Hourly Rate	\$38.50/hr		Est. ~100 hrs/yr; billed as incurred
Less Than 24-Hour Notice Rate	\$54.75/hr		Emergency/last-minute coverage
STAFFING & SCHEDULE			
Officers Assigned / Weekly Billable Hours	2 officers / 65.75 hrs	3,419 hrs	38.75 + 27.00 hrs; PT officer provides built-in relief coverage
ITEMIZED ADMINISTRATIVE COSTS			
Uniforms, PPE & Equipment	\$17.10	\$889.20	Branded uniforms, ID insignia, PPE, flashlights
Training, Screening & Compliance	\$21.38	\$1,111.76	Minimum 8-hr pre-assignment training, ongoing development, background checks & licensing
Employee Benefits	\$84.63	\$4,400.76	Medical, 401(k), PTO & sick leave
Insurance (GL, WC & Professional Liability)	\$92.35	\$4,802.20	All required coverages per RFP
Overhead	\$220.62	\$11,472.24	TrackTik, Immix, SOC, 2 FTOs, account & district management
TOTAL ESTIMATED ANNUAL COST (52 WEEKS)	\$2,344.16	\$121,896.32	Regular schedule only

Note: All administrative costs are included in the standard hourly rate. Extended event coverage (~100 hrs/yr estimated) billed separately at the extended hourly rate. Less than 24-hour notice requests billed at the emergency rate.



July 21, 2026

To: Board of Directors
From: Director of Business & Administration
RE: FY 27 Budget Amendment

The County Clerk has requested the library submit a balanced budget prior to the fiscal year-end so that it can be included in the county's budget hearing, which is generally held the last week of June. Because a balanced budget is required before the fiscal year end, it includes estimates for both income and expenses. Therefore, a budget amendment, which includes actual year-end figures, is required at the beginning of each fiscal year.

The following accounts have been adjusted from the balanced budget approved in June.

INCOME

432-008 – GRANT – COUNTY ARPA: Adjusted to actual
445-000 – FND DONATIONS: Increased for transfer of unencumbered funds from the FY 26 Legacy Endowment allocation to be used for the benefit of library employees.
460-000 – INCOME OVER EXPENSES: Adjusted to actual
483-000 – RESERVE – FIRST STEPS: Adjusted to actual
485-000 – RESERVE – EMERGENCY: Adjusted to balance

EXPENSE

803-000 – BOARD/VOLUNTEER/STAFF ACTIVITY: Deleted. Expenses will be paid through the Foundation moving forward.

830-000 – PRIOR YEAR CARRYOVER: Adjusted to actual:

Materials	550-000	\$5,521.36
TeamMates chairs	780-000	\$7,000.00
Demco	525-000	\$2,047.77
Net@Work	512-000	\$2,070.00
Network & Hardware	530-000	<u>\$66,100.00</u>
		\$82,739.13

580-100 – FIRST STEPS OTHER EXP.: Adjusted to assist with transition to Outreach & Engagement
780-000 – EQUIP/FURN: Adjusted to actual
767-000 – FACILITY ENHANCEMENTS: Adjusted to include earmarked funding from FY 26
800-008 – COUNTY ARPA: Adjusted to actual
800-009 – COUNTY ARPA: Adjusted to actual

RECOMMENDATION

Move to approve the FY 27 Budget Amendment as presented.

Laramie County Library System				
FY 27 Amendment		FY26	FY 26	FY 27
		Budget	Year-end	Draft Amendment
INCOME				
	Taxes			
400-000	1% OPTIONAL SALES	1,040,717.00	1,059,419.00	1,332,439.00
402-000	AUTO LICENSE FEE	720,000.00	808,103.19	840,427.32
404-000	MILLAGE	5,200,000.00	4,775,310.93	4,900,000.00
406-000	MISCELLANEOUS TAXES	6,500.00	6,794.74	6,500.00
409-000	SPECIFIC PURPOSE TAX	137,584.62	138,818.96	0.00
	TOTAL TAXES	7,104,801.62	6,788,446.82	7,079,366.32
	FEES			
412-000	FEES	35,000.00	60,594.64	45,000.00
	TOTAL FEES FOR SERVICE	35,000.00	60,594.64	45,000.00
	GRANTS			
432-000	GRANTS	15,000.00	0.00	15,000.00
432-008	GRANT - COUNTY ARPA	215,948.98	126,080.31	90,048.67
432-009	GRANT - SELF-SERVICE ARPA		182,594.61	98,084.39
433-000	GRANT FROM FND (BSR)	25,000.00	25,337.42	DELETE
	TOTAL GRANTS	255,948.98	334,012.34	203,133.06
	SUMMER READING			
454-000	SRC - SALES/DONATIONS	1,500.00	2,403.00	1,500.00
	TOTAL SUMMER READING	1,500.00	2,403.00	1,500.00
	MISCELLANEOUS			
430-000	INSURANCE SETTLEMENTS	0.00	0.00	378,130.43
433-001	STAFF MERCHANDISE	0.00	0.00	0.00
434-000	INTEREST ON FUNDS	200,000.00	323,243.87	250,000.00
440-000	SALE OF PROPERTY	2,500.00	2,266.94	2,000.00
442-000	MISC INCOME	2,000.00	35,623.91	3,500.00
444-000	CONTRACT WITH FND	133,350.00	90,630.22	133,350.00
445-000	FND DONATIONS	0.00	112,783.95	60,875.00
447-000	PUBLIC LIBRARY ENDOWMENT	93,947.33	93,917.33	101,910.69
	TOTAL MISCELLANEOUS	431,797.33	658,466.22	929,766.12

Laramie County Library System				
FY 27 Amendment		FY26	FY 26	FY 27
		Budget	Year-end	Draft Amendment
	CAFÉ INCOME			
470-000	FOOD SALES	80,000.00	72,006.69	65,000.00
471-000	KIDS FOOD SALES	11,000.00	11,700.25	11,000.00
472-000	HOT DRINK SALES	45,000.00	40,510.13	40,000.00
473-000	COLD DRINK SALES	23,000.00	23,136.79	23,000.00
474-000	MERCHANDISE SALES	5,000.00	2,784.54	3,000.00
475-000	SALES TAX COLLECTED	10,000.00	4,782.12	7,000.00
476-000	MISC. CAFÉ INCOME	1,500.00	1.92	1,500.00
	TOTAL CAFÉ INCOME	175,500.00	154,922.44	150,500.00
	CASH CARRYOVER & ON HAND			
450-000	PLANNED CASH CARRYOVER	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	1,041,197.90
463-000	INCOME OVER EXP - FIRST STEPS	0.00		0.00
464-000	INCOME OVER EXP - LBB	0.00		0.00
464-017	INCOME OVER EXP - LBB NAVIGA	0.00		0.00
	TOTAL CASH ON HAND	2,607,474.73	2,607,474.73	2,041,197.90
	RESERVES			
480-000	RESERVE - BOOKMOBILE/VEHICLE	239,000.00	278,111.78	0.00
481-000	RESERVE - FACILITIES	100,000.00	0.00	375,000.00
482-000	RESERVE - EQUIPMENT/FURNISH	0.00	0.00	0.00
483-000	RESERVE - FIRST STEPS	140,000.00	96,809.18	137,909.46
484-000	RESERVE - LBB	0.00	0.00	0.00
485-000	RESERVE - EMERGENCY	0.00	0.00	295,283.85
486-000	RESERVE - CAPITAL IMPROVEMEN	0.00	0.00	0.00
490-000	RESERVE - O&M	0.00	0.00	578,967.00
	TOTAL RESERVE	479,000.00	374,920.96	1,387,160.31
	TOTAL INCOME	11,091,022.66	10,981,241.15	11,837,623.71

Laramie County Library System				
FY 27 Amendment		FY26	FY 26	FY 27
		Budget	Year-end	Draft Amendment
EXPENDITURES				
	PERSONNEL			
505-000	LIBRARY STAFF	4,691,904.60	4,117,707.25	4,823,478.27
511-000	CONTRACT PERSONNEL	275,000.00	249,570.98	300,000.00
512-000	CONSULTANTS	53,500.00	29,149.20	24,000.00
514-000	FOUNDATION STAFF	133,350.00	73,748.66	150,000.00
515-000	FICA	341,843.17	316,597.43	368,996.09
516-000	WYOMING RETIREMENT	758,426.91	715,749.85	800,000.00
517-000	UNEMPLOY BENEFITS	15,000.00	4,304.75	15,000.00
710-000	INS- HEALTH	688,017.96	636,717.73	619,216.16
715-000	INS-DENTAL	35,200.00	32,112.93	38,720.00
718-000	WORK COMP	19,682.51	14,968.21	24,117.39
	TOTAL PERSONNEL	7,011,925.15	6,190,626.99	7,163,527.91
	ADMINISTRATION			
519-000	CONFERENCES/CONT ED	65,000.00	59,868.41	65,000.00
521-000	MEMBERSHIPS	4,500.00	8,788.88	6,000.00
538-000	PLANNING AND DEVELOPMENT	0.00	0.00	0.00
700-000	INSUR, PROPERTY, LIABILITY	100,000.00	100,745.48	110,000.00
705-000	INSUR DEDUCTIBLE LOSS	10,000.00	0.00	10,000.00
730-000	SECURITY BONDS	1,000.00	118.00	1,000.00
803-000	BOARD/VOLUNTEER/STAFF ACTIV	5,000.00	6,524.17	0.00
815-000	REFUND LOST MAT	2,000.00	962.50	2,000.00
820-000	COLLECTION FEES	7,000.00	6,468.40	7,000.00
830-000	PRIOR YEAR CARRYOVER	45,000.00	52,738.77	83,000.00
835-000	LEGAL SERVICES	0.00	0.00	0.00
840-000	MERCHANT FEES	7,000.00	7,996.81	7,000.00
	TOTAL ADMINISTRATION	246,500.00	244,211.42	291,000.00
	SUPPLIES AND EQUIP			
525-000	SUPPLIES	68,000.00	44,546.35	58,000.00
529-000	EQUIP LEASES	60,788.00	57,508.61	62,488.00
530-000	NETWORK	160,215.00	83,147.28	145,953.00
825-000	SOFTWARE INT	228,388.56	187,359.00	226,646.00
	TOTAL SUPPLIES & EQUIP	517,391.56	372,561.24	493,087.00

Laramie County Library System				
FY 27 Amendment		FY26	FY 26	FY 27
		Budget	Year-end	Draft Amendment
	COMMUNICATIONS			
531-000	POSTAGE	33,000.00	32,645.31	37,000.00
532-000	TELECOMMUNICATIONS	40,000.00	39,808.00	40,000.00
534-000	ADVERTISING	10,000.00	3,056.36	65,000.00
536-000	PRINTING	60,000.00	55,489.23	57,100.00
537-000	PROMOTIONAL			5,000.00
	TOTAL COMMUNICATIONS	143,000.00	130,998.90	204,100.00
	LIBRARY MATERIALS			
543-000	ELECTRONIC RESOURCES	30,200.00	25,911.00	32,500.00
547-000	ELECTRONIC MATERIALS	175,000.00	187,000.00	215,750.00
550-000	LIBRARY MATERIALS	260,000.00	217,494.05	239,250.00
570-000	PERIODICALS	18,000.00	16,558.67	18,000.00
575-000	BINDING	2,500.00	0.00	2,500.00
742-000	OCLC SERVICES	30,430.19	28,621.46	26,886.00
745-000	WYLD SYSTEM	30,049.14	27,762.82	32,951.00
	TOTAL LIBRARY MATERIALS	546,179.33	503,348.00	567,837.00
	PROGRAMS			
505-100	FIRST STEPS STAFFING	108,000.00	86,278.86	0.00
580-100	FIRST STEPS OTHER EXP.	32,000.00	10,530.32	5,000.00
582-400	LBB OTHER EXPENDITURES	6,000.00	(535.68)	0.00
582-404	LBB NAVIGATOR PILOT PROGRAM	1,000.00	0.00	0.00
	TOTAL PROGRAMS	147,000.00	96,273.50	5,000.00
	UTILITIES			
610-000	ELECTRICITY	170,512.00	120,629.12	170,512.00
620-000	NATURAL GAS	60,000.00	33,419.93	60,000.00
630-000	WATER	38,000.00	36,116.76	38,000.00
	TOTAL UTILITIES	268,512.00	190,165.81	268,512.00

Laramie County Library System				
FY 27 Amendment		FY26	FY 26	FY 27
		Budget	Year-end	Draft Amendment
	OPERATIONS & MAINTENANCE OF FACILITIES			
650-000	FACILITIES REPAIR	83,000.00	42,327.34	84,750.00
652-000	MAINTENANCE SUPPLIES	62,000.00	62,066.08	65,000.00
657-000	ROOF REPAIRS	50,000.00	14,495.43	526,762.78
658-000	REPAIR/REPLACE EQUIP	42,000.00	32,102.14	12,125.00
748-000	FAC SERV CONTRACT	162,770.00	137,997.86	160,455.00
749-000	EQUIP SERVICE CONTRACT	37,860.00	31,300.93	39,053.00
780-000	EQUIP/FURN	10,000.00	1,986.68	3,000.00
	TOTAL O&M OF FACILITIES	447,630.00	322,276.46	891,145.78
	OPERATION & MAINTENANCE OF VEHICLES			
660-000	REPAIR - VEHICLES	15,000.00	27,690.74	20,000.00
665-000	GASOLINE, OIL, ETC.	8,000.00	4,810.02	8,000.00
667-000	BOOKMOBILE	239,000.00	175,973.31	0.00
	TOTAL O&M OF VEHICLES	262,000.00	208,474.07	28,000.00
	PROJECTS			
767-000	FACILITY ENHANCEMENTS	0.00	0.00	262,783.95
787-000	LIBRARY BUILDINGS	175,000.00	845.25	375,000.00
790-000	SALARY SURVEY	0.00	0.00	0.00
	TOTAL PROJECTS	175,000.00	845.25	637,783.95
	CAFÉ COST OF GOODS			
640-000	FOOD PRODUCTS	52,800.00	49,100.19	45,000.00
642-000	DRINK PRODUCTS	44,000.00	44,688.37	44,000.00
645-000	MERCHANDISE	4,000.00	(1,007.97)	2,500.00
648-000	CUSTOMER SUPPLIES	20,000.00	16,075.64	16,000.00
	TOTAL CAFÉ COST OF GOODS	120,800.00	108,856.23	107,500.00
	CAFÉ OPERATIONS			
523-020	LICENSES/PERMITS	500.00	394.43	500.00
525-020	CAFÉ SUPPLIES	5,500.00	2,668.74	3,500.00
534-020	MARKETING - CAFÉ	0.00	0.00	0.00
658-020	CAFÉ EQUIPMENT REPAIR/SERVIC	5,500.00	1,671.48	5,500.00
780-020	CAFÉ EQUIPMENT FURNISHING	7,000.00	0.00	7,000.00
840-020	MERCHANT FEES - CAFÉ	22,000.00	19,418.91	20,000.00
845-020	CAFÉ SALES TAX EXPENSE	12,000.00	9,199.34	9,200.00
	TOTAL CAFÉ OPERATIONS	52,500.00	33,352.90	45,700.00

FY 27 Amended 7/21/2026 2:15 PM

Laramie County Library System				
FY 27 Amendment		FY26	FY 26	FY 27
		Budget	Year-end	Draft Amendment
	GRANTS			
800-000	GRANTS	15,000.00	0.00	15,000.00
800-008	GRANT - COUNTY ARPA - PLANNING		152,053.65	23,626.67
800-009	GRANT - WSL ARPA SELF SERVICE		123,402.42	95,803.39
	TOTAL GRANTS	15,000.00	275,456.07	134,430.06
	CASH CARRYOVER			
850-000	PLANNED CASH CARRYOVER	1,000,000.00	1,000,000.00	1,000,000.00
	TOTAL CASH CARRYOVER	1,000,000.00	1,000,000.00	1,000,000.00
	RESERVES			
880-000	RESERVE - BOOKMOBILE/VEHICLE	82,550.77	118,264.23	0.00
881-000	RESERVE - FACILITIES	0.00	0.00	0.00
882-000	RESERVE - EQUIPMENT/FURNISH	0.00	0.00	0.00
883-000	RESERVE - FIRST STEPS	0.00	0.00	0.00
884-000	RESERVE - LBB	0.00	0.00	0.00
884-017	RESERVE - CNPP	0.00	0.00	0.00
885-000	RESERVE - EMERGENCY	0.00	0.00	0.00
886-000	RESERVE - CAPITAL IMPROVEMEN	0.00	0.00	0.00
890-000	RESERVE - O&M	55,033.85	144,332.18	0.00
	TOTAL RESERVES	137,584.62	262,596.41	0.00
	TOTAL EXPENDITURES	11,091,022.66	9,940,043.25	11,837,623.70
	OUT OF BALANCE BY	0.00	1,041,197.90	0.00

July 21, 2026

To: Board of Directors
From: Director of Business & Administration
RE: Contract Addendum for Campus Services

The original term of the current custodial contract is scheduled to end on September 2, 2026, with the option to renew annually. The current company continues to provide strong service. Although staffing remains a challenge, they have maintained service levels and have not fallen short in meeting their responsibilities.

The addendum includes a nominal cost increase of \$305 per month for the current scope of work at Cheyenne, Burns, and Pine Bluffs, as well as an additional \$1,062 per month for the Pine Bluffs Annex, bringing the total annual cost to \$146,822.

The original contract and draft addendum have been provided for your review.

Recommendation:

Approve the addendum with Campus Services as presented.

Custodial Services
Laramie County Library System/Campus Services Group

This Agreement is made and entered into by and between The Laramie County Library System, 2200 Pioneer Avenue Cheyenne, Wyoming 82001 ("LIBRARY"), and Campus Services Group 3220 Tillman Dr. #300, Bensalem, PA 19020 ("CONTRACTOR").

LIBRARY and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

I. PURPOSE

The purpose of this Agreement is for custodial services at the Laramie County Library, 2200 Pioneer Ave, Cheyenne, WY; Burns Branch Library, 112 Main Street Burns, WY; and Pined Bluffs Branch Library, 110 East 2nd Street, Pine Bluffs, WY.

II. TERM

This Agreement shall commence on the date last executed by the duly authorized representatives of the parties to this Agreement, and shall remain in full force for two (2) years from the date of the last signature affixed, with an option to renew annually or until terminated in accordance with this contract. Contract start date is September 3, 2024.

III. PAYMENT

A. LIBRARY shall pay CONTRACTOR \$130,418 dollars/yr. for providing contracted custodial services.

B. CONTRACTOR shall bill LCLS by a properly executed invoice specifying services performed, including hours worked, emailed to Laura Block, Sr. Deputy Director of Operations. No payment shall be made before the last signature is affixed to this Agreement. Payments shall be in accordance with Wyo. Stat. § 16-6-602 (as amended).

IV. RESPONSIBILITIES OF CONTRACTOR

A. Services shall be performed as outlined in the RFP for Custodial Services dated May 1, 2024.

V. RESPONSIBILITIES OF LIBRARY

A. Provide access to CONTRACTOR to library property in order to complete requested services as outlined in the RFP for Custodial Services dated May 1, 2024.

VI. GENERAL PROVISIONS

A. Acceptance Not Waiver: LIBRARY approval of the reports, and work or materials

furnished hereunder shall not in any way relieve CONTRACTOR of responsibility for the technical accuracy of the work. LIBRARY approval or acceptance of, or payment for, any of the services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

B. Entire Agreement: This Agreement (7 pages) and Attachment A (11 pages) represents the entire and integrated Agreement and understanding between the parties and supersedes all prior negotiations, statements, representations and agreements, whether written or oral.

C. Modification: This Agreement shall be modified only by a written agreement, duly executed by all parties hereto.

D. Invalidity: The parties mutually understand and agree this Agreement shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, or if the LIBRARY is advised of any such actual or potential invalidity or unenforceability, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of the parties that the provisions of this Agreement are fully severable.

E. Applicable Law and Venue: The parties mutually understand and agree this Agreement and Addendum shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any dispute arises between the parties from or concerning this Agreement or the subject matter hereof, any suit or proceeding at law or in equity shall be brought in the District Court of the State of Wyoming, First Judicial District, sitting at Cheyenne, Wyoming. The parties hereby waive any objection that a suit or proceeding brought in the foregoing forum is brought in an improper or inconvenient forum or otherwise should be heard in any other forum for any reason including, without limitation, insufficiency in the service of process. The parties hereby agree if either party shall bring suit hereon in any other court than the above named, the parties shall cooperate fully in the removal, transfer or dismissal, as necessary, of any such proceeding to the end no suit concerning this Agreement shall lie, except in the aforementioned court. The foregoing provisions of this paragraph are agreed by the parties to be a material inducement to CONTRACTOR and to LIBRARY executing this Agreement. Nothing in this clause shall be interpreted or construed to waive LIBRARY'S assertion of sovereign immunity.

F. Compliance with Law: CONTRACTOR shall comply with all applicable laws, regulations and ordinances, whether Federal, State or Local.

G. Assignment: Neither this Agreement, nor any rights or obligations hereunder shall be assigned or delegated by a party without the prior written consent of the other party.

H. Contingencies: CONTRACTOR certifies and warrants no gratuities, kick-backs or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this Agreement.

I. Discrimination: All parties agree they will not discriminate against any person who

performs work under the terms and conditions of this Agreement because of race, color, gender, creed, handicapping condition, or national origin.

J. ADA Compliance: All parties agree they will not discriminate against a qualified individual with a disability, pursuant to a law as set forth in the Americans With Disabilities Act, P.L. 101-336, 42 U.S.C. § 12101, *et seq.*, and/or any properly promulgated rules and regulations relating thereto.

K. Governmental Immunity: LIBRARY does not waive its governmental immunity provided by any law, including W.S. § 1-39-101 *et seq.*, by entering into this Agreement and fully retains all immunities and defenses provided by law with regard to any action based upon this Agreement. Further, LIBRARY does not waive its sovereign immunity under contract, tort or any other applicable theory of law by entering into this Agreement.

L. Indemnification: To the fullest extent permitted by law, CONTRACTOR agrees to indemnify, hold harmless, and defend LIBRARY and its officers, employees, and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with the services performed by CONTRACTOR in furtherance of this Agreement except to the extent liability is caused by the sole negligence or willful misconduct of LIBRARY or its officers, employees, and volunteers. Nothing in this provision serves to abrogate in any manner LIBRARY'S assertion of sovereign immunity.

M. Conflict of Interest: LIBRARY and CONTRACTOR affirm, to their knowledge, neither CONTRACTOR nor any employee of CONTRACTOR has any personal beneficial interest whatsoever in the Agreement described herein. Neither CONTRACTOR nor any employee of CONTRACTOR, compensated either partially or wholly with funds from this Agreement, shall engage in any conduct or activity which would constitute a conflict of interest relative to this Agreement.

N. Availability of funds: The obligations of LIBRARY herein are conditioned upon the availability of funds appropriated or allocated for use under this Agreement. If funds are not allocated and available as needed for LIBRARY to perform this Agreement, the Agreement may be terminated at the end of the period for which funds, if any, are available. Each party shall notify the other party at the earliest possible time if the agreement will or may be affected by a shortage of funds. No penalty shall accrue to either party in the event this provision is exercised, and neither party shall be obligated or liable for any future payments due or damages as a result of termination under this section. This provision shall not be construed to permit either party to terminate this Agreement in order to engage in a similar agreement with another party.

O. Default: Each and every term and condition hereof shall be deemed to be a material element of the Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default thereof.

P. Addendum Controls: Where a conflict exists or arises between any provision and condition of this Addendum and the Agreement, the provisions and conditions set forth in this Addendum shall control.

Q. Notices: All notices required and permitted under this Agreement shall be deemed to have been given, if and when deposited in the U.S. Mail, properly stamped and addressed to the party for whom intended at such parties' address listed herein, or when personally delivered to such party. A party may change its address for notice hereunder by giving written notice to the other party.

R. Independent Entities: LIBRARY, and CONTRACTOR are independent entities and their employees or volunteers are not to be considered agents or employees of the other. Actions performed by CONTRACTOR pursuant to this Agreement are those of an independent CONTRACTOR and not those of an employee of the LIBRARY.

S. Termination: This Agreement may be terminated (a) by any party at any time for failure of another party to comply with the terms and conditions of this agreement; (b) by any party, with thirty (30) days prior written notice to all other parties; or (c) upon mutual written agreement by all parties. In the event of termination, any documents and data produced in furtherance of this agreement, whether or not finished, shall become the property of LIBRARY. CONTRACTOR shall be entitled to compensation for any satisfactory work completed prior to termination.

T. Force Majeure: Neither party shall be liable to perform under this Agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

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

V. Limitation on Payment: LCLS'S payment obligation is conditioned upon the availability of funds, which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for the continuance of the services and equipment provided by CONTRACTOR the Agreement may be terminated by LCLS at the end of the period for which funds are available. LCLS shall notify CONTRACTOR at the earliest possible time of the services, which will or may be affected by a shortage of funds. At the earliest possible time means at least thirty (30) days before the shortage will affect payment of claims, if LCLS knows of the shortage at least thirty (30) days in advance. No penalty shall accrue to LCLS in the event this provision is exercised, and LCLS shall not be obligated or liable for any future payments due or for any damages as a result of termination under this provision. This provision shall not be interpreted or construed to permit LCLS to terminate this Agreement in order to acquire similar services from another party.

W. Payments: Any payments due under the Agreement shall be made in accordance with Wyoming Statute §16-6-602 (as amended).

X. Understanding and acceptance: By their execution each party certifies it has read and understood this Agreement, agrees to be bound by the terms hereof, has the authority to execute and bind, and has received a signed and dated copy of the agreement.

[The remainder of this page is intentionally left blank]

**Custodial Services
Laramie County Library System/Campus Services Group**

Signature Page

LARAMIE COUNTY LIBRARY SYSTEM

By: _____ Date: _____
Elizabeth Dillow, Chair
Laramie County Library System Board of Directors

ATTEST:

By: _____ Date: _____
Laura M. Block, Sr. Deputy Director of Operations

By: _____ Date: _____
CONTRACTOR

This Agreement is effective the date of the last signature affixed to this page.

Reviewed and approved as to form only:

By: _____ Date: _____
Laramie County Attorney's Office

INFORMATION FORM

A. The undersigned agrees to furnish information for janitorial services to LCLS in **compliance with this Request for Proposal.**

B. By submission of this proposal, the responder certifies:

No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.

Prices in this RFI have been arrived at independently, without consultation, **communication or agreement for the purpose of restricting competition.**

C. The individual signing this RFI certifies that he/she is a legal agent of the responder, authorized to represent the responder and is legally responsible for the decision as to the prices and supporting documentation provided.

D. Assigned representative:

Rachel Kinney, Campus Services Group _____
Contact Name

_____ 3220 Tillman Drive Suite 300 _____
Street Address

Bensalem, PA _____ 19020 _____
City/State Zip

Phone# (800) 363-4274 / 859-588-0156 _____ FAX# (N/A _____) _____

Email address: rachel.kinney@hcsgrcorp.com _____

The email will be used to communicate any addendum and/or amendment as well as answers to any questions that may arise.

E. Taxpayer identification.

Are you incorporated? Yes No

If yes, State of Incorporation: Pennsylvania _____

What is your Taxpayer Identification Number?

Social Security # _____ - _____ - _____ OR

Employer Identification # 23-2018365 _____

F. I/We hereby certify and claim, in accordance with W.S. 16-6-101, as amended, the in-state five percent (5%) preference differential allowed to Wyoming responders.

Initials

G. Proposal prices are firm for 120 days after proposal opening for evaluation of proposal.

H. Check to Specify the Following Required Submittals Have Been Supplied:

_____ Original and three (3) copies of proposal

_____ Company information

_____ Proof of Insurance

_____ Proof of applicable licenses

_____ Standard contract agreement

_____ All minimum requirements have been answered and addressed by item

_____ Budget for the proposed work (Breakdown to include all costs. The successful responder will bear the burden of any and all undisclosed costs.)

_____ Campus Services Group- Healthcare Services Group, Inc. _____
Company Name

_____ Rachel Kinney _____
Name of Authorized Responder – Typed

Signature of Authorized Responder

Date

_____ 3220 Tillman Drive Suite 300 _____
Street Address/P.O. Box

_____ Bensalem, PA _____
City/State

_____ 19020 _____

ADDENDUM TO AGREEMENT
Custodial Services
Laramie County Library System/Campus Services Group

THIS ADDENDUM is made and entered into by and between Laramie County Library System, 2200 Pioneer Avenue, Cheyenne, Wyoming 82001 ("LIBRARY") and Campus Services Group, 3220 Tillman dr. #300, Bensalem, PA 19020 ("CONTRACTOR"). The parties agree as follows:

I. PURPOSE

The purpose of this Addendum is to modify the Agreement between LIBRARY and CONTRACTOR with the effective start date of September 3, 2024.

All other terms and conditions of said contract remain in full force and effect unless specified in II. MODIFICATIONS below.

II. MODIFICATIONS

- A. This Agreement shall renew for 1 year beginning September 3, 2026 and shall remain in full force and effect until September 2, 2027.
- B. Pine Bluffs custodial services to include the Pine Bluff Annex, 203 Main Street, Pine Bluffs, WY.
- C. Section III, PAYMENT, Paragraph A. is stricken out and with no further force and effect, and is replace with the following:

"LIBRARY shall pay CONTRACTOR no more than \$146,822 (One forty-six thousand eight hundred twenty-two dollars) for custodial services performed over the term of this agreement."

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**Custodial Services
Laramie County Library System/Campus Services Group**

LARAMIE COUNTY LIBRARY SYSTEM

By: _____ Date _____
Steven Leafgreen, Chairman, Laramie County Library System Board

ATTEST:

By: _____ Date _____
Laura M. Block, Director of Business & Administration

SEC-OPS, INC

By: _____ Date _____
Campus Services

This Agreement is effective the date of the last signature affixed to this page.

July 21, 2026

To: Laramie County Library System Board

From: Laramie County Library Executive Director/County Librarian

Re: July Director's Report

Executive Director Updates

- Leadership is working toward phase 2 of the staffing and customer service model assessment with the consultants ReThinking Libraries. Continuing to gather data to send, particularly around current scheduling and staffing practices.
- New security contractor, Citadel, starts August 1, 2026.
- Book tote bags are now available for purchase at public service desks, providing patrons with a convenient way to carry library materials while supporting library merchandise initiatives.
- Marketing & Communications officially launched *Off the Shelf* on July 6!
- The new library lending machine located at the Laramie County Senior Center will soft launch to the public on August 10th with a more official opening on August 17th. The library materials return bin located outside will follow shortly.
- The library accepted delivery of its first ever Book Bike funded by a generous and committed donor! Plans are being developed for launching this new fleet and outreach resource.
- Library participated in America250 4th of July parade and the two Saturday CFD parades.
- The library responded to one Request for Reconsideration for "*The Arabian Nights*". During review, it was determined that the current copy will be removed from circulation due to its physical condition. The library will seek to replace the title with a newer adaptation, and *The Arabian Nights* will continue to be represented within the juvenile folktale collection.
- As part of Facilities Master Plan project initiatives, staff from Patron Services and Outreach & Engagement have been presented with proposed office reorganization options and planning continues for the consolidation of the two departments and a reorganization of their back of house space. Feedback from both teams is being gathered to determine the most effective workspace configuration.
- Antonia met with both Sunrise and Afterhours Rotary clubs to talk about Facilities Master Plan projects and received a productive response and got good feedback.

- The Library will host a 6th Penny Open House on August 3rd. All project managers from County and City entities in Cheyenne and the eastern part of the county are invited to inform and educate the public about the proposed projects, share resources, and specifics about how the community would be impacted if the projects do or do not get passed by the voters.
- The library hosted an internal county commission candidate forum for library employees where candidates addressed topics important to our workforce.

Facilities & Operations

- The new security services contract is included in the July board packet for review and approval.
- The extension of the custodial services contract is included in the July board packet for review and approval.

Public Service Updates

- Voting in the Library Card Art Contest closed on July 15 and the winners will be announced in mid-August. New cards featuring the winning designs will be available beginning September 1.
- LCLS was chosen as one of 20 public libraries to host the ALA Pulitzer On the Road exhibit. The exhibit will be in our library in the spring of 2028. A public announcement will be forthcoming later this summer.
- The library is hosting a County Commissioner Candidate public forum on Thursday, July 30 at 6:00 PM in the Cottonwood Room.
- The Adult Services assistant manager position has been posted and interviews will begin the week of July 27.
- Library staff have begun weeding the print reference section on the third floor to make room for the new public computer space. Movement is starting with items that will be moved to Special Collections and the circulating collection, followed by items that will be offered to other Wyoming libraries.
- The youth services events team presented fun and educational programs that have seen great attendance. The “Ologies Club” in particular has had 50+ attendees learning everything from Archeology to Paleontology.
- The library hosted the UW Science Roadshow and had 94 children and caregivers attend; it may be the start to a possible ongoing collaboration.

Library Stories

Dino Ranger Anthony (*From Holly Bauer-Branch Services Specialist*)

Dino Ranger Anthony came all the way from Omaha, NE to Pine Bluffs for his first ever Wyoming show. Families (30 total attendees) were treated to a volcano experiment, lots of fun facts, creation of a “dinosaur egg” with “Dino DNA”, and Phineas the Baby T-Rex! My granddaughter, Gracie, is in the TRex/Dino Ranger photo with me.



Cheyenne Mountain Zoo-Pine Bluffs (*From Cylla Hershberger-Branch Specialist*)

We had so much fun and interaction here in Pine Bluffs this morning with the Zoomobile! We had nearly 50 children and 20 adults join us for the event.



Building with Legos! *(From Jared-Library Substitute)*

I had some kids come up to the desk all excited because they wanted me to come and look at the city they had built with the duplos, so of course I went and looked and told them how cool it was!

Celtic Games Happiness! *(From Kayla Schwab- Teen Services Coordinator)*

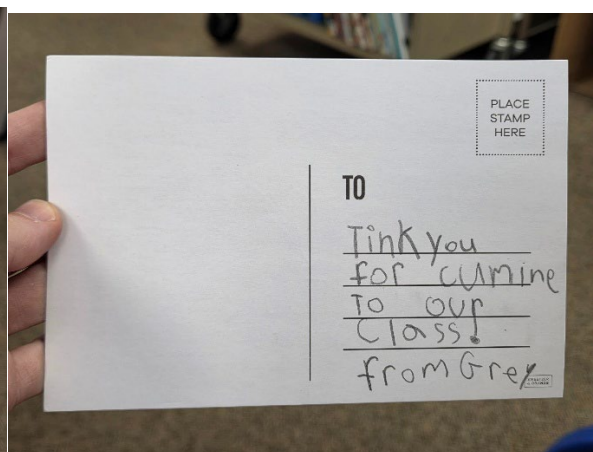
I did an outreach event at the Cheyenne Celtic Festival this past weekend. We saw over 230 kids and 300 adults over two days!

Many of the people stopped to play the traditional Celtic games that we had provided, but a TON stopped just to say that they love our library. One lady stopped and said that she just wanted to thank every librarian for what they do because librarians are the center of everything. She wanted all of us to know that we are supported and loved by our community.

I'm lucky to be a part of such an amazing crew that I get to hear these things when I go out and represent the library!

Let's Be a Library Kid! *(From Melanie Hornbeck-Outreach Librarian)*

LCCC's SEEK program has a summer camp this year called "Let's Be a Library Kid!" I got to visit a very enthusiastic class of 6-7 year olds to talk about the library and all the cool people who work here. Here are some fun thank-you notes they drew for me!





Laramie County Library Foundation

July 28, 2026

To: Laramie County Library Foundation Board
From: Kosha Olsen, Foundation Director
Re: July Director's Report

Director Update

The primary focus of Foundation staff in recent weeks has been to promote understanding of and support for 6th Penny propositions 3 & 13. Since the June meeting, the Foundation has participated in the following:

- **Bike to Work Day** – Kosha and Sharon visited with ~30 commuters and shared information and breakfast snacks
- **Young Professionals** – Antonia presented and shared visioning boards
- **Super Day** – Antonia, Thomas, Kosha, and Sharon visited with over 300 people and shared yard signs, flyers, stickers, and the Mobile Library
- **Pine Bluffs Pie & Politics Social** – Kosha attended with yard signs, flyers, and “Vote Yes” pins
- **4th of July Parade** – Antonia (and kids), Kosha, and volunteers walked beside the Mobile Library and handed out candy and stickers
- **Albin Day** – Susan, Sharon, and Kosha (and kids) attended the parade in the Mobile Library and Summer Reading dinosaur suits, threw candy and stickers
- **Cheyenne Police Department Neighborhood Night** – Set up booth by Mobile Library
- **WyoGives + Lucha Libre at the Library** in the numbers:
 - We raised a total of \$18,750 — our most successful WyoGives campaign to date
 - With our portion of the Hughes Charitable Foundation incentive pool, and other matches, we will be over \$21,000
 - Last year the Foundation was ranked 102 out of 430 statewide non-profits, this year we were 88 out of 515
 - 21 luchadors performed eight dramatic matches to a large, enthusiastic crowd
 - Approximately 50 people attended the special Cuentos y Amigos: Luchadore story time
 - We estimate over 300 people came onto the library campus, many who said it was their first time
 - Four teens came early for the event and discovered the Teen Zone — they plan to come back
 - We welcomed 30 new library cardholders
 - The three food/drink trucks sold out of several items
 - The Laramie County booth helped several people register to vote during the event
 - We took a pile of “Vote Yes” yard signs down and only had to carry two back up
 - Last, but certainly not least... two county commissioners got in the ring
 - <https://www.facebook.com/share/v/1BV9xdxitN/?mibextid=wwXlfr>

- **Paid Media Campaign** – From now until August 18th, look for “Vote Yes” messaging in newspaper ads, social media ads/posts, billboards, radio and tv ads, mailers, door knockers, and a growing population of yard signs.



Financial Statement for Period
Ending June 30, 2026

12

Percent YTD

100.00%

INCOME

TAXES

400-000	1% OPTIONAL SALES	0.00	1,059,419.00	1,040,717.00	1,040,717.00	18,702.00	101.80%
402-000	AUTO LICENSE FEES	71,778.39	808,103.19	720,000.00	720,000.00	88,103.19	112.24%
404-000	MILLAGE	1,156,415.93	4,775,310.93	5,200,000.00	5,200,000.00	(424,689.07)	91.83%
406-000	MISCELLANEOUS TAXES	0.00	6,794.74	6,500.00	6,500.00	294.74	104.53%
409-000	SPECIFIC PURPOSE TAX	0.00	138,818.96	137,584.62	137,584.62	1,234.34	100.90%
TOTAL TAXES		1,228,194.32	6,788,446.82	7,104,801.62	7,104,801.62	(316,354.80)	

FINES & FEES

412-000	FINES & FEES	3,780.15	60,594.64	35,000.00	35,000.00	25,594.64	173.13%
TOTAL FINES & FEES		3,780.15	60,594.64	35,000.00	35,000.00	25,594.64	

GRANTS

432-000	GRANTS	0.00	0.00	15,000.00	15,000.00	(15,000.00)	0.00%
432-004	GRANT - LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	0.00	0.00	0.00	
432-008	GRANT - COUNTY ARPA - PLANNING	0.00	126,080.31	215,948.98	215,948.98	(89,868.67)	58.38%
432-009	GRANT - WSL ARPA OPEN +	8,480.00	182,594.61	0.00	0.00	182,594.61	
433-000	GRANT FROM FND (BSR)	2,626.23	25,337.42	25,000.00	25,000.00	337.42	101.35%
TOTAL GRANTS		11,106.23	334,012.34	255,948.98	255,948.98	78,063.36	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
SUMMER READING						
454-000 SUMMER READING SALES/DONATIONS	2,093.00	2,403.00	1,500.00	1,500.00	903.00	160.20%
TOTAL SUMMER READING	2,093.00	2,403.00	1,500.00	1,500.00	903.00	
MISCELLANEOUS						
430-000 INSURANCE SETTLEMENTS	0.00	0.00	0.00	0.00	0.00	
433-001 STAFF MERCHANDISE	0.00	0.00	0.00	0.00	0.00	
434-000 INTEREST ON FUNDS	24,317.92	323,243.87	200,000.00	200,000.00	123,243.87	161.62%
435-000 E-RTAE	0.00	0.00	0.00	0.00	0.00	
440-000 SALE OF PROPERTY	40.02	2,266.94	2,500.00	2,500.00	(233.06)	90.68%
442-000 MISCELLANEOUS INCOME	0.00	35,623.91	2,000.00	2,000.00	33,623.91	1781.20%
444-000 CONTRACT WITH FOUNDATION	8,975.48	90,630.22	133,350.00	133,350.00	(42,719.78)	67.96%
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	93,947.33	93,947.33	(30.00)	99.97%
TOTAL MISCELLANEOUS	33,333.42	658,466.22	431,797.33	431,797.33	226,668.89	
CAFÉ INCOME						
470-000 FOOD SALES	7,120.65	72,006.69	80,000.00	80,000.00	(7,993.31)	90.01%
471-000 KIDS FOOD SALES	824.86	11,700.25	11,000.00	11,000.00	700.25	106.37%
472-000 HOT DRINK SALES	3,058.91	40,510.13	45,000.00	45,000.00	(4,489.87)	90.02%
473-000 COLD DRINK SALES	2,862.24	23,136.79	23,000.00	23,000.00	136.79	100.59%
474-000 MERCHANDISE SALES	270.15	2,784.54	5,000.00	5,000.00	(2,215.46)	55.69%
475-000 SALES TAX COLLECTED	0.00	4,782.12	10,000.00	10,000.00	(5,217.88)	47.82%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	1,500.00	1,500.00	(1,498.08)	0.13%
TOTAL CAFÉ INCOME	14,136.81	154,922.44	175,500.00	175,500.00	(20,577.56)	
TOTAL INCOME	1,292,643.93	7,998,845.46	8,004,547.93	8,004,547.93	(5,702.47)	

EXPENSES

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
PERSONNEL						
505-000 LIBRARY STAFF	337,889.48	4,117,707.25	4,691,904.60	4,691,904.60	(574,197.35)	87.76%
511-000 CONTRACT PERSONNEL	20,439.63	249,570.98	275,000.00	275,000.00	(25,429.02)	90.75%
512-000 CONSULTANTS	1,895.69	29,149.20	53,500.00	53,500.00	(24,350.80)	54.48%
514-000 FOUNDATION STAFF	7,000.00	73,748.66	133,350.00	133,350.00	(59,601.34)	55.30%
515-000 FICA	25,608.31	316,597.43	341,843.17	341,843.17	(25,245.74)	92.61%
516-000 WYOMING RETIREMENT	58,884.30	715,749.85	758,426.91	758,426.91	(42,677.06)	94.37%
517-000 UNEMPLOYMENT BENEFITS	0.00	4,304.75	15,000.00	15,000.00	(10,695.25)	28.70%
710-000 INSURANCE - HEALTH	53,246.10	636,717.73	688,017.96	688,017.96	(51,300.23)	92.54%
715-000 INSURANCE - DENTAL	3,125.48	32,112.93	35,200.00	35,200.00	(3,087.07)	91.23%
718-000 WORKERS' COMPENSATION	0.00	14,968.21	19,682.51	19,682.51	(4,714.30)	76.05%
TOTAL PERSONNEL	508,088.99	6,190,626.99	7,011,925.15	7,011,925.15	(821,298.16)	
ADMINISTRATION						
519-000 CONFERENCE/CONT. ED.	4,289.90	59,868.41	65,000.00	65,000.00	(5,131.59)	92.11%
521-000 PROFESSIONAL MBSHIPS	403.00	8,788.88	4,500.00	4,500.00	4,288.88	195.31%
538-000 PLANNING AND DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	
700-000 INSURANCE-PLANT, LIABTY	2,384.01	100,745.48	100,000.00	100,000.00	745.48	100.75%
705-000 INSURANCE DEDUCTIBLE LOSS	0.00	0.00	10,000.00	10,000.00	(10,000.00)	0.00%
730-000 SECURITY BONDS	0.00	118.00	1,000.00	1,000.00	(882.00)	11.80%
803-000 BOARD/VOLUNTEER/STAFF ACTIVITIES	458.65	6,524.17	5,000.00	5,000.00	1,524.17	0.00%
815-000 REFUNDS ON LOST MATERIALS	0.00	962.50	2,000.00	2,000.00	(1,037.50)	48.13%
820-000 COLLECTION FEES	587.10	6,468.40	7,000.00	7,000.00	(531.60)	92.41%
830-000 PRIOR YEAR CARRYOVER	0.00	52,738.77	45,000.00	45,000.00	7,738.77	117.20%
840-000 MERCHANT FEES	2,369.22	27,415.72	29,000.00	29,000.00	(1,584.28)	94.54%
TOTAL ADMINISTRATION	10,491.88	263,630.33	268,500.00	268,500.00	(4,869.67)	
SUPPLIES & EQUIPMENT						
525-000 OFFICE SUPPLIES	3,614.28	44,546.35	68,000.00	68,000.00	(23,453.65)	65.51%
529-000 EQUIPMENT LEASES - CENTRAL	605.11	57,508.61	60,788.00	60,788.00	(3,279.39)	94.61%
530-000 NETWORK	209.96	83,147.28	160,215.00	160,215.00	(77,067.72)	51.90%
825-000 SOFTWARE INTERNAL	18,887.05	187,359.00	228,388.56	228,388.56	(41,029.56)	82.04%
TOTAL SUPPLIES & EQUIPMENT	23,316.40	372,561.24	517,391.56	517,391.56	(144,830.32)	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
COMMUNICATIONS						
531-000 POSTAGE	2,135.57	32,645.31	33,000.00	33,000.00	(354.69)	98.93%
532-000 TELECOMMUNICATIONS	2,645.02	39,808.00	40,000.00	40,000.00	(192.00)	99.52%
534-000 ADVERTISING - CENTRAL	150.00	3,056.36	10,000.00	10,000.00	(6,943.64)	30.56%
536-000 PRINTING AND PUBLICITY	5,997.54	55,489.23	60,000.00	60,000.00	(4,510.77)	92.48%
TOTAL COMMUNICATIONS	10,928.13	130,998.90	143,000.00	143,000.00	(12,001.10)	
LIBRARY MATERIALS						
543-000 ELECTRONIC RESOURCES	1,716.00	25,911.00	30,200.00	30,200.00	(4,289.00)	85.80%
547-000 ELECTRONIC MATERIALS	0.00	187,000.00	175,000.00	175,000.00	12,000.00	106.86%
550-000 LIBRARY MATERIALS	21,603.18	217,494.05	260,000.00	260,000.00	(42,505.95)	83.65%
570-000 PERIODICALS - CENTRAL	1,095.70	16,558.67	18,000.00	18,000.00	(1,441.33)	91.99%
575-000 BINDING	0.00	0.00	2,500.00	2,500.00	(2,500.00)	0.00%
742-000 OCLC SERVICES	0.00	28,621.46	30,430.19	30,430.19	(1,808.73)	94.06%
745-000 WYLD SYSTEM - CENTRAL	0.00	27,762.82	30,049.14	30,049.14	(2,286.32)	92.39%
TOTAL LIBRARY MATERIALS	24,414.88	503,348.00	546,179.33	546,179.33	(42,831.33)	
PROGRAMS						
580-000 CHILDREN	0.00	0.00	0.00	0.00	0.00	
505-014 FIRST INITIATIVES STAFF	517.65	86,278.86	108,000.00	108,000.00	(21,721.14)	79.89%
580-014 FIRST INITIATIVES OTHER	0.00	10,530.32	32,000.00	32,000.00	(21,469.68)	32.91%
581-000 YOUNG ADULT- CENTRAL	0.00	0.00	0.00	0.00	0.00	
582-000 ADULT - CENTRAL	0.00	(1.46)	0.00	0.00	(1.46)	
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	6,000.00	6,000.00	(5,880.01)	2.00%
582-017 LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	1,000.00	1,000.00	(1,000.00)	0.00%
TOTAL PROGRAMS	517.65	96,927.71	147,000.00	147,000.00	(50,072.29)	

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
UTILITIES						
610-000 ELECTRICITY	10,473.24	120,629.12	170,512.00	170,512.00	(49,882.88)	70.75%
620-000 NATURAL GAS	2,591.89	33,419.93	60,000.00	60,000.00	(26,580.07)	55.70%
630-000 WATER - CENTRAL	3,294.90	36,116.76	38,000.00	38,000.00	(1,883.24)	95.04%
TOTAL UTILITIES	16,360.03	190,165.81	268,512.00	268,512.00	(78,346.19)	
OPERATION & MAINTENANCE OF FACILITIES						
650-000 REPAIR FACILITIES	5,976.00	42,327.34	83,000.00	83,000.00	(40,672.66)	51.00%
652-000 MAINTENANCE SUPPLIES	4,112.08	62,066.08	62,000.00	62,000.00	66.08	100.11%
657-000 ROOF REPAIRS	0.00	14,495.43	50,000.00	50,000.00	(35,504.57)	28.99%
658-000 REPAIR & REPLACE-EQUIP	628.00	32,102.14	42,000.00	42,000.00	(9,897.86)	76.43%
748-000 FACILITIES SERV CONTRACT	16,612.06	137,997.86	162,770.00	162,770.00	(24,772.14)	84.78%
749-000 EQUIPMENT SERV CONTRACT	99.75	31,300.93	37,860.00	37,860.00	(6,559.07)	82.68%
780-000 EQUIPMENT/FURNISHINGS	1,552.50	1,986.68	10,000.00	10,000.00	(8,013.32)	19.87%
TOTAL O&M OF FACILITIES	28,980.39	322,276.46	447,630.00	447,630.00	(125,353.54)	
OPERATION & MAINTENANCE OF VEHICLES						
660-000 REPAIR - VEHICLES	1,250.84	27,690.74	15,000.00	15,000.00	12,690.74	184.60%
665-000 GASOLINE, OIL, PROPANE, ETC	498.92	4,810.02	8,000.00	8,000.00	(3,189.98)	60.13%
667-000 BOOKMOBILE	1,797.29	175,973.31	239,000.00	239,000.00	(63,026.69)	73.63%
TOTAL O&M OF VEHICLES	3,547.05	208,474.07	262,000.00	262,000.00	(53,525.93)	
PROJECTS						
787-000 LIBRARY BUILDINGS	0.00	845.25	175,000.00	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	175,000.00	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	4,023.21	49,100.19	52,800.00	52,800.00	(3,699.81)	92.99%
642-000 DRINK PRODUCTS	2,724.35	44,688.37	44,000.00	44,000.00	688.37	101.56%
645-000 MERCHANDISE	0.00	(1,007.97)	4,000.00	4,000.00	(5,007.97)	-25.20%
648-000 CUSTOMER SUPPLIES	1,662.11	16,075.64	20,000.00	20,000.00	(3,924.36)	80.38%
TOTAL CAFÉ COST OF GOODS	8,409.67	108,856.23	120,800.00	120,800.00	(11,943.77)	
CAFÉ OPERATIONS						
523-020 LICENSES/PERMITS	0.00	394.43	500.00	500.00	(105.57)	78.89%
525-020 CAFE SUPPLIES	205.71	2,668.74	5,500.00	5,500.00	(2,831.26)	48.52%
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	5,500.00	5,500.00	(3,828.52)	30.39%
780-020 CAFE EQUIPMENT/FURNISHING	0.00	0.00	7,000.00	7,000.00	(7,000.00)	0.00%
845-020 CAFE SALES TAX EXPENSE	571.70	9,199.34	12,000.00	12,000.00	(2,800.66)	76.66%
TOTAL CAFÉ OPERATIONS	777.41	13,933.99	30,500.00	30,500.00	(16,566.01)	
GRANTS						
800-000 GRANTS	0.00	0.00	15,000.00	15,000.00	(15,000.00)	0.00%
800-001 GRANT - CROSSROADS	0.00	0.00	0.00	0.00	0.00	
800-002 GRANT - WYOMING HUMANITIES COUNCIL	0.00	0.00	0.00	0.00	0.00	
800-003 GRANT - STORYWALK - CHANGEX	0.00	0.00	0.00	0.00	0.00	
800-004 GRANT - COUNTY ARPA - PLANNING	0.00	0.00	0.00	0.00	0.00	
800-005 GRANT - ALA LATINO AMERICANS	0.00	0.00	0.00	0.00	0.00	
800-006 McMURRY GRANT	0.00	0.00	0.00	0.00	0.00	
800-007 GRANT - CHANGE X-STORY WALK	0.00	0.00	0.00	0.00	0.00	
800-008 GRANT - COUNTY ARPA - PLANNING	66,422.00	152,053.65	0.00	0.00	152,053.65	
800-009 GRANT - WSL ARPA OPEN +	2,281.00	123,402.42	0.00	0.00	123,402.42	
800-010 McMURRY GRANT	0.00	0.00	0.00	0.00	0.00	
TOTAL GRANTS	68,703.00	275,456.07	15,000.00	15,000.00	260,456.07	
TOTAL EXPENSES	704,535.48	8,678,101.05	9,953,438.04	9,953,438.04	(1,275,336.99)	
INCOME OVER EXPENSES	588,108.45	(679,255.59)	(1,948,890.11)	(1,948,890.11)	1,269,634.52	

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	1,000,000.00	1,000,000.00	0.00	100.00%
460-000 INCOME OVER EXPENSES	0.00	1,607,474.73	1,607,474.73	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	2,607,474.73	2,607,474.73	0.00	

RESERVE INCOME

480-000 RESERVE - BOOKMOBILE/VEHICLES	68,134.51	278,111.78	239,000.00	239,000.00	39,111.78	116.36%
481-000 RESERVE - FACILITY REPAIR	0.00	0.00	100,000.00	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	96,809.18	96,809.18	140,000.00	140,000.00	(43,190.82)	69.15%
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	164,943.69	374,920.96	479,000.00	479,000.00	(104,079.04)	
TOTAL CASH ON HAND & RESERVE INCOME	164,943.69	2,982,395.69	3,086,474.73	3,086,474.73	(104,079.04)	

EXPENSE		Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
CASH CARROYOVER							
850-000	PLANNED CASH CARRYOVER	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	0.00	100.00%
TOTAL CASH CARRYOVER		1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	0.00	
RESERVE EXPENSE							
880-000	BOOKMOBILE/VEHICLES	0.04	118,264.23	82,550.77	82,550.77	35,713.46	143.26%
881-000	BUILDING REPAIR/CARPET	0.00	0.00	0.00	0.00	0.00	
882-000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
883-000	FIRST STEPS INITIATIVE	0.00	0.00	0.00	0.00	0.00	
883-400	LIBRARIES BUILD BUSINESS	0.00	0.00	0.00	0.00	0.00	
883-404	LBB NAVIGATOR PILOT PROGRAM	0.00	0.00	0.00	0.00	0.00	
884-000	PLANNING/FACILITIES	0.00	0.00	0.00	0.00	0.00	
885-000	EMERGENCY	0.00	0.00	0.00	0.00	0.00	
890-000	RESERVE O&M	3,200.99	144,332.18	55,033.85	55,033.85	89,298.33	262.26%
TOTAL RESERVE EXPENSE		3,201.03	262,596.41	137,584.62	137,584.62	125,011.79	
TOTAL CASH CARRYOVER & RESERVE EXPENSE		1,003,201.03	1,262,596.41	1,137,584.62	1,137,584.62	125,011.79	
INCOME OVER EXPENSES WITH RESERVES		(250,148.89)	1,040,543.69	0.00	0.00	1,040,543.69	



Balance Sheet as of
June 30, 2026

	ASSETS	
	CURRENT YEAR	PRIOR YEAR
CURRENT ASSETS		
CASH		
FIRST INTERSTATE BANK - SAVINGS	534,803.00	681,382.13
FIRST INTERSTATE BANK - CHECKING	34,540.75	27,114.55
WYOMING BANK AND TRUST	-	3,871.38
FARMERS STATE BANK	-	6,511.50
WYO-STAR	-	0.04
WYOMING CLASS	6,429,912.71	6,852,829.99
AMERICAN NATIONAL CD	38,906.12	37,573.68
AMERICAN NATIONAL CD	40,418.23	38,673.33
FIRST NATIONAL BANK CD	34,487.13	33,485.83
PETTY CASH	165.00	165.00
CASH REGISTERS	2,842.40	2,842.40
WYO-STAR - O&M	1,078,737.41	978,955.06
WYO-STAR - BOOKMOBILE	-	0.00
WYOMING CLASS - BOOKMOBILE	20.91	211,415.28
TOTAL CASH	8,194,812.75	8,663,404.89
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	8,208,469.13	8,887,075.31
	LIABILITIES AND FUND BALANCE	
	CURRENT YEAR	PRIOR YEAR
LIABILITIES		
CAFÉ GIFT CARDS	9,347.64	9,162.40
TOTAL LIABILITIES	9,347.64	9,352.40
FUND BALANCE	CURRENT YEAR	PRIOR YEAR
RESTRICTED - O&M	1,123,287.24	978,955.06
RESTRICTED LBB	1,527.57	1,527.57
BOARD DESIGNATED RESERVES	2,847,692.31	2,847,692.31
RESTRICTED - 1ST STEPS	137,909.46	234,718.64
RESTRICTED - BOOKMOBILE	40,753.10	211,415.28
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	1,041,197.90	1,607,201.73
TOTAL FUND BALANCE	8,199,121.49	8,877,722.91
TOTAL FUND BALANCE AND LIABILITIES	8,208,469.13	8,887,075.31



The Library Café Financial Statement for Period 12
Ending June 30, 2026

Percent YTD 100.00%

	Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget	Percent of Budget
CAFÉ INCOME						
470-000 FOOD SALES	7,120.65	72,006.69	80,000.00	80,000.00	(7,993.31)	90.01%
471-000 KIDS FOOD SALES	824.86	11,700.25	11,000.00	11,000.00	700.25	106.37%
472-000 HOT DRINK SALES	3,058.91	40,510.13	45,000.00	45,000.00	(4,489.87)	90.02%
473-000 COLD DRINK SALES	2,862.24	23,136.79	23,000.00	23,000.00	136.79	100.59%
474-000 MERCHANDISE SALES	270.15	2,784.54	5,000.00	5,000.00	(2,215.46)	55.69%
475-000 SALES TAX COLLECTED	0.00	4,782.12	10,000.00	10,000.00	(5,217.88)	47.82%
476-000 CAFE MISCELLANEOUS INCOME	0.00	1.92	1,500.00	1,500.00	(1,498.08)	0.13%
TOTAL CAFÉ INCOME	14,136.81	154,922.44	175,500.00	175,500.00	(20,577.56)	
EXPENSES						
CAFÉ COST OF GOODS						
640-000 FOOD PRODUCTS	4,023.21	49,100.19	52,800.00	52,800.00	(3,699.81)	92.99%
642-000 DRINK PRODUCTS	2,724.35	44,688.37	44,000.00	44,000.00	688.37	101.56%
645-000 MERCHANDISE	0.00	(1,007.97)	4,000.00	4,000.00	(5,007.97)	-25.20%
648-000 CUSTOMER SUPPLIES	1,662.11	16,075.64	20,000.00	20,000.00	(3,924.36)	80.38%
TOTAL CAFÉ COST OF GOODS	8,409.67	108,856.23	120,800.00	120,800.00	(11,943.77)	
PERSONNEL						
505-020 SALARY - THE LIBRARY CAFÉ	9,187.41	125,412.81	160,000.00	160,000.00	(34,587.19)	78.38%
515-020 FICA	673.68	9,314.86	12,240.00	12,240.00	(2,925.14)	76.10%
516-020 WYOMING RETIREMENT	1,678.53	17,406.49	20,000.00	20,000.00	(2,593.51)	87.03%
710-020 INSURANCE - HEALTH	0.00	0.00	25,000.00	25,000.00	(25,000.00)	0.00%
715-020 INSURANCE - DENTAL	0.00	0.00	500.00	500.00	(500.00)	0.00%
718-020 WORKERS' COMPENSATION	0.00	0.00	800.00	800.00	(800.00)	0.00%
TOTAL PERSONNEL	11,539.62	152,134.16	218,540.00	218,540.00	(66,405.84)	
CAFÉ OPERATIONS						
523-020 LICENSES/PERMITS	0.00	394.43	500.00	500.00	(105.57)	78.89%
525-020 CAFE SUPPLIES	205.71	2,668.74	5,500.00	5,500.00	(2,831.26)	48.52%
534-020 MARKETING - CAFE	0.00	0.00	0.00	0.00	0.00	

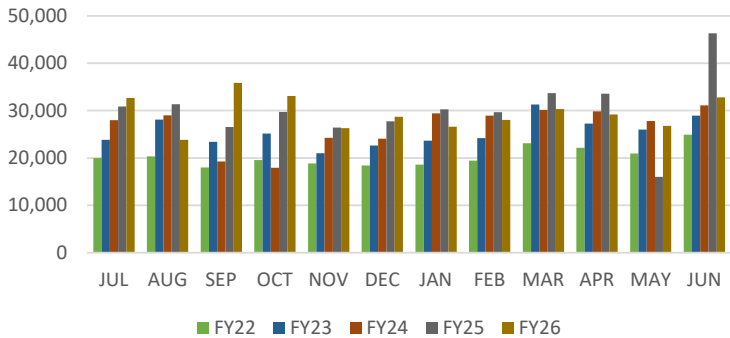
658-020	CAFE REPAIR & REPLACE EQUIPMENT	0.00	1,671.48	5,500.00	5,500.00	(3,828.52)	30.39%
780-020	CAFE EQUIPMENT/FURNISHING	0.00	0.00	7,000.00	7,000.00	(7,000.00)	0.00%
840-020	MERCHANT FEES	1,640.81	19,418.91	22,000.00	22,000.00	(2,581.09)	88.27%
845-020	CAFE SALES TAX EXPENSE	571.70	9,199.34	12,000.00	12,000.00	(2,800.66)	76.66%
TOTAL CAFÉ OPERATIONS		2,418.22	33,352.90	52,500.00	52,500.00	(19,147.10)	
TOTAL EXPENSES		22,367.51	294,343.29	391,840.00	391,840.00	(97,496.71)	
INCOME OVER EXPENSES		(8,230.70)	(139,420.85)	(216,340.00)	(216,340.00)	76,919.15	

Stats Dashboard

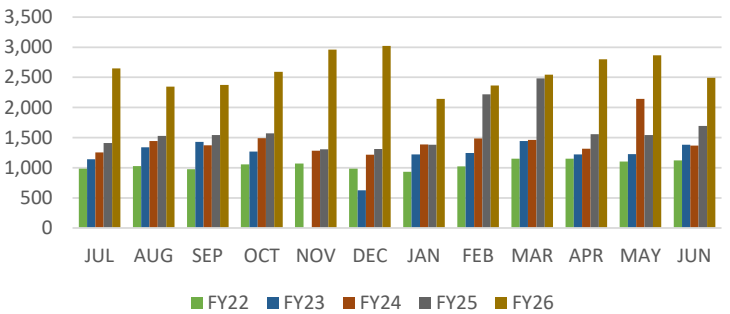
July 1, 2025 - December 31, 2025 (FY26)

VISITS

Library Visits

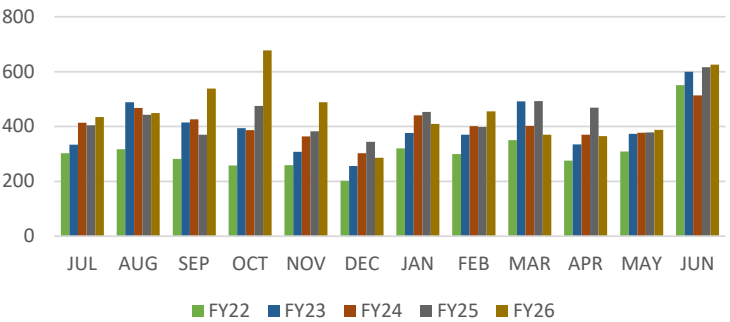


Website Visits



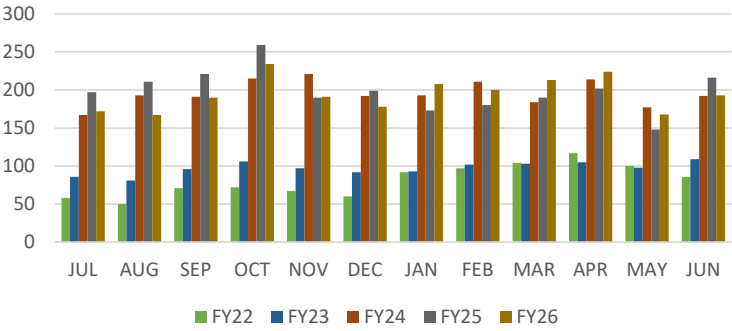
November FY23 data missing due to tracking system error

New Cardholders

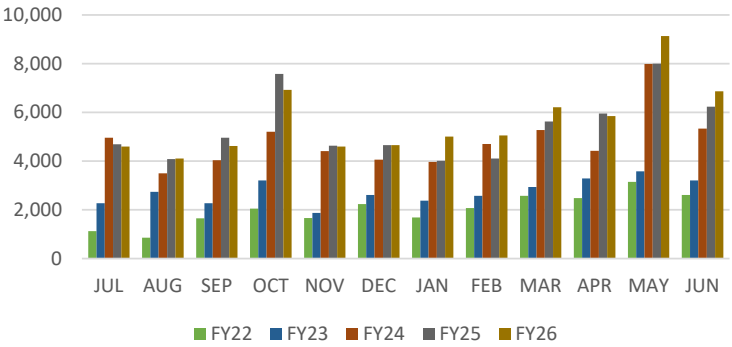


SERVICES & EVENTS

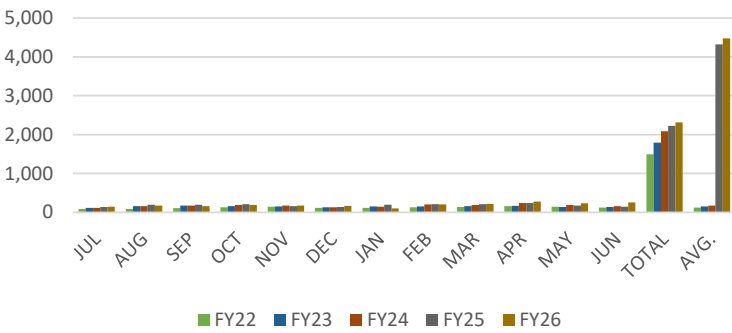
Events



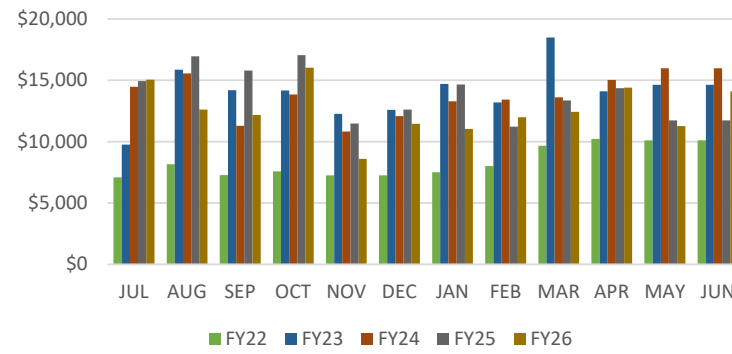
Event Attendance



Meeting Room Uses

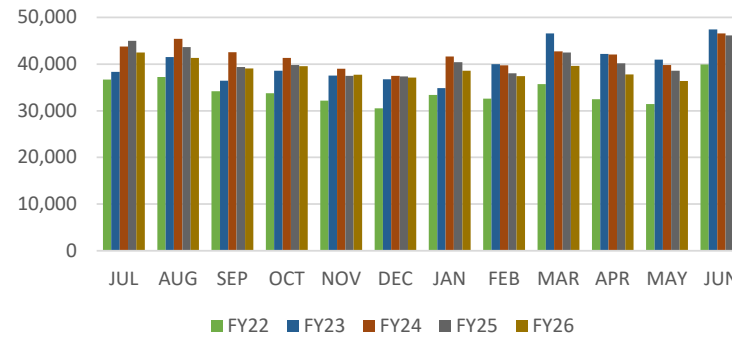


Café Sales

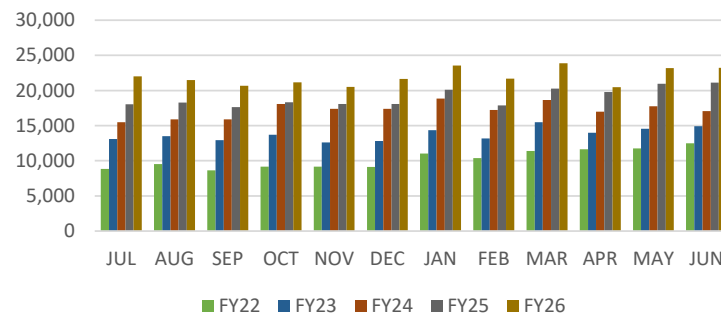


LCLS Stats, p. 2 of 3

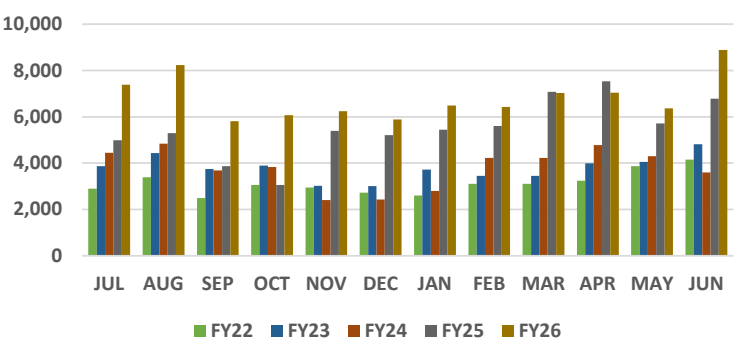
CIRCULATION Physical Materials



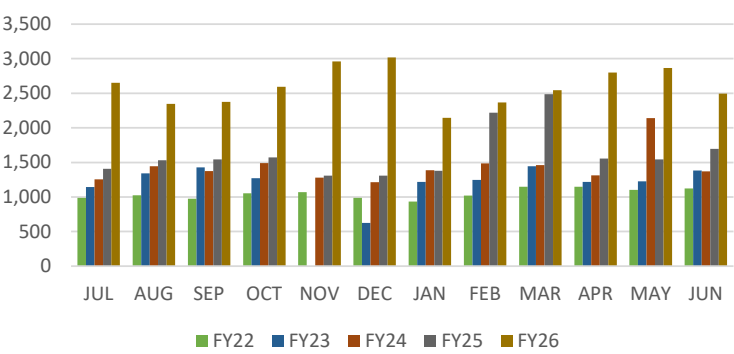
Electronic Materials



TECHNOLOGY Computer Use



Wireless Use



November FY23 data missing due to tracking system error