Laramie County Library

BOARD OF DIRECTORS
Tuesday October 27, 2026
AGENDA

Presentation: Holly Bauer, Pine Bluffs Branch Specialist

Consent

1. Approval of Minutes for August 2026*
2. Ratify approval of Expenditures for September 2026*
3. Approval of Expenditures for October 2026*

Action
Unfinished Business

1. Security Contract - Ratify Email Vote*
2. Other

New Business

1. Internet Policy*

Executive Session: Personnel & Election Budget Considerations

Reports

- Director's Report*
- Foundation Report*
- Personnel Changes*
- Financial Report for September 2026*
- Balance Sheet for September 2026*

Meeting and Events Dates and Location
Tuesday, November 17, 2026 Foundation Board Meeting, 4:00, Coneflower Room
Tuesday, November 24, 2026, System Board Meeting, 3:30, Coneflower Room - TBD

Adjourn
*Supporting documentation included

BOARD OF DIRECTORS
MINUTES
August 25, 2026

The Board of Directors of Laramie County Library System met in regular session at the Laramie County Library on Tuesday, August 25, 2026. Steven Leafgreen convened the meeting at 3:30 p.m. Directors Denise Burke, Kris Rude, Steve Sharpe, and Abbi Forwood 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).

260825:01 Denise Burke presented a motion to approve the consent agenda. Steve Sharpe seconded the motion. All in favor, motion passes unanimously.

260825:02 Denise Burke presented a motion to enter an Executive Session for Master Facility Plan updates. Kris Rude seconded the motion. All in favor, Motion passed unanimously.

260825:03 Steve Sharpe presented a motion to approve beginning the process for purchasing for the makerspace equipment package, Abbi Forwood seconded the motion. All in favor, Motion passed unanimously.

Meeting Adjourned at 5:19 p.m.



Sharon Vye
Executive Coordinator

LARAMIE COUNTY LIBRARY SYSTEM
EXPENDITURES REPORT

BALANCE: GENERAL FUND SEPTEMBER 1, 2026		**2,628,078.74**
RECEIPTS		
TAXES		**175,478.13**
OTHER		**7,599.81**
TOTAL RECEIPTS		
BALANCE: GENERAL FUND SEPTEMBER 22, 2026		**2,811,156.68**

NET PAYROLL	296,884.86
COLONIAL LIFE INSURANCE CO.	99.51
DELTA DENTAL OF WYOMING	3,843.35
FIRST INTERSTATE BANK	85,952.04
GREAT-WEST TRUST COMPANY, LLC	7,000.00
LARAMIE COUNTY TREASURER	59,457.60
LEGALSHIELD	273.15
LINCOLN NAT'L LIFE INS CO.	502.29
MASA	140.00
NCPERS GROUP LIFE INS	112.00
UNITED WAY OF LARAMIE COUNTY	300.00
VISION SERVICE PLAN- (WY)	660.08
WYOMING RETIREMENT SYSTEM	60,148.13

ALCO MOBILE STORAGE	220.00
BLACK HILLS ENERGY	13,997.26
BOARD OF PUBLIC UTILITIES	3,709.63
BULLRIDGE PLUMBING AND HEATING	8,525.00
CAPITAL BUSINESS SYSTEMS, INC	80.24
CARD SERVICES	31,358.91
CAV-FRONT RANGE	55.00
CENGAGE LEARNING, INC.	333.75
CENTER POINT PUBLISHING	595.68
CENTURYLINK	65.24
COAL CREEK COFFEE COMPANY	915.41
CORPORATE PROTECTIVE SERVICES	165.00
DELL MARKETING L.P.	17,547.82
EAKES OFFICE SOLUTIONS	1,178.22
GADELLNET CONSULTING SERVICES, LLC	2,203.48
GREATER CHEY CHAMBER COMMERCE	30.00
GREENWAY LAWN CARE	1,790.00
HEALTHCARE SERVICES	10,868.16
HOMETOWN LEASING	677.66

ICIMS	1,011.27	
INGRAM BOOK COMPANY, LLC	8,299.24	
LAMAR COMPANIES	1,800.00	
LAR. COUNTY LIBRARY FOUNDATION	10,335.60	
LARAMIE COUNTY TREASURER	1,381.44	
LIBRARY JOURNAL	364.50	
LOCK SHOP OF CHEYENNE	32.00	
MENARDS	20.98	
MICHAEL WHISENHUNT	250.00	
MIDWEST TAPE	12,833.99	
ODP BUSINESS SOLUTIONS, LLC	97.95	
OFFICE SHOP INC.	124.14	
PBR PRINTING	801.32	
PITNEY BOWES RESERVE ACCT.	2,000.00	
PLAYAWAY PRODUCTS LLC	801.67	
RANGE	180.26	
RANGE	234.24	
RISING FORCE CONCRETE	12,000.00	
SHAMROCK FOODS COMPANY	1,449.55	
STATE OF WYOMING	757.56	
STERLING VOLUNTEERS	47.00	
SUPPLYWORKS	1,458.51	
THOMAS KLISE/CRIMSON MULTIMEDIA	418.96	
TOWN OF PINE BLUFFS	858.57	
UNIQUE MANAGEMENT SERVICES	700.40	
VALUE LINE INVESTMENT SURVEY	1,163.00	
VERIZON WIRELESS	1,825.46	
WEATHERCRAFT COMPANIES	25,737.00	
WHITTEMORE	1,500.00	
WYOMING TRIBUNE-EAGLE	2,175.00	
TOTAL DISBURSEMENTS	700,349.08	
BALANCE AFTER DISBURSEMENTS		**2,110,807.60**

Laramie County Library

October 23, 2026

To: Board of Directors
From: Director of Business & Administration
RE: Ratification of Email Vote – Precision Security Team - Contract

A Request for Proposals (RFP) for security services was issued on April 13, 2026. Following a competitive selection process, Citadel Security was awarded the contract, with the current provider, Precision Security Team, serving as the second-ranked proposer.

However, the security services provided by Citadel Security were substandard and did not meet the needs of LCLS. At the Board's regular meeting on August 25, 2026, the Board was informed of the intent to terminate the contract with Citadel Security and agreed that the contract should be terminated. Per the agreement, 30 days notice to terminate was issued on September 10, 2026 and the contract ended on October 11, 2026.

To ensure continuity of security services, an email vote was conducted on September 14, 2026, seeking Board approval to enter into a contract with Precision Security Team. A quorum of the Board voted in favor of the contract, authorizing LCLS to proceed with the agreement.

This item is presented under **Unfinished Business** on the October 27, 2026, Board meeting agenda to formally ratify the Board's September 14, 2026, email vote and ensure the action is documented in the official meeting minutes.

Recommendation:

Ratify email vote of approval for the Precision Security Team contract.

AGREEMENT FOR SECURITY SERVICES
between
Laramie County Library System and Precision Security Team

This Agreement is made and entered into by and between The Laramie County Library System, 2200 Pioneer Avenue Cheyenne, Wyoming 82001 ("LIBRARY"), and Precision Security Team, 2649 E. Mulberry St., Ste 7, Fort Collins, CO 80524 ("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 Precision Security Team: A Response to Proposal, which is attached hereto as **Attachment A** and incorporated herein.

II. TERM

This Agreement shall commence on October 12, 2026, and shall remain in full force through July 31, 2028, (2 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: $37.78
ii. Extended schedule: $39.85
iii. Less than 24 hour notice: $56.67

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's negligent performance of the services provide for herein, or its material breach of this Agreement. CONTRACTOR's indemnification obligations hereunder shall be limited to the extent of its negligence in the event that LIBRARY's losses are caused by the contributing negligence 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 t**o 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. A**dditional 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.

The Remainder of this Page is Intentionally Left Blank

Security Services
Laramie County Library System/Precision Security Team

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: _____
William Wilsford, Precision Security Team

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

October 22, 2026

To: Board of Directors
From: Laura Block, Director of Business & Administration
RE: Revisions to the *Internet Policy*

Requested Action by the Board: Consider a motion to approve revisions to *Internet Policy* and enter the 45-day public comment period.

Background: The Library Leadership team has reviewed the *Internet Policy* and proposes minor revisions and formatting. The proposed policy is included (pages 2-3). The proposed revised policy has been reviewed by the policy committee and sent to the County Attorney's office for review.

Overview of Changes:
Revisions to the policy include updated verbiage that aligns with other LCLS policies, is more descriptive regarding internet filtering and parental/guardian rights, prohibits the tampering of or attempting to bypass LCLS security measures and downloading or distribution of copy copyrighted materials.

Policy Committee Feedback:
The policy committee's questions and LCLS answers are noted as comments in the proposed document.

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

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

Internet Policy

Purpose

Laramie County Library System (LCLS) provides internet access and public computers to support learning, research, communication, access to information, and use of library resources. This policy assists patrons in understanding appropriate internet and computer use at LCLS locations.

Access to Library Computers and Internet

- Use of library computers with internet access and other software is free.
- Library computers and internet access may not be available at times due to upgrades, power outages, weather closures, system updates, or other issues outside the library's control.
- LCLS is not responsible for lost work due to time limits, system updates, or automatic logouts.

Community Guidelines

To support safe, lawful, and productive use of library technology, LCLS asks all patrons to follow these guidelines when using library computers, public internet, or library networks.

Use Technology Lawfully and Responsibly

- Unlawful use of the internet is prohibited. This includes internet usage on Patron's personal computers and/or devices when utilizing LCLS's Wi-Fi.
- LCLS does not permit illegal downloading or distribution of copyrighted materials.
- Tampering with hardware or attempting to bypass security is prohibited.

Protect Your Privacy and Personal Devices

- Patrons are responsible for protecting their personal information when using public computers or networks.
- The library is not responsible for any liability that may occur as a result of disclosure of personal information over its public computers or network.

- The library is not responsible for damage to personal devices, downloaded files, or file storage media.

Filtering and Online Content

LCLS supports intellectual freedom but reserves the right to limit access through filtering to block sites that are deemed obscene, pornographic, harmful to minors or Patrons, and/or illegal. LCLS assumes no responsibility for failures of filtering software. Network users are advised that some websites, peer-to-peer networks, and other systems accessible via the internet may contain material that may be considered offensive, illegal, and/or inaccurate.

Minors and Internet Access

LCLS maintains that only parents and guardians have the right and responsibility to determine their minor children's access to library resources, including library computers and internet usage. Parents and guardians may select the most restrictive library card for a minor if they choose additional filtering.

Filtering software is not perfect and may not block everything that might be considered objectionable. Parents and guardians have the right to request reconsideration of access to a specific website(s) by submitting a Request for Reconsideration of Library Materials Form associated with the library's Collection Development Policy.

Failure to Adhere to Policy

LCLS reserves the right to end computer usage sessions and/or restrict internet access for violation of this policy.

Commented [AF1]: Does LCLS receive e-rate discounts and/or funds for the free internet access it offers?

If yes, I am not sure this policy complies with the Children's Internet Protection Act (CIPA) that is usually associated with free internet funding/discounts. When I looked at this issue for another client, CIPA required that the entity filter obscenity/child pornography/content on all computers for users under 17. My memory is that under CIPA, a parent opt-in or out was not enough. There were also specific topics (email, messaging, etc.) that the policy had to discuss.

If this questions is not applicable, please disregard.

Commented [LB2R1]: We don't receive e-Rate discounts. We pay a nominal fee ($810 per month) for internet services through the County. The County has the contract with the internet provider (last I knew it was Greenhouse Data). The County doesn't qualify for e-Rate or qualify as a service provider. Therefore, we are not able to apply for discounts.

Commented [AF3]: Does LCLS have a policy that defines a minor? Wyoming law provides that 18 or younger is a minor … which seems old to need your parents permission to access the internet. I would recommend adding a definition to what constitutes a minor for this policy.

Commented [LB4R3]: We don't have a policy defining a minor, directly. The Wyoming age of majority is mentioned in the Library Card policy as being 18. It's there because signing a library card accepts physical and financial responsibility for library property. Parents/guardians determine the type of library card issued to the minor, and the level of filtering associated the card accessing library computers and the internet:

i. Options for parent relating to access to material and the internet:
   i. JV – Minors with this privilege level on their library card may check out all material in the library except DVDs on the first floor. Internet access is filtered at the same level as adult card.
   ii. J2 – Minors with this privilege level on their library card may check out all materials in the library that circulate. Internet access is filtered at the same level as adult card.
   iii. J3 – Minors with this privilege level on their library card may check out materials on the second floor with the exception of teen materials. They are not allowed to check out any materials on the first floor

Commented [AF5]: The policy does not provide what happens if the policy is violated.

Please note, this might be addressed in another policy. If yes, I would recommend citing that policy.

Commented [LB6R5]: Library rules indicate that policy violation may result in loss of library privileges, but it makes sense to add this statement here as well.

Laramie County Library

October 20, 2026

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

Re: October Executive Director's Report

Executive Director Updates

- Antonia and Beth served as community leaders for "Reading Under the Lights", reading to a crowd of nearly 1,000 over the loudspeaker at the South High School football field. What an experience and an opportunity to make an impact!
- The library organized and held our 3rd annual All Staff Day; the theme was "Bound by Purpose, Rooted in Resilience, Built for What's Next". Staff heard speakers and engaged in workshops focusing on resilience in the workplace and team development and cohesion.
- Educational information concerning the two ballot initiatives (Proposition 1 and 1% Sales and Use Tax) that would impact LCLS has been posted for the public and can be found on the following webpage: https://lclsonline.org/election.
- The library café request for vendors public posting has closed. Staff are reviewing proposals and working on a draft contract with County Attorney. It is expected that review and signature of the contract will be presented to the Board at the November or December meeting.
- The Rural Services Expansion Grant program has been closed out, and completion of work is wrapping up. Library staff are reporting to state agencies and will work to publicly launch the two remaining services in November and December, these include the fully installed telehealth booths and hold pick-up lockers.
- Two major LCLS furniture projects will be wrapped up in November, including the reconfiguration of staff space for the Patron Services and Outreach & Engagement divisions and the relocation and enhancement of the public computer area. Both projects are funded by the library foundation.
- The staff furniture reconfiguration project on the first floor aims to provide a reconfigured, collaborative, and innovative shared workspace for our Patron Services and Outreach & Engagement divisions, helping staff achieve enhanced capacity to meet strategic plan goals for these growing divisions. This project was funded by the County Librarian's Opportunity Fund.
- The FY 27 internal collection budget allocations for all materials (physical & electronic) have been finalized. The overall LCLS collection goals for FY 27 are:
    - Align the collection budget with relevant circulation numbers

  - Focus on replacing items with high circulation that are in poor condition
  - Focus on promoting materials purchased within the last 6 months that have 0 circulations
  - Weed outdated items as defined by industry standards
  - Develop the Library of Things, including kits and other more-than-print items
- Cataloging staff added 1158 new physical items to the collection in September.
- LCLS finished September Library Card Sigh-Up Month Campaign. In total (new & replacement) we gave away 873 cards compared to 601 in August.
  - The sign-up page on the website had 1,139 views compared to 423 in August
  - Clicks to the online application were 224 compared to 104 in August
  - The ads on social media were viewed by 15,401 accounts

Public Service Updates

- The new Adult Services Assistant Manager starts on November 9th. This position will assist in overseeing enhanced services to the adult population and oversee supervision for and strategic direction of the makerspace.
- The library is beginning to recruit for the makerspace supervisor. Please refer interested and qualified candidates to this unique and innovative library position. Internal employees from the Computer Center will be making decisions about their job transitions in November.
- The reference books have been removed from the third-floor public area (moved to circulation, donated to other libraries, discarded or set aside for possible sale).
- Youth Services had a very successful Star Wars Reads this year that brought in 200 patrons, the biggest turn out yet for this event! The ongoing partnership with the local 501'st group and the visit from R3D2 made the day even more exciting!
- The YS Events Team is busy preparing for the annual Library Labyrinth that will take place on October 24th and is open to adults, families, teens and children.
- Library is once again partnering with the Wyoming State Museum and the Cheyenne Botanic Gardens to host a community-wide Día de los Muertos celebration— this year the event is on Saturday, November 7. Library events and activities include:
  - 10:15 AM: Ofrenda de la Danza performance by Grupo Folklorico Sabor Latino
  - Noon: Mariachi Las Dahlias performance
  - Drop-in crafts
  - LCLS employee ofrenda display October 17–November 8
- ArtFest, Laramie County Senior Services annual showcase, will be on exhibit November 12–December 7.

- The mobile library has established regular (new) stops at Buffalo Ridge and FE Warren Airforce Base.
- Outreach & Engagement is softly launching changes associated with the First Steps program, which was initially funded through Foundation fundraising. As we come to the end of available funding, the library is working to integrate this program into library operations in a sustainable manner. Staff will work to hard launch this initiative, and report on the plan to the Board, in November.

Library Stories

Creative Use of Pod *(From Holly Bauer- Branch Specialist)*

Lisa and David Heinert are using the Pine meeting pod to record their podcast, Our Book Bench! They said it's perfect because it's mostly soundproof, comfortable, and close to home.



LOVE for our blood pressure monitoring kits (From Zarifah- Library Substitute)

A patron came in to return a blood pressure monitor kit and wanted to express how grateful she was for the staff that recommended her the kit, and that the library has these kits! The kit helped her figure out why she was feeling off, and she was able to get support because of it.

Crafty Creatures *(From Heather Fillipponi- Youth Services Specialist)*

Crafting is the perfect way to bring kids together. There were 2 boys, 1, his friends moved away, the 2nd one, he moved here just last week. While making paper plate sugar skulls, they decided they are now best friends.



Making a difference in the community. (From Cindy Storm- Youth Services Assistant)

I wanted to share a photo of my son Raven. This is the look on his face when the library visits his preschool! All of the children look forward to Library day and it warms my heart.



It's Free?? (From Michele Olson- Patron Services Assistant)

A patron asked me where to find sign language learning books - I told her the 3rd floor, but asked if she knew about Pronunciator through GoWyld. I walked her through the steps on getting to it and when I pulled up the ASL page she said "that's so cool - and it's free?? With your library card it is!!!

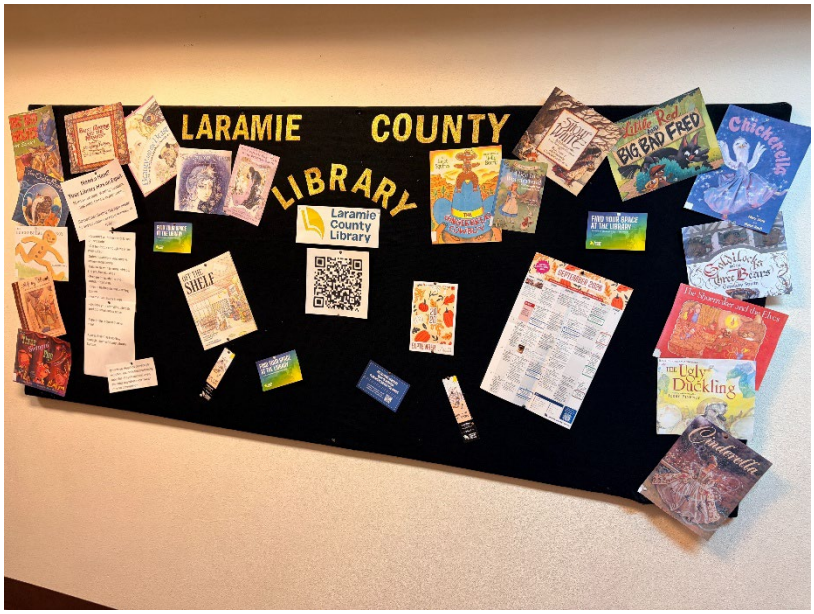
Popsicle Party Fun! (From Melanie Hornbeck- Outreach Librarian)

Today was our third and final popsicle party at Hobbs Elementary! For those who don't know, we identify one school for each LCSD#1 triad with the highest percentage of its students who have signed up for SRC, and we celebrate them with popsicles in September. Our winners this year were Anderson, Bain, and Hobbs, but we had LOTS of schools with increased numbers this year. All in all, we delivered about 750 popsicles this month, and the excitement was off the charts!



CLTP/LCLS Partners (From Kayla Schway- Teen Services Coordinator)

I'm on the board for the Cheyenne Little Theatre and I was there for a meeting last night. The director, Ceara Madsen, was very excited to show me a bulletin board they've been working on and I wanted to show you all! They even have a section about our databases! Yay community!!!!


LARAMIE COUNTY LIBRARY
Laramie County Library
Little Red and the BIG BAD FRED
Chickerella
Goldilocks and the Three Bears
The Ugly Duckling
Cinderella

Laramie County Library Foundation

October 20, 2026

To: Laramie County Library System Board of Directors
From: Kosha Olsen, Foundation Director
Re: October Director's Report

BOARD UPDATES
Welcome to Kristen Jones – we're now at 17 directors! Thank you all for your commitment to our library system. With Booklovers Bash in the rearview mirror, we can turn our focus back to updating our bylaws, and policies. As a reminder, here are the new mission/vision statements you selected. I've been using them quite a lot lately in promotional materials and grant applications.

Mission
To inspire giving and steward community investment in support of the Laramie County Library System.

Vision
A thriving, financially sustainable library system supported by an invested community.

BOOKLOVERS BASH
Final numbers have not been calculated yet, but preliminary gross revenue is $152,000 with registrations, sponsorships, Dessert Dash, the silent auction, and donations. I look forward to feedback at this week's meeting from all of you who were able to attend.

PROPOSITION 1 / 5TH PENNY
The Foundation is running social media ads, hanging signage, and working with LCLS and other efforts to educate and inform on these two ballot measures.

DONOR RELATIONS
We are working with LCLS to craft a year-end giving communication to send to our mailing list. Final messaging is on hold until after the election. We are also working on year-end contribution statements for donor tax purposes.

GRANTS / PITCHES
The Foundation submitted a META Community Grant (this grant cycle it is entitled The Future Belongs to Everyone) this week and hopes to hear back in January. We are also working with LCLS on specific donor-requested asks.

OTHER TASKS AT HAND
- We are working with MHP to prepare the FY26 990. Our account Stephanie Pickering has submitted an extension request and it has been accepted.
- We will also submit the annual report to the Secretary of State's office by the end of this month.

Company SYS
Year 2027
Period 3

Financial Statement for Period 3 Percent YTD
Ending September 30, 2026

		Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget
INCOME						
	TAXES					
400-000	1% OPTIONAL SALES	0.00	516,814.00	333,109.75	1,332,439.00	(815,625.00)
402-000	AUTO LICENSE FEES	78,269.07	224,078.67	210,106.83	840,427.32	(616,348.65)
404-000	MILLAGE	97,209.06	309,418.39	1,225,000.00	4,900,000.00	(4,590,581.61)
406-000	MISCELLANEOUS TAXES	0.00	6,851.94	1,625.00	6,500.00	351.94
409-000	SPECIFIC PURPOSE TAX	0.00	0.00	0.00	0.00	0.00
	TOTAL TAXES	**175,478.13**	**1,057,163.00**	**1,769,841.58**	**7,079,366.32**	**(6,022,203.32)**
	FINES & FEES					
412-000	FINES & FEES	3,421.42	7,383.75	11,250.00	45,000.00	(37,616.25)
	TOTAL FINES & FEES	**3,421.42**	**7,383.75**	**11,250.00**	**45,000.00**	**(37,616.25)**
	GRANTS					
432-000	GRANTS	0.00	0.00	3,750.00	15,000.00	(15,000.00)
432-008	GRANT - COUNTY ARPA - PLANNING	0.00	68,703.00	22,512.17	90,048.67	(21,345.67)
432-009	GRANT- WSL ARPA - OPEN+	55,382.90	55,382.90	24,521.10	98,084.39	(42,701.49)
432-010	McMURRY GRANT	0.00	0.00	0.00	0.00	0.00
	TOTAL GRANTS	**55,382.90**	**124,085.90**	**50,783.27**	**203,133.06**	**(79,047.16)**

		Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget
	FOUNDATION					
433-000	FND BSR	(608.34)	5,291.17	0.00	0.00	5,291.17
454-000	SUMMER READING	0.00	190.00	375.00	1,500.00	(1,310.00)
456-000	LIBRARY STORE	(28.00)	48.00	0.00	0.00	48.00
	TOTAL FOUNDATION	**(636.34)**	**5,529.17**	**375.00**	**1,500.00**	**4,029.17**
	MISCELLANEOUS					
430-000	INSURANCE SETTLEMENTS	0.00	0.00	94,532.61	378,130.43	(378,130.43)
434-000	INTEREST ON FUNDS	24,073.43	73,394.29	62,500.00	250,000.00	(176,605.71)
440-000	SALE OF PROPERTY	51.61	390.93	500.00	2,000.00	(1,609.07)
442-000	MISCELLANEOUS INCOME	0.00	0.00	875.00	3,500.00	(3,500.00)
444-000	CONTRACT WITH FOUNDATION	8,168.09	24,504.27	33,337.50	133,350.00	(108,845.73)
445-000	FND DONATIONS	0.00	60,875.00	15,218.75	60,875.00	0.00
447-000	LEGISLATIVE ENDOWMENT INTEREST	0.00	0.00	25,477.67	101,910.69	(101,910.69)
	TOTAL MISCELLANEOUS	**32,293.13**	**159,164.49**	**232,441.53**	**929,766.12**	**(770,601.63)**
	CAFÉ INCOME					
470-000	FOOD SALES	2,929.30	16,949.06	16,250.00	65,000.00	(48,050.94)
471-000	KIDS FOOD SALES	783.81	2,607.89	2,750.00	11,000.00	(8,392.11)
472-000	HOT DRINK SALES	1,752.18	8,059.88	10,000.00	40,000.00	(31,940.12)
473-000	COLD DRINK SALES	955.48	6,368.96	5,750.00	23,000.00	(16,631.04)
474-000	MERCHANDISE SALES	182.71	583.77	750.00	3,000.00	(2,416.23)
475-000	SALES TAX COLLECTED	0.00	7.08	1,750.00	7,000.00	(6,992.92)
476-000	CAFE MISCELLANEOUS INCOME	0.00	0.00	375.00	1,500.00	(1,500.00)
	TOTAL CAFÉ INCOME	**6,603.48**	**34,576.64**	**37,625.00**	**150,500.00**	**(115,923.36)**
	CASH CARRYOVER					
450-000	PLANNED CASH CARRYOVER	0.00	1,000,000.00	250,000.00	1,000,000.00	0.00
460-000	INCOME OVER EXPENSES	0.00	1,041,197.90	260,299.48	1,041,197.90	0.00
	TOTAL CASH ON HAND	**0.00**	**2,041,197.90**	**510,299.48**	**2,041,197.90**	**0.00**

		Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget
	RESERVES					
480-000	RESERVE - BOOKMOBILE/VEHICLES	0.00	0.00	0.00	0.00	0.00
481-000	RESERVE - FACILITY REPAIR	0.00	0.00	93,750.00	375,000.00	(375,000.00)
482-000	RESERVE - EQUIPMENT/FURNISHINGS	0.00	0.00	0.00	0.00	0.00
483-000	RESERVE - FIRST STEPS	0.00	137,909.46	34,477.37	137,909.46	0.00
484-000	RESERVE - LBB	0.00	1,527.57	0.00	0.00	1,527.57
485-000	RESERVE - EMERGENCY	0.00	0.00	73,820.96	295,283.85	(295,283.85)
490-000	RESERVE - O&M	0.00	0.00	144,741.75	578,967.00	(578,967.00)
	TOTAL RESERVES	**0.00**	**139,437.03**	**346,790.08**	**1,387,160.31**	**(1,247,723.28)**
TOTAL INCOME		**272,542.72**	**3,568,537.88**		**11,837,623.71**	**(8,269,085.83)**

		Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget
EXPENSES						
	PERSONNEL					
505-000	LIBRARY STAFF	366,491.80	1,090,657.85	1,205,869.57	4,823,478.27	(3,732,820.42)
511-000	CONTRACT PERSONNEL	10,868.16	51,068.52	75,000.00	300,000.00	(248,931.48)
512-000	CONSULTANTS	3,275.00	7,713.20	6,000.00	24,000.00	(16,286.80)
514-000	FOUNDATION STAFF	7,000.00	21,000.00	37,500.00	150,000.00	(129,000.00)
515-000	FICA	27,767.01	82,288.52	92,249.02	368,996.09	(286,707.57)
516-000	WYOMING RETIREMENT	60,148.13	185,843.44	200,000.00	800,000.00	(614,156.56)
517-000	UNEMPLOYMENT BENEFITS	0.00	0.00	3,750.00	15,000.00	(15,000.00)
710-000	INSURANCE - HEALTH	51,041.43	153,843.27	154,804.04	619,216.16	(465,372.89)
715-000	INSURANCE - DENTAL	3,201.70	9,410.45	9,680.00	38,720.00	(29,309.55)
718-000	WORKERS' COMPENSATION	0.00	2,258.72	6,029.35	24,117.39	(21,858.67)
	TOTAL PERSONNEL	**529,793.23**	**1,604,083.97**	**1,790,881.98**	**7,163,527.91**	**(5,559,443.94)**
	ADMINISTRATION					
519-000	CONFERENCE/CONT. ED.	3,503.50	16,611.24	16,250.00	65,000.00	(48,388.76)
521-000	PROFESSIONAL MBSHIPS	650.00	2,249.00	1,500.00	6,000.00	(3,751.00)
538-000	PLANNING AND DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
700-000	INSURANCE-PLANT, LIABLTY	0.00	99,037.80	27,500.00	110,000.00	(10,962.20)
705-000	INSURANCE DEDUCTIBLE LOSS	0.00	0.00	2,500.00	10,000.00	(10,000.00)
730-000	SECURITY BONDS	0.00	115.00	250.00	1,000.00	(885.00)
803-000	BOARD/VOLUNTEER/STAFF ACTIVITIES	0.00	0.00	0.00	0.00	0.00
815-000	REFUNDS ON LOST MATERIALS	(16.99)	(105.40)	500.00	2,000.00	(2,105.40)
820-000	COLLECTION FEES	700.40	1,761.30	1,750.00	7,000.00	(5,238.70)
830-000	PRIOR YEAR CARRYOVER	7,460.93	86,997.19	20,750.00	83,000.00	3,997.19
840-000	MERCHANT FEES	690.78	1,960.36	1,750.00	7,000.00	(5,039.64)
	TOTAL ADMINISTRATION	**12,988.62**	**208,626.49**	**72,750.00**	**291,000.00**	**(82,373.51)**
	SUPPLIES & EQUIPMENT					
525-000	OFFICE SUPPLIES	3,057.53	14,582.79	14,500.00	58,000.00	(43,417.21)
529-000	EQUIPMENT LEASES - CENTRAL	2,060.26	5,612.51	15,622.00	62,488.00	(56,875.49)
530-000	NETWORK	18,143.84	24,634.80	36,488.25	145,953.00	(121,318.20)
825-000	SOFTWARE INTERNAL	6,306.83	48,924.16	56,661.50	226,646.00	(177,721.84)
	TOTAL SUPPLIES & EQUIPMENT	**29,568.46**	**93,754.26**	**123,271.75**	**493,087.00**	**(399,332.74)**

		Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget
	COMMUNICATIONS					
531-000	POSTAGE	2,000.00	7,742.89	9,250.00	37,000.00	(29,257.11)
532-000	TELECOMMUNICATIONS	4,066.22	10,932.93	10,000.00	40,000.00	(29,067.07)
534-000	ADVERTISING	4,151.13	5,009.63	16,250.00	65,000.00	(59,990.37)
536-000	PRINTING	4,089.19	16,199.04	14,275.00	57,100.00	(40,900.96)
537-000	PROMOTIONAL	0.00	4,223.52	1,250.00	5,000.00	(776.48)
	TOTAL COMMUNICATIONS	**14,306.54**	**44,108.01**	**51,025.00**	**204,100.00**	**(159,991.99)**
	LIBRARY MATERIALS					
543-000	ELECTRONIC RESOURCES	0.00	5,350.00	8,125.00	32,500.00	(27,150.00)
547-000	ELECTRONIC MATERIALS	12,000.00	104,500.00	53,937.50	215,750.00	(111,250.00)
550-000	LIBRARY MATERIALS	13,140.34	33,011.79	59,812.50	239,250.00	(206,238.21)
570-000	PERIODICALS	993.40	4,100.53	4,500.00	18,000.00	(13,899.47)
575-000	BINDING	0.00	0.00	625.00	2,500.00	(2,500.00)
742-000	OCLC SERVICES	0.00	0.00	6,721.50	26,886.00	(26,886.00)
745-000	WYLD SYSTEM	0.00	0.00	8,237.75	32,951.00	(32,951.00)
	TOTAL LIBRARY MATERIALS	**26,133.74**	**146,962.32**	**141,959.25**	**567,837.00**	**(420,874.68)**
	PROGRAMS					
580-014	FIRST INITIATIVES OTHER	0.00	592.92	1,250.00	5,000.00	(4,407.08)
582-004	L2B PROGRAMING	0.00	1,806.16	0.00	0.00	1,806.16
	TOTAL PROGRAMS	**0.00**	**2,399.08**	**1,250.00**	**5,000.00**	**(2,600.92)**

		Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget
	UTILITIES					
610-000	ELECTRICITY	13,087.92	45,712.24	42,628.00	170,512.00	(124,799.76)
620-000	NATURAL GAS	1,473.91	5,105.07	15,000.00	60,000.00	(54,894.93)
630-000	WATER - CENTRAL	4,003.63	12,701.55	9,500.00	38,000.00	(25,298.45)
	TOTAL UTILITIES	**18,565.46**	**63,518.86**	**67,128.00**	**268,512.00**	**(204,993.14)**
	OPERATION & MAINTENACE OF FACILITIES					
650-000	REPAIR FACILITIES	6,300.00	12,421.21	21,187.50	84,750.00	(72,328.79)
652-000	MAINTENANCE SUPPLIES	2,104.14	11,034.52	16,250.00	65,000.00	(53,965.48)
657-000	ROOF REPAIRS	0.00	0.00	131,690.70	526,762.78	(526,762.78)
658-000	REPAIR & REPLACE-EQUIP	371.45	6,094.99	3,031.25	12,125.00	(6,030.01)
748-000	FACILITIES SERV CONTRACT	2,024.98	14,485.44	40,113.75	160,455.00	(145,969.56)
749-000	EQUIPMENT SERV CONTRACT	0.00	0.00	9,763.25	39,053.00	(39,053.00)
780-000	EQUIPMENT/FURNISHINGS	955.40	2,507.90	750.00	3,000.00	(492.10)
	TOTAL O&M OF FACILITIES	**11,755.97**	**46,544.06**	**222,786.45**	**891,145.78**	**(844,601.72)**
	OPERATION & MAINTENANCE OF VEHICLES					
660-000	REPAIR - VEHICLES	62.82	1,087.90	5,000.00	20,000.00	(18,912.10)
665-000	GASOLINE, OIL, PROPANE, ETC	571.44	1,914.19	2,000.00	8,000.00	(6,085.81)
667-000	BOOKMOBILE	250.00	44,973.48	0.00	0.00	44,973.48
	TOTAL O&M OF VEHICLES	**884.26**	**47,975.57**	**7,000.00**	**28,000.00**	**19,975.57**
	PROJECTS					
767-000	FACILITY ENHANCEMENTS	40,609.95	41,219.95	65,695.99	262,783.95	(221,564.00)
787-000	LIBRARY BUILDINGS	0.00	0.00	93,750.00	375,000.00	(375,000.00)
790-000	SALARY SURVEY	0.00	0.00	0.00	0.00	0.00
	TOTAL PROJECTS	**40,609.95**	**41,219.95**	**159,445.99**	**637,783.95**	**(596,564.00)**
	CAFÉ COST OF GOODS					
640-000	FOOD PRODUCTS	1,398.15	10,032.02	11,250.00	45,000.00	(34,967.98)
642-000	DRINK PRODUCTS	2,304.16	8,730.27	11,000.00	44,000.00	(35,269.73)
645-000	MERCHANDISE	0.00	(1,837.55)	625.00	2,500.00	(4,337.55)
648-000	CUSTOMER SUPPLIES	671.01	1,942.76	4,000.00	16,000.00	(14,057.24)
	TOTAL CAFÉ COST OF GOODS	**4,373.32**	**18,867.50**	**26,875.00**	**107,500.00**	**(88,632.50)**

		Current Period Actual	YTD Actual	YTD Budget	Annual Budget	Remaining Budget
	CAFÉ OPERATIONS					
523-020	LICENSES/PERMITS	0.00	100.00	125.00	500.00	(400.00)
525-020	CAFE SUPPLIES	55.00	419.35	875.00	3,500.00	(3,080.65)
534-020	MARKETING - CAFE	0.00	0.00	0.00	0.00	0.00
658-020	CAFE REPAIR & REPLACE EQUIPMENT	0.00	1,654.31	1,375.00	5,500.00	(3,845.69)
780-020	CAFE EQUIPMENT/FURNISHING	0.00	0.00	1,750.00	7,000.00	(7,000.00)
840-020	MERCHANT FEES - CAFÉ	1,605.46	4,953.87	5,000.00	20,000.00	(15,046.13)
845-020	CAFE SALES TAX EXPENSE	623.36	1,985.32	2,300.00	9,200.00	(7,214.68)
	TOTAL CAFÉ OPERATIONS	**2,283.82**	**9,112.85**	**11,425.00**	**45,700.00**	**(36,587.15)**
	GRANTS					
800-000	GRANTS	0.00	0.00	3,750.00	15,000.00	(15,000.00)
800-008	GRANT - COUNTY ARPA - PLANNING	0.00	9,125.00	5,906.67	23,626.68	(14,501.68)
800-009	GRANT - WSL ARPA - OPEN+	33,749.88	89,132.78	23,950.85	95,803.39	(6,670.61)
	TOTAL GRANTS	**33,749.88**	**98,257.78**	**33,607.52**	**134,430.07**	**(36,172.29)**

	CASH CARROVER					
850-000	PLANNED CASH CARRYOVER	0.00	0.00	250,000.00	1,000,000.00	(1,000,000.00)
	TOTAL CASH CARRYOVER	**0.00**	**0.00**	**250,000.00**	**1,000,000.00**	**(1,000,000.00)**
	RESERVES					
880-000	BOOKMOBILE/VEHICLES	0.04	0.12	0.00	0.00	0.12
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
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	3,499.09	10,181.00	0.00	0.00	10,181.00
	TOTAL RESERVES	**3,499.13**	**10,181.12**	**0.00**	**0.00**	**10,181.12**
TOTAL EXPENSES		**728,512.38**	**2,435,611.82**	**2,959,405.93**	**11,837,623.71**	
INCOME OVER EXPENSES		**(455,969.66)**	**1,132,926.06**		**0.00**	

25.00%

Percent of Budget
38.79%
26.66%
6.31%
105.41%
16.41%
0.00%
76.30%
56.46%

Percent of Budget
12.67%
0.00%
29.36%
19.55%
0.00%
18.38%
100.00%
0.00%
26.08%
23.71%
20.15%
27.69%
19.46%
0.10%
0.00%
100.00%
100.00%

Percent of Budget
0.00%
100.00%
0.00%
0.00%

Percent of Budget
22.61%
17.02%
32.14%
14.00%
22.30%
23.23%
0.00%
24.84%
24.30%
9.37%
25.56%
37.48%
90.03%
0.00%
11.50%
-5.27%
25.16%
104.82%
28.01%
25.14%
8.98%
16.88%
21.59%

Percent of Budget
20.93%
27.33%
7.71%
28.37%
84.47%
16.46%
48.44%
13.80%
22.78%
0.00%
0.00%
0.00%
11.86%

Percent of Budget
26.81%
8.51%
33.43%
14.66%
16.98%
0.00%
50.27%
9.03%
0.00%
83.60%
5.44%
23.93%
15.69%
0.00%
22.29%
19.84%
-73.50%
12.14%

Percent of Budget
20.00%
11.98%
30.08%
0.00%
24.77%
21.58%
0.00%
38.62%
93.04%

0.00%

Laramie County Library

Balance Sheet as of
September 30, 2026

		ASSETS		
CURRENT ASSETS	**CURRENT YEAR**		**PRIOR YEAR**	
CASH				
FIRST INTERSTATE BANK - SAVINGS	60,923.67		151,788.53	
FIRST INTERSTATE BANK - CHECKING	7,304.59		16,893.33	
WYOMING BANK AND TRUST	-		3,879.65	
WYOMING CLASS	5,884,772.96		6,676,123.48	
AMERICAN NATIONAL CD	39,200.31		37,905.15	
AMERICAN NATIONAL CD	40,723.86		39,378.35	
FIRST NATIONAL BANK CD	34,756.56		33,735.43	
PETTY CASH	165.00		165.00	
CASH REGISTERS	2,842.40		2,842.40	
WYO-STAR - O&M	1,088,918.41		989,100.09	
WYOMING CLASS - BOOKMOBILE	21.03		202,747.81	
TOTAL CASH		7,159,628.79		8,154,559.22
INVENTORY				
FOOD PRODUCTS	3,141.18		3,889.16	
DRINK PRODUCTS	3,800.77		2,756.59	
MERCHANDISE	4,269.42		1,423.90	
CUSTOMER SUPPLIES	4,966.80		4,185.49	
TOTAL INVENTORY		16,178.17		12,255.14
TOTAL CURRENT ASSETS		7,175,806.96		8,166,814.36
		LIABILITIES AND FUND BALANCE		
LIABILITIES	**CURRENT YEAR**		**PRIOR YEAR**	
CAFÉ GIFT CARDS	8,900.86		8,960.02	
TOTAL LIABILITIES		8,900.86		8,960.02
FUND BALANCE	**CURRENT YEAR**		**PRIOR YEAR**	
RESTRICTED - O&M	1,133,468.24		989,100.09	
RESTRICTED LBB	-		1,527.57	
BOARD DESIGNATED RESERVES	2,847,692.31		2,847,692.31	
RESTRICTED - 1ST STEPS	-		234,718.64	
RESTRICTED - BOOKMOBILE	40,753.22		202,747.81	
PETTY CASH	165.00		165.00	
CASH REGISTERS	3,881.66		3,381.66	
RETAINED EARNINGS - PRIOR	2,008,019.61		2,003,207.25	
REVENUE OVER EXPENDITURES	1,132,926.06		1,875,314.01	
TOTAL FUND BALANCE		7,166,906.10		8,157,854.34
TOTAL FUND BALANCE AND LIABILITIES		7,175,806.96		8,166,814.36