

23 July 2010

From: Director, Natrona County Public Library  
To: Natrona County Public Library Board of Trustees

**Subj: Natrona County Public Library Annual Report 2009-2010**

1. Attached is the Natrona County Public Library Annual Report for the period 1 July 2009 through 30 June 2010.
2. We have accomplished much during this year. Our most notable accomplishments include:
  - Celebrated the library's 100<sup>th</sup> anniversary in May 2010
  - Published "A Window to the World: The First 100 years of the Natrona County Public Library" by Walter Jones
  - The NCPL Foundation raised funds and purchased 5.4 acres as a new library building site
  - Complied with BOCC direction to reduce FY10 programs to optimize FY11 carryover funds
  - Checked out 683,134 items, up 8.3%
  - 395,118 people visited NCPL, up 7%

Details of our FY2010 operations are attached. We continue to improve service on the solid foundation you have created.

3. Thank you for the opportunity to serve the citizens of Natrona County in FY2010.

Respectfully,

Bill Nelson  
Director

Enclosure

Copy to: BOCC  
NCPL Foundation  
Friends of NCPL  
WY State Library  
NCSD #1

# Library Annual Report: July 1, 09 – June 30, 10

## **OPERATING RESULTS**

- Number of checkouts: 683,134, up 8.3%
- Number of patron visits: 395,118, up 7%
- Collection Turnover Rate: 3.41
- Number of Card Holders: 41,139
- Number of cards used this year: 14,278
- Number of new materials added: 21,368; net 17,198
- Number of Homepage Visits: 100,512

### **Community Outreach**

- Quarterly “Community Builder” newsletter continued, funded by the NCPL Foundation as a strategic marketing resource.
- Continued regular bi-monthly articles in the Casper Journal; library articles were included in the Casper Star-Tribune, Our Town Casper, Literacy Volunteers Newsletter, Chamber of Commerce website, NCSD #1 teacher and parent/student newsletters, Town of Mills Newsletter, The Outrider, MPLA Newsletter and the Homeschooler’s Newsletter.
- Radio PSAs were developed and aired throughout the year; multiple radio interviews conducted through Gap West Broadcasting; on-air TV interviews conducted by several staff with Channels 13 and K2.
- Hosted displays by local organizations including: USDA, Wyoming Game and Fish, Cen\$ible Nutrition, Casper Photography Association, Casper Needle Guild, University of Wyoming Art Museum, Friends of the Library, NCSD #1 Art Show and Glenrock Paleon Museum.
- Member of the Meth & Substance Abuse Conference committee.
- Participated in the Fair & Rodeo parade with a float featuring characters of the Old West (7 July 09), and Christmas Light Parade (28 Nov 09).
- Provided performance space, bookmobile service and library information for families and students during the second NCSD #1 Back to School Bash (15 Aug 09).
- Held “Food for Fines” (5-19 Dec 09); collected 5,000 lbs of non-perishable food items for Joshua’s Storehouse (local food pantry).
- Director attended WLA’s Legislative Reception at the State Library on 25 Feb10.
- Hosted the NCSD #1 Elementary Art Show (4 Mar - 9 Apr 10) and reception (18 Mar 10).
- Director presented information about NCPL’s general and business services to Leadership Casper class (15 Apr 10).
- Director delivered Roosevelt High School Commencement Address (24 May 10).
- Bookmobile participated in NIC Fest (25 & 27 June 10).

### Youth Services Outreach

- Participated as a partner in the Wyoming Early Childhood Partnership grant (WYECPP) for the purpose of integrating and improving services to young children in our community.
- Provided outreach programs for Casper College Children's Literature Classes, NCSD #1 Professional Development (Discover), Reading Is Fundamental (RIF), and Juvenile Detention Center.
- Provided brochures on parenting topics and monthly lists of library events to the NCSD #1 Family Resource Centers.
- Provided School's Out programs for Boys & Girls Clubs.
- Early Literacy Outreach included either library visits or story times provided for Early Head Start, Head Start and Prince of Peace Preschool.
- Provided story times for adults at Shepherd of the Valley Care Center, and for "I-Reach" and "Independent Opportunities" adults with developmental disabilities.
- Provided library tours for Cub Scout packs, Girl Scout troops, and Home School Co-op.
- Selected 166 books to add to Juvenile Detention Center collection. These books were purchased by the Recreation Joint Powers Board.
- Provided story time at Platte River Parkway Festival (29 Aug 09) for 70 attendees.
- Provided library resource table at Raising Readers Bookfeast/Fest (19 Sept 09).
- Provided library booth at YMCA Healthy Kids Day (17 Apr 10).
- Youth Services Coordinator wrote "Parenting With Purpose" article for Natrona County Prevention Coalition's column, published in the Casper Star-Tribune (May 10).
- Teen Librarian served on boards for the Natrona County Prevention Coalition and the Safe Schools, Healthy Students grant administered by NCSD #1.

### Adult Services Outreach

- Reference librarians served on the Literacy Volunteers of Casper Board, Meth Conference Committee, and Family and Parenting Subcommittee.
- Reference librarians conducted familiarization visits to various community meetings including: Senior Center, Senior Network, Natrona County Prevention Coalition, Women's Business Roundtable and Meals on Wheels.
- Sent 450 letters and cards to 115<sup>th</sup> FIRES Brigade soldiers deployed in Iraq, provided by library patrons (Oct – Nov 09).
- Provided computer classes for CLIMB Wyoming (5, 19, 26 Oct 09 & 2 Nov 09) serving 30 students.
- Reference librarian spoke 6 times at the Senior Center's "Chat and Chew" weekly program.
- Reference librarian spoke at Kiwanis regarding Smart Investing Program (3 Sept 09).
- Provided booth at the Visual Impairment event (9 Nov 09).

## Programs

### Children's Programs

- Over 2,700 children participated in the 2009 Summer Reading Program – “Be Creative @ Your Library.” Over 580 teens participated in “Express Yourself @ Your Library.”
- *Community Strategic Goal: Increasing Literacy and Educational Achievement:*
  - Continued strong NCSD #1 interaction.
  - Developed and conducted 133 library programs in the schools (4,110 students).
  - Presented 225 Discover programs (8,639 students) providing educational experiences for students while teachers are in Professional Development.
  - 52 classes visited NCPL (1,883 students).
  - Conducted 129 children's story time programs with a total of 3,437 children and adults attending.
  - Gave 39 Tiny Tot Time story programs with a total of 1,569 children and adults attending.
  - Presented 39 story times serving 720 children and adults at Mills Branch Library.
  - Reading Is Fundamental (RIF) Program: 3,278 books distributed primarily to 2nd & 5th Graders in 13 schools during 96 separate programs. The RIF program is funded by the Friends of NCPL.
  - Youth Services Coordinator provided Early Literacy Training for daycare providers (8 Oct 10) and 2 workshops for parents at Seton House.
- 1,019 Natrona County first graders participated in Wyoming Reads at NCPL and the NIC (18 May 10); 239 received NCPL cards. Every Wyoming county participated in this year's Wyoming Reads program, with a total of 7,372 participants. Over 225 individual schools from the state's 48 school districts brought students to 35 regional celebration locations.
- Presented programs featuring Brian Lies, author of “Bats at the Library” in conjunction with Wyoming Reads program, with 815 NCSD #1 students and teachers attending (6-7 Apr 10).
- “After School @ the Library” continued Wednesdays throughout the school year. Programs included: Apples, All Things Red, Jewels Of The Sea, Smart Investing: Moon jars, Where The Wild Things Are, Barn Dance, Halloween, Vote, Meet Jackie Robinson, Turkey Roast, Christmas Games, Silhouettes, Tis The Season, Watch It Grow, Once Upon A Time, Chocolate Cake Day, Groundhog's Day, Valentines Poetry, Olympics, Winter Luau, Everything Irish, Didgeridoo-It, Healthy Me, Imaginary Creature Houses, Earth Day, and Sideways Up Show (30 sessions with 833 total attendees).
- Held 10 “After School/School's Out” programs for elementary age youth at the Mills Branch Library with 265 students attending.
- Programs for the “Tween” age-group (grades 4-6) were continued and included book clubs, after-school events, and movie nights.

- Implemented “We the People” grant from the National Endowment for the Humanities by including the “Picturing America” theme in Discover programs, After School @ the Library program, Tween book discussion and teen “Read the Movie See the Book” event.
- Conducted “No Girls Allowed” programs: 9 sessions with a total of 41 boys attending.
- “Spooky Storytime” held in conjunction with downtown “Trick or Treat” (31 Oct 09).
- Hosted in-service day with Rob Reid (storytelling) for Wyoming children’s librarians and educators (26 Feb 10) with 39 attendees from around the state.
- Read Across America conducted with 200 attendees (2 Mar 10); Casper College Children’s Literature class helped produce this program.
- Began 2010 Summer Reading Programs: Children - “Make a Splash! @ Your Library”; Teens – “Make Waves @ Your Library.”

#### Teen Programs

- Teen librarian visited Dean Morgan, Centennial, Kelly Walsh High School, Star Lane High School, Roosevelt High School, Casper Classical Academy, St. Anthony’s, University Park, Fort Caspar Academy, Park Elementary, Paradise Valley Elementary, Frontier Middle School, Manor Heights, and Southridge schools, providing programs and library information to 752 students in 47 visits.
- Teen programming included: Trash To Treasure Programs, Meet The Author: Mackie d’Arge, Casper Ghosts: Meet The Players, Yoga, Krav Maga, Sabre Moore: Secrets At Sea, JK Rowling Birthday Party, Chess, Science Ooze, Smart Investing: Who Wants To Be A Millionaire?, Creating Glitter Globes, Making Gingerbread Houses, Stick It! Duct Tape, Courage To Live With Keith Nachbar, Scavenger Hunt, Alice/Mad Hatter Party Poetry Slams, Game On! With Dance Dance Revolution, Guitar Hero And Rock Band, Hanging Of The Greens, Teen Book Club, Afternoon Book Club, Teen Movie Nights, Anime Club And Craft Programs.
- Completed third round of a Great Stories Club grant from the American Library Association. Three titles distributed and 10 book club meetings held at Roosevelt High School reaching 130 students (Jan-Apr 10).
- Celebrated Teen Read Week (18-24 Oct 09); Held “Read Beyond Reality” Challenge (20 Oct 09) and Teen Movie Night (3 Oct 09).
- Celebrated Teen Tech Week (7-13 Mar 10); “Game On” (9 Mar 10), Alice-Mad Hatter Party (11 Mar 10), Scavenger Hunt (16 Mar 10), Teen Movie Afternoon (20 Mar 10) and Scene It Games (23 Mar 10).
- “Let’s Talk College” events developed in partnership with the UW/CC Educational Opportunities Center targeted college-bound Teens and adults (9 Dec 09, 14 Feb 10, 17 Mar 10, 14 Apr 10).

#### Adult Programs

- 1,400 adult reading logs turned in representing 26,444 hours read in the 2009 Summer Reading Program, “Be Creative.”

- 135 total Adult Programs with 4,125 people in attendance.
- *Community Strategic Goal: Substance Abuse Prevention*
  - Provided informational pamphlets via displays at NCPL.
  - Events promoting healthy and stable families included: Family Spelling Bee (23 July 09), Game of "Life" (25 Aug 09), Family Natural Health series (12 Sept 09, 10 Oct 09, 7 Nov 09 and 16 Jan 10), Are You Smarter Than a 5<sup>th</sup> Grader? (22 Sept 09), Bunco (13 Oct 09), Family Movie Night (10 Nov 09), Game Night – CLUE (8 Dec 09), Game night – UNO (26 Jan 10), Game Night – Bunco (23 Feb 10), Game night – Bingo (23 Mar 10), Game Night – Bingo (29 June 10).
  - Parenting Wisely workshops in partnership with Mercer House (17 Sept 09 & 3 Dec 09).
  - Child Abuse Prevention workshops (28 Sept 09, 21 Oct 09, 2 Dec 09 & 25 Mar 10).
- *Community Strategic Goal: Service to Seniors*
  - "Books-by-Mail" program increased from 61 to 76 participants.
  - Volunteer Income Tax Assistance (VITA) made available to seniors and other citizens (5, 19, 26 Mar 10 & 9 Apr 10).
  - Programs for seniors included Aging Gracefully Film Series (5, 19 & 26 Oct 09); Medicare Part D Open Enrollment Assistance (1 Dec 09); Wednesday Writers Group (16, 23 & 30 Sept 09, 7 Oct 09, 4 Nov 09, 2 Dec 09, 6 Jan 10, 3 Feb 10, 3 Mar 10, 7 Apr 10).
- Completed the second and final year of the "Smart Investing" series sponsored through a grant from the Financial Industry Regulatory Authority (FINRA):
  - Purchased library materials regarding investments and personal finance.
  - Maintained webpage and handouts featuring additional resources.
  - Events included Smart Investing for Seniors: Avoiding Investment Fraud (1 Oct 09) and Estate Planning (5 Oct 09).
  - Other Smart investing programs included: Intro to Investing and Basic Financial Planning (15 Oct 09), Stocks, Bonds & Mutual Funds (22 Oct 09), All About Asset Allocation (29 Oct 09) and Managing in Tough Times (5 Nov 09).
  - Value Line class given (11 Mar 10).
- Homeowners Series: Home Buying Basics (18 Feb 10), Refinancing (25 Feb 10), Reverse Mortgages (4 Apr 10).
- Authors spoke at NCPL: Bayard Fox (15 July 09), Chris Navarro (3 Nov 09), Vaughn Cronin (30 Nov 09), Pam Flowers (21 Apr 10), Craig Johnson (4 May 10), Walter Jones (6 & 20 May 10), CJ Box (11 May 10), Alyson Hagy (17 June 10), Barbara Graham (22 June 10) and Jamie Lisa Forbes (25 June 10).
- Business programs included: Breaking into the Music Biz (10 Aug 09, Finding Funders (17 Sept 09), Proposal Writing (24 Sept 09), and Resume Webinar (26 Jan 10 & 14 Apr 09).
- Workshops to support businesses held in partnership with the Small Business Administration included Start Your Own Business (26 Aug 09), Free Money:

- Fact of Fiction (14 Sept 09) and Marketing 2010 (7 Apr 10).
- Hosted the “Pride and Passion: The African-American Baseball Experience” traveling exhibit organized by the Baseball Hall of Fame and Museum and sponsored by the American Library Association and the National Endowment for the Humanities. An estimated 20,000 visitors viewed the exhibit during 11 Nov 09 – 15 Jan 10. Held 25 programs with total attendance of 1,095 during the exhibit’s stay.
    - “Meet Jackie Robinson” - Re-enactor Gregory Gibson Kenney presented 13 programs with 842 people at schools, the Juvenile Detention Center (JDC) and NCPL. (16–19 Nov 09).
    - Visits by former Negro League Players Mack Pride (12 Nov 09), Johnny Washington & Heron O’Neal (10 Dec 09) to the JDC and NCPL.
    - Other programs included Adult Book Discussion: “End of Baseball” led by Humanities Scholar David Zoby (14 Dec 09), teen book discussion: “Heat” by Mike Lupica, 23 Nov 09 and Family Movie Night: “League of Their Own” (10 Nov 09).
    - Received news coverage from Casper Journal, Casper Star-Tribune sports section, and television Channels 13 and K2.
  - Adult book discussion group met 13 July 09, 10 Aug 09, 14 Sept 09, 12 Oct 09, 9 Nov 09, 14 Dec 09, 11 Jan 10, 8 Feb 10, 8 Mar 10, 12 Apr 10, 10 May 10, and 14 June 10.
  - Mystery book discussion group met 22 July 09, 26 Aug 09, 23 Sept 09, 28 Oct 09, 18 Nov 09, 16 Dec 09, 27 Jan 10, 24 Feb 10, 24 Mar 10, 28 Apr 10, 26 May 10, and 23 June 10.
  - Other adult programs offered: Independent Film Series (21 July 09, 18 Aug 09, 15 Sept 09 20 Oct 09 17 Nov 09, 15 Dec 09, 19 Jan 10, 16 Feb 10, 16 Mar 10, 20 Apr 10, 25 May 10, 15 June 10); “The Addiction Films Series” film discussions, funded by Wyoming Humanities Council (2, 9, 16 & 23 Nov 09); Holiday Film Series (6, 13 & 20 Dec 09); Scrapbooking (3 Oct 09), H1N1 Workshop (14 Oct 09), Peter Fletcher, Guitarist (7 Nov 09), Gadgets: TVs & Home Theaters (14 Nov 09), Gadgets: Portable Devices (21 Nov 09), Gingerbread Workshops (5 & 12 Dec 09), Antiques Roadshow (24 Apr 10), Death vs Public Speaking (26 Apr 10), Organic Gardening (15 May 10), Fashion Focus: Style 101 (12 June 10), Healthy Life Series: Eat This, Not That! (19 June 10), Fashion Focus: Dress for Success (26 June 10).
  - Hosted “Java With Joel” Session in partnership with NCSD #1 (13 Apr 10).
  - Introductory computer classes offered for Computers, Internet, MS Word, Excel, PowerPoint, Publisher, Genealogy, Social Networking, Email, eBay, Google, Digital Photography and Job Search Skills; trained 634 people during 80 classes.
  - NCPL continued its agreement with Movie Licensing USA: 46 movies presented during the past 12 months. Several “film series” held: “Faces of Addiction,” “Aging Gracefully,” School’s Out, Movie & Pizza, Holiday Movies and Independent Films.
  - Began “Water Your Mind” 2010 Adult Summer Reading Program.

## **Library Collection**

- NCPL system circulation for FY10 was 683,134 up 8.3% from the previous year.
- Added 21,368 items to the collection; net gain of 17,198 items; total items in the collection 200,166.
- Conspectus reports generated and used for managing collections.
- Increased collection on substance abuse prevention, parenting skills and personal finance.
- The Reference Collection was updated, reorganized, and reclassified using a combination of BISAC and Dewey.
- Continued hosting the “Fundraising Resource Center”, a service of the Foundation Center, which includes reference books and databases to aid grant seekers. This service was funded by the NCPL Foundation.
- Continued Live Homework Help, an online tutoring service available to K-12 and adult learners from 3-9 p.m.; funded by the Natrona County Recreation Joint Powers Board. During FY10, 198 students used the service. 70 percent of users connected to a live tutor, while 30 percent utilized the new SkillsCenter™ Resource Library available through 24/7 access. This was the third year of offering LHH. The service will be discontinued beginning FY11. Continued actively collecting yearbooks from area schools.

## **Other Successes**

- NCPL was nominated by Senator John Barrasso for the prestigious 2010 National Medal for Museum and Library Service. Submitted application for the award along with letters of support. Winners will be announced in late 2010.
- Youth Services Department received a “We the People” grant from the National Endowment for the Humanities in May 10 with the theme “A More Perfect Union” to be implemented in FY11.
- Notified of acceptance as an exhibitor of “Visions of the Universe” display (2<sup>nd</sup> round) Mar-May 2011.
- Notified of acceptance as an exhibitor of “Lincoln: The Constitution and the Civil War” exhibit, to be displayed July-Sept 2013.
- Trustee Chris Mullen received WLA’s annual Trustee Citation for 2009. Susie and Mick McMurry received WLA’s Meritorious Service Award for 2009.
- In Feb 2010 the Wyoming Legislature added \$3 million to the Public Libraries Endowment Challenge Match Program. This increases the NCPL Foundation’s 1:1 match from \$295,652 to \$426,087. Under this program, after a cumulative \$2.3 million is raised statewide, the NCPL Foundation will receive an additional \$100,000 for their endowment.
- Received \$24,000 from the Natrona County Recreation Joint Powers Board for the 2010 Summer Reading Program.

## **100th Anniversary Celebration (May 2010)**

- A staff committee was formed on 30 Dec 08 to plan a community-focused 100th anniversary celebration for the library.
- Guidance received from Trustees was to honor our patrons and supporters and to keep the main celebration simple and straight-forward.
- Anniversary theme chosen by committee, “Honoring the Past; Creating the Future” was used in advertising, signage and incorporated into press releases and articles.
- Walter Jones completed “A Window to the World: The First 100 Years of the Natrona County Public Library.” The book was printed by Mountain States Lithographing, released to the public May 1, and made available for purchase at the library and local bookstores.
- Received \$1,437.50 Community Promotions Award from the City of Casper to support 100<sup>th</sup> Anniversary celebration advertising.

### Celebration Activities

- The celebration kicked off with a “Happy Birthday Library” party for children held at the main library (1 May 10) with 188 children and parents in attendance. A second party was held at Mills branch (6 May 10) with over 70 attendees. Both events featured Clifford and Hank the Cowdog as special guests.
- Author visits included:
  - Craig Johnson (4 May 10) with 48 attendees.
  - Walter Jones (6 May 10) with 37 attendees at 2 sessions.
  - C.J. Box (11 May 10) with 109 attendees.
  - John Erickson (13 May 10) with 119 attendees.
    - Erickson also presented 5 programs in schools with 912 students and teachers attending.
- Bookmobile passed out bags of cookies 10-20 May.
- Edgerton Library celebrated with cake for patrons the week of 17 May.
- Final Celebration was held 20 May featuring:
  - 3 p.m. Edible Book Fest & “Book Bites” refreshments.
  - 5:30 p.m. Yellowstone Harmony Chorus performance.
  - 6:30 p.m. Cake Cutting Ceremony followed by keynote speaker Walter Jones.
- Received congratulatory letters from:
  - Wyoming Governor Dave Freudenthal
  - Wyoming US Senator Mike Enzi
  - Wyoming US Senator John Barrasso
  - Wyoming US Representative Cynthia Lummis
- Received proclamations from:
  - Governor Dave Freudenthal
  - Natrona County Commission
  - City of Casper
  - Casper Area Chamber of Commerce

- Natrona County School District
- Created “100 Authors” display featuring photos, autographs, quotes and stories about the value of libraries, received from over 100 authors.
- “Read 100!” program raised awareness about the anniversary beginning 1 Mar 10, and encouraged patrons of all ages to read 100 chapters or books, alone or as a group. Each participant received a centennial-edition library card after reading 50 books/chapters and entry into the grand prize drawing at 100. Grand prize was a basket filled with 100 items including local and library memorabilia, signed books, snacks and toys. Several classrooms and community groups participated, and over 700 reading logs were received between 1 Mar and 15 May.
- A history display featuring books published in each of the library’s decades of service was viewable in the atrium display windows throughout the month.

### Participation

- 1,443 patrons visited the library on 20 May, the date of the anniversary and main celebration, with a total of 22,373 visiting throughout the month’s celebrations (1-21 May).
- Over 140 staff, volunteers, special guests and community members actively participated in making the events happen throughout the month.

### Marketing

- Received press coverage prior to the event from Television channels K2 and 13, radio channel KTWO, Casper Star Tribune, Wyoming Business Report, and Casper Journal.
- Centennial-edition letterhead and note cards were created and used for library correspondence throughout the year.
- 10 downtown banners (mounted on light posts) were displayed Apr-June, funded in part by the City of Casper.
- Large outdoor banners were displayed at all library branches and bookmobile.
- 100 logo was created by NCPL Friend Nancy Witzeling.
- Posters and event fliers with information about all celebration events were distributed throughout the downtown area. Fliers were included in Apr edition of the library Newsletter and distributed by other local organizations.
- The library’s bi-weekly Casper Journal column featured 6 articles related to the celebrations. Topics included Read 100 (24 Feb 10), Centennial Overview (24 Mar 10), 100 Authors (7 Apr 10), Kids’ Celebrations (21 Apr 10), History Book (5 May 10), and Honoring the Past, Creating the Future (19 May 10).
- Promotional items included centennial-edition library cards and t-shirts for staff and supporters. Book bags and mugs were provided by the Friends of the Library for sale to the public. The library also designed and purchased special “sports pack” bags for Natrona County’s Wyoming

Reads celebration (18 May 10) featuring the 100<sup>th</sup> anniversary and Wyoming Reads logos.

- Ads placed for Edible book fest and Centennial Celebration in the Casper Star-Tribune throughout the month of May, courtesy of Casper Star-Tribune in-kind advertising funds. Congratulatory ad placed by Downtown Development Authority, published 19 May 10.

### **History Book**

- A History Book committee was formed on 30 Dec 08 to help with completion, publication and marketing of a history book about the library's first 100 years written by Walter R. Jones. The committee met several times with Walter to help edit and refine the book throughout FY10.
- Photos were chosen and placed by the committee, permissions to reprint the photos requested and received from the local newspapers, Casper College Western History Center and other photo sources.
- Final editing and layout were completed in Mar 10 and printing carried out by Mountain States Lithographing.
- The book titled "A Window to the World: The First 100 Years of the Natrona County Public Library" was released to the public May 1, 2010, with author talks/signings on May 6 and May 20 at the library and at local independent bookstores.
- Jones discussed the book on KTWO morning show with Brian Scott (6 May 10).
- Featured as "book of the month" on K2 Television's morning show (17 May 10).
- The Casper Journal published an article detailing the book and its author (12 May 10).
- Books were made available to local bookstores and museums to sell. Books are also available to purchase at the library.
- Received \$2,000 grant from the Wyoming Community Foundation in support of printing costs for Walter Jones book.
- In honor of the author's work the NCPL Trustees named its collection of local and regional history resources the "Walter R. Jones Wyoming History Collection." The new sign was presented to Jones and installed between the Wyoming alcoves as part of the 100<sup>th</sup> anniversary celebrations 20 May 10.

## **OPERATIONS**

### **Library Administration**

- Board Officers for FY10: Charles Robertson, President; Randy Buffington, Vice President; Harper Park, Secretary; Shawn Houck, Treasurer; and Mary Ann Collins.
- Conducted a planning session on 17 Sept 09 in the Crawford Room with all Trustees, all Foundation members, six NCPL staff and two Friends. Foundation member Linda Nix led this session to develop ways in which to

build political support for library services.

- In Nov 09 County Commission informed all departments to anticipate significant downturn in county revenue for FY11. As such, NCPL reduced FY10 program scope so as to build carryover funds for FY11. In Mar 10, the Commission informed departments to plan for a 27% budget reduction. On 15 Apr10, the Commission revised this to a 15% reduction. NCPL's Board submitted a FY11 budget which reflected a 13% reduction, which was subsequently approved.
- Participated in City of Casper's public information campaign for One-Cent # 14:
  - Assisted with research leading to the city's new public participation and prioritization campaign.
  - Hosted One-Cent #14 public information and keypad polling meetings (1 Apr 10).
  - Provided City/County One-Cent surveys at all library branches throughout Apr-May 2010.
  - Served as a collection point for completed One-Cent surveys.
- The Board provided updates to County Commission (29 Sept 09, 26 Jan 10)
- Director conducted business from San Diego (mid-Oct 09 and mid-Dec 09) while he sought medical treatment.
- Board completed routine year-long review of all policies.
- Tech Services Coordinator attended the WyLD annual meeting in Rawlins (3-4 June 10).
- 4 staff attended PLA Conference in Portland Oregon (24-27 Mar 10)
- One staff member sat on the WyLD Shared Purchases Committee (Betsy O'Neil).
- One staff member chaired the WyLD Online Quality Committee (Susan Stanton).
- NCPL staff participated in the area's 20/20 Vision process to develop infrastructure planning priorities for Natrona County and the 6 county municipalities.

### **Library Technology**

- 62,014 patron Internet sessions were logged for a total of 39,038 hours.
- Replaced old server used for Public computer access with new server (Sept 09).
- Replaced 32 public computers.
- Updated 4 public computers at Mills Branch
- Changed email domain from "will.state.wy.us" to "natronacountylibrary.org"

### **Facilities**

- A new audiovisual enclosure was built in Oct 09 to isolate the DVD collection and provide security.
- Added shelving units throughout library to accommodate growing collection.

## **Library Support Organizations**

### ***Foundation:***

- Completed and announced the purchase of 5.4 acres as a new library site.
- Teamed with the Wyoming Medical Center Foundation to provide Early Literacy DVDs to new parents.

### ***Friends:***

- The Friends Board voted on 17 Feb 10 to add a NCPL Trustee and the Library Director as ex-officio voting members of their Board. This was seen as a way to facilitate communication between all the NCPL support organizations.
- Fall Book Sale was held (24-25 Oct 09); Spring Book Sale was held (20-27 Mar 10).
- Friends Spaghetti Dinner held (19 Nov 09) with "Meet Jackie Robinson" program by Gregory Kenney.
- Friends held their first book sales (Fall and Spring) without using the Crawford Room. Patrons and sales crew were pleased overall with the new location.
- Friends began a Library Advocacy Committee. This group wrote several letters to the editor and provided a picnic for 300 library patrons on 2 June, the first day of the summer reading program.
- Sponsored their Edible Book Fest in conjunction with the 100<sup>th</sup> anniversary celebration (20 May 10).

### ***Volunteers:***

- 239 individuals volunteered during the past year for a total of 1,422 volunteer hours in FY10.
- Volunteers participated in: Adopt-a-Shelf, book repair, ILL mailing, Art Show help, Wyoming Reads helpers, YA helpers, A/V assistants, bulletin board creation, holds calling, mailings, Tech Services help, parade help, book cleaning and with 100<sup>th</sup> Anniversary preparation and events.

### ***Staff Association:***

- Selected the following as NCPL Quarterly Local Heroes: Jay Macklin (Sept 09), Margie Morris (Dec 09), Joan Officer (Mar 10), Carol Chapman (June 10).
- Staff picnic on 23 Aug 10 at Highland Park picnic shelter, followed by ice skating at Casper Ice Arena on 30 Aug 10.
- Christmas party on 6 Dec 09 at the Goose Egg Inn.

## **SHORT-TERM GOALS (2011-2013)**

### **Library Services**

- Continue to offer library services that will help reduce the dropout rate, prevent substance abuse, and serve an aging population.
- Continue to increase NCPL's presence in NCSD #1 classrooms.
- Continue to offer library services/programs/interaction with Teens.
- Increase collection size in accordance with the Collection Development Plan.
- Promote literacy and education in the community, especially for boys.

### **Administration**

- Continue to foster closer communications with County Commissioners, City of Casper, and other municipal entities and individuals.
- Support staff and Board member attendance at library conferences and educational opportunities.
- Help the Foundation complete raising matching funds in the "Public Libraries Endowment Challenge Match." NCPL will ultimately receive 1:1 matching funds of \$426,087.
- Continue to develop an active advocacy role within the Friends organization.
- Help pass One Cent #14 on 2 Nov 10 for collection expenses.

### **Facilities**

- Continue to build awareness and support for a new main library including:
  - Making the need for a new library more obvious.
  - Building visible and active County Commissioners' support.
  - Trustees engaging political/civic groups for their support.

## **LONG-TERM GOALS (2014+)**

- 1 Build a new main library.
- 2 Achieve at least average Wyoming per-capita funding; provide stable source of public revenue.