

Friends of the Natrona County Library



2023 Annual Report

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The friends

THE FRIENDS

The Friends of the Natrona County Library is a 501(c)(3) non-profit volunteer organization which supports the Natrona County Library. We welcome others to help us advocate for the library. We raise money to support the Library through book sales and other fundraising events. Proceeds have supported projects including the annual Edible Book Fest and Wyoming Reads.

BOARD OF DIRECTORS

The Friends of the Natrona County Library Board of Directors meets the third Wednesday of each month.

Officers

Sharyle Good, Co-President

Leanne Woodfill, Co-President

Laurie Fletcher, Vice President

Julia Whyde, Secretary

Evelyn McDaniel, Treasurer

OUR MISSION

To foster closer relations between the Natrona County Library and the citizens of Natrona County; to promote the functions, resources, services and needs of the Library, its patrons, and related programs; to advocate in the development of programs for the extension and improvement of the Library services and resources; to support provisions for adequate housing, materials, and other facilities of the Library; to promote and support literacy in the community.

BY-LAWS

ARTICLE I

NAME AND CAPITAL STOCK

Section 1

The name of this corporation is Friends of the Natrona County Public Library. This corporation is not organized for direct gain and holds a nonprofit 501(c)(3) designation under the laws of the State of Wyoming relating to corporations. The corporation has no capital stock. No certificates or shares shall be issued.

ARTICLE II

PURPOSE

Section 1

The purpose of this organization is to foster closer relations between the Natrona County Public Library and the citizens of Natrona County; to promote the functions, resources, services and needs of the Library, its patrons, and related programs; to advocate in the development of pro- grams for the extension and improvement of the Library services and resources; to support provi- sions for adequate housing, materials, and other facilities of the Library; to promote and support literacy in the community.

ARTICLE III

BOARD OF DIRECTORS

Section 1

The business, property and affairs of the Friends of the Library shall be managed and controlled by a Board of Directors consisting of up to twelve members. Directors shall be elected by the membership each year at the annual meeting and shall hold office for a term of two years. Direc- tor terms shall begin following the annual meeting of the Board of Directors. In addition to the elected members of the Board of Directors, the Library Director and a member of the Natrona County Library Board shall serve as ex-officio members with voting privileges. The Board of Directors has the power to fill all vacancies on the Board caused by death, resignation, removal or refusal to serve. The term being filled will end at time the original term would end.

Section 2

In addition to the Section 1 provisions, the Board may include a member of the Library profes- sional staff and the immediate past president, as ex-officio members with voting privileges.

Section 3

The offices of the Board shall include President, Vice-President, Secretary and Treasurer. Other officers may be elected or appointed in accordance with the provisions of this article.

Section 4

Those present at any meeting of the Board of Directors shall constitute a quorum for the transaction of business.

Section 5

The Board of Directors is authorized to accept gifts of money or property, provided all gifts shall be used for the purposes of the corporation as defined by its Articles of Incorporation.

Section 6

Regular meetings of the Board of Directors shall be held each month at a time and place as the President shall designate; provided that the secretary shall give written or verbal notice. Members of the Board of Directors are charged with responsibility of attending all meetings insofar as possible. Nonattendance at regular meetings may be grounds for replacement.

Section 7

The fiscal year of the Board of Directors is January 1 through December 31.

Section 8

The annual meeting of the Board of Directors will be held following the end of the fiscal year.

ARTICLE IV
OFFICERS

Section 1

The officers of the corporation shall include President, Vice-President, Secretary and Treasurer. Officers shall serve for a term of two years and shall be elected at the annual meeting of the Board of Directors. Officers may be re-elected to additional two year terms.

Section 2

A vacancy in any office may be filled by the Board for the unexpired term of office.

Section 3

The Board may remove any officer whenever, in its judgment, the best interest of the Board would be served by the officer's removal.

Section 4

The President is the principal executive officer of the corporation and shall preside at all meetings of the Board of Directors; shall, in general, supervise and control the functions and activities of the Board, shall, with the Secretary, execute all deeds,

mortgages and contracts and shall perform other duties as may be assigned to him or her by the Board of Directors.

Section 5

The Vice-President shall assume all the duties, responsibilities and powers of the President in the absence of the President or if the President is unable to act. The Vice-President shall coordinate the preparation of an annual report and shall present that report to the Board at the annual meeting.

Section 6

The Secretary shall maintain all records and communications of the corporation; shall disseminate all minutes of the meetings of the Board of Directors; and shall perform other duties as may be assigned by the Board of Directors.

Section 7

The Treasurer shall collect, receive, and be responsible for all monies of the corporation and shall deposit same in the depository named by resolution of the Board of Directors. He or she shall give no bond for the faithful performance of duties unless the Board of Directors shall require such bond. The President and Treasurer will have access to a debit card drawn upon the corporation's depository. Disbursements by check will be drawn upon the corporation's depository. Checks shall be signed by the Treasurer and either the President or Vice-President. At all appointed times, the books shall be opened for inspection by members of the Board of Directors and contributors to the corporation. The Treasurer shall file all state and federal reports and tax returns in a timely manner. The fiscal year of the corporation shall be January 1 through December 31. The Treasurer will file a financial report at each Board meeting and will present the income tax statement to the Board upon completion.

Section 8

Each officer and committee chairperson will submit an annual report to the Vice-President at the end of each fiscal year. The Vice-President will compile a complete annual report of finances and activities to be submitted to the Library Board and presented to the Friends of the Library Board at the annual meeting.

ARTICLE V **COMMITTEES**

Section 1

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and the Immediate Past-President. The Executive Committee is charged with the responsibility of exercising, in the intervals between the meetings of the Board of Directors, such lesser powers as may, by vote of the Board of Directors be authorized.

Section 2

There shall be a nominating Committee of members of the Board appointed by the President. The President shall serve on the committee in an ex-officio capacity. The Nominating Committee is responsible for presenting a slate of officers and directors the month prior to the Annual Meeting.

Section 3

The Sales committee will consist of the committee chairperson and designees. The committee is responsible for scheduling and coordinating sales.

Section 4

There may be other committees as the President may designate, subject to the approval of the Board of Directors. Committee chairmen, who are not elected members of the Board, are ex-officio members of the Board of Directors, while acting as committee chairmen.

ARTICLE VI
AMENDMENTS

Section 1

These By-Laws, or any part thereof, may be abridged, altered, added to or repealed at any regular or special meeting of the Friends of the Library Board by a two-thirds vote of those present.

Section 2

The By-Laws herein contained have been passed, approved and adopted by the members of the Natrona County Friends of the Library this 15th of November, 1977 and amended as indicated.


- Amended Nov. 18, 1981
- Amended Nov. 15, 1984
- Amended Nov. 14, 1991
- Amended Nov. 14, 2002
- Amended Nov. 17, 2010
- Amended Nov. 21, 2014

ANNUAL MEETING ANNOUNCEMENT



**FRIENDS OF
THE LIBRARY
ANNUAL
MEETING**

**WEDNESDAY FEBRUARY 21, 2024
5 PM
UNITARIAN UNIVERSALIST CHURCH
1040 WEST 15TH STREET
(BEHIND WEST SIDE ALBERTSONS)**



**RSVP BY FEBRUARY 14
TO SHERRY
(SHARYLLEGOOD@GMAIL.COM)**

YOU ARE THE KEY TO OUR SUCCESS!

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Presidents' Report



Friends of the Library Presidents' Report 2023



2023 was successful for the Friends of Natrona County Library. Book sales remained the major activity. The income from the sales topped \$34,000 for the year. We had one special sale featuring books from local donors and one sale featuring crafting items donated from a local estate. The reservation system for book sales continues to be an excellent tool for us to manage the sale admissions as well as a good source of funding in conjunction with the sales. The income from reservations this year brought in over 50% of the total income for some sales. One sale recorded over 500 appointments prior to the sale.

The Annual Meeting format was changed. Due to dramatically increasing costs for a meal at a local restaurant, we met at a local church and the Friends of the Library Board members and the library director provided the food for the meal which was attended by volunteers and guests.

Our outreach donations were larger than ever with an increasing number of donation requests to a larger variety of community agencies and contacts.

We continued providing materials for the Junk Journal classes that are taught by one of the Friends of the Library volunteers. We also continued to provide books for the ephemera shelf at the library.

We are partnered with the Fort Caspar Chapter, Daughters of the American Revolution and the Casper Autism and Special-needs Support groups to celebrate National Library Week and to honor all librarians and library staff. We assisted with the Grand Opening of the Story Walk at Crossroads Park.

We continue to celebrate the work of the library staff by inviting them to pre-sale events including the special event prior to the winter sale.

We are now affiliated with Serve Wyoming. Several members have completed applications.

Amazon sales continued to be somewhat successful. With these sales, unique and rare items commanded higher prices than they would at our local sales. The total income from this was over \$470 this year.

During the year, we were able to donate \$3000 to the Wyoming Reads Program and \$25,000 to the Natrona County Library in addition to the \$3129.32 donation we made to the library to pay for the unfunded balance for the Story Walk.

Friends of Natrona County Public Library ended the year with 43 volunteers recording a total of 3469 recorded hours of service.

Treasurer's financial Report

Cash Account		Cash Account			Page 1	
Date	Num	Payee	Memo	Category	Amount	Balance
1/4/2023		First Interstate	Amazon	Business Income	32.87	40,363.77
1/18/2023		Sam's Club	Supplies	Business Expenses	-46.03	40,317.74
1/31/2023		First Interstate	Book Sale	Business Income	205.00	40,522.74
1/31/2023		First Interstate	Bank Fee	Business Expenses	-2.00	40,520.74
2/10/2023		First Interstate	Amazon Smile	Business Income	57.43	40,578.17
2/10/2023		First Interstate	Money for Book Sale	Business Expenses	-300.00	40,278.17
2/21/2023		First Interstate	Special Book Sale	Business Income	2,433.00	42,711.17
2/22/2023		First Interstate	Amazon	Business Income	14.98	42,726.15
2/22/2023		First Interstate	Paypal	Business Income	705.09	43,431.24
2/22/2023		Unitarian Church #1291	Donation for Space for Annual Meeting	Business Expenses	-50.00	43,381.24
2/22/2023		S Jorgensen Found-#1292	Donation	Business Expenses	-3,000.00	40,381.24
2/27/2023		First Interstate	Bank Fee	Business Expenses	-2.00	40,379.24
3/3/2023		Kindle	Supplies	Business Expenses	-1.99	40,377.25
3/3/2023		Sam's Club	Supplies	Business Expenses	-9.38	40,367.87
3/17/2023		Sam's Club	Supplies	Business Expenses	-72.50	40,295.37
3/22/2023		First Interstate	Monthly Book Sales	Business Income	310.00	40,605.37
3/22/2023		First Interstate	Bank Fee	Business Expenses	-2.00	40,603.37
3/28/2023		Sam's Club	Supplies	Business Expenses	-57.92	40,545.45
3/28/2023		First Interstate	Bank Fee	Business Expenses	-2.00	40,543.45
3/28/2023		First Interstate	Monthly Book Sales	Business Income	260.00	40,803.45
4/11/2023		First Interstate	Money for Book Sale	Business Expenses	-500.00	40,303.45
4/11/2023		Sam's Club	Supplies	Business Expenses	-50.74	40,252.71
4/17/2023		First Interstate	PayPal	Business Income	3,636.79	43,889.50
4/17/2023		First Interstate	Book Sale	Business Income	6,539.00	50,428.50
4/17/2023		First Interstate	Donation	Business Income	100.00	50,528.50
4/24/2023		Walmart	Office Supplies	Business Expenses	-9.74	50,518.76
4/24/2023		Ila Kaiser #1293	Junk Journally	Business Expenses	-50.00	50,468.76
4/26/2023		USPS	Amazon	Business Income	148.74	50,617.50
4/26/2023		NCPL#1295	Postage	Business Expenses	-16.95	50,600.55
5/19/2023		First Interstate	Book walk	Business Expenses	-3,129.32	47,471.23
5/19/2023		First Interstate	Monthly Book Sales	Business Income	297.00	47,768.23
5/19/2023		First Interstate	Amazon Smile	Business Income	101.40	47,869.63
5/30/2023		First Interstate	Amazon	Business Income	31.77	47,901.40
6/8/2023		Kindle	Money Market	Transfer	-45,000.00	2,901.40
6/13/2023		First Interstate	Bank Fee	Business Expenses	-2.00	2,899.40
6/13/2023		First Interstate	Supplies	Business Expenses	-1.99	2,897.41
6/14/2023		Sam's Club	Monthly Book Sales	Business Income	118.00	3,015.41
6/20/2023		First Interstate	Money for Book Sale	Business Expenses	-500.00	2,515.41
6/20/2023		First Interstate	Supplies	Business Expenses	-63.00	2,452.41
6/20/2023		First Interstate	Book Sale	Business Income	4,997.50	7,449.91
6/20/2023		First Interstate	PayPal	Business Income	1,700.26	9,150.17
7/17/2023		First Interstate	Bank Fee	Business Expenses	-2.00	9,148.17
7/17/2023		USPS	PayPal	Business Income	70.95	9,219.12
7/18/2023		First Interstate	Postage	Business Expenses	-12.27	9,206.85
7/26/2023		First Interstate	Amazon	Business Expenses	-11.38	9,195.47
7/26/2023		First Interstate	Monthly Book Sale	Business Income	106.00	9,301.47

Cash Account

Cash Account
1/10/2024

Date	Num	Payee	Memo	Category	Amount	C	Balance
7/26/2023		First Interstate	Bank Fee	Business Expenses	-2.00		9,299.47
8/2/2023		USPS	Postage	Business Expenses	-5.42		9,294.05
8/22/2023		First Interstate	PayPal	Business Income	48.50		9,342.55
8/23/2023		First Interstate	Monthly Book Sales	Business Income	440.00		9,782.55
8/23/2023		Walmart	Supplies	Business Expenses	-9.01		9,773.54
8/30/2023		First Interstate	Amazon	Business Income	121.83		9,895.37
8/30/2023		First Interstate	Bank Fee	Business Expenses	-2.00		9,893.37
9/6/2023		First Interstate	Money for Book Sale	Business Expenses	-300.00		9,593.37
9/18/2023		First Interstate	PayPal	Business Income	3,302.32		12,895.69
9/18/2023		First Interstate	Book Sale	Business Income	6,482.00		19,377.69
9/18/2023		Sam's Club	Supplies	Business Expenses	-65.75		19,311.94
9/18/2023		Albertson's	Food	Business Expenses	-13.64		19,298.30
9/27/2023		First Interstate	Amazon	Business Income	5.91		19,304.21
9/28/2023		First Interstate	Bank Fee	Business Expenses	-2.00		19,302.21
10/6/2023		Texas Roadhouse	Gift Certificate	Business Expenses	-25.00		19,277.21
10/18/2023		First Interstate	Amazon	Business Income	37.13		19,314.34
10/18/2023		Walmart	Supplies	Business Expenses	-32.48		19,281.86
10/18/2023		First Interstate	Bank Fee	Business Expenses	-2.00		19,279.86
11/6/2023		Walmart	Supplies	Business Expenses	-15.28		19,264.58
11/8/2023		First Interstate	Amazon	Business Income	87.12		19,351.70
11/29/2023		First Interstate	Paypal	Business Income	31.79		19,383.49
11/29/2023		Sam's Club	Supplies	Business Expenses	-9.38		19,374.11
11/29/2023		First Interstate	Bank Fee	Business Expenses	-2.00		19,372.11
12/4/2023		First Interstate	Book Sale	Business Income	6,864.00		26,236.11
12/4/2023		First Interstate	Paypal	Business Income	808.24		27,044.35
12/12/2023		NCPL#1294	Annual Gift	Business Expenses	-25,000.00		2,044.35
12/13/2023		First Interstate	Amazon	Business Income	44.27		2,088.62
12/19/2023		First Interstate	Book Sale	Business Income	65.00		2,153.62
12/19/2023		First Interstate	Transfer from Money Market/...	Business Income	3,498.36		5,651.98
12/19/2023		Amazon	Supplies	Business Expenses	-43.22		5,608.76
12/29/2023		First Interstate	Bank Fee	Business Expenses	-2.00		5,606.76

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Outreach Donations



2023 Community Agencies and Resources



Note: Some locations received several repeat donations

Audubon Society	Three boxes of books from the Jim and Verna Herold collection
Banner WMC Hospital	Books for carts
Casper Pride Library	Books for library
Casper Rocks	Books for distribution throughout community with decorated rocks
Children’s Advocacy Project	Books for waiting room and clients
Derby Club	Books for Santa Party (25)
Food For Thought	Canned goods and cash from sale admissions, middle school books for holiday distribution
Ft. Caspar NSDAR	Children’s books (35) and magazines for active duty packages
Goodwill	Craft Items
Holiday Helpers Thrift Store	Craft Items
Holy Cross Center	Books for give aways
Hook and Needle Group	Stitchery books
Natrona County Airport	Books for waiting area bookshelves
Natrona County Library	Books for Summer Reading Prizes (431)
New Visions Thrift Store	Craft Items
Primrose	Large print books and puzzles
Renewed Hope Foundation	Children’s books
Rescued Treasures East	Craft Items/Books and media

Rescued Treasures West	Craft Items/Books and media
Senior Center	Craft Items/Large print books
Seton House assorted Library	Children's books for holiday gifts (225), books for all ages and a Little
U. S. Renal Care Center	Books and media for dialysis patients
Veterans Center	Books
WYO Hold	Books and children's books
Wyoming Behavioral Institute and	Self selected books for young adults (32) YA Education Unit books (60)
Yearbook donations (Indiana, Denver)	

2023 Schools and Educational Programs Donations

Note: Some locations received several repeat donations

Calvary Academy	Books for children
Castellow Adult Learning Center	Books for Adult students – Self-selected after tours
Early Childhood Learning Center at Casper College	Discarded children’s picture books
Casper College Day Care	Picture books
Casper College English Department	Instructor selected books
Casper College OLLI Class members	Self Selected Books
Centennial Free Libraries	6-8 Grade books
Cottonwood Elementary	Books for children and instructional
materials Headstart	Preschool books
Holy Cross School	Books for classroom
Journey School	Books
Montessori School of Casper	Books for children
Moss Agate School	Books
Mount Hope Lutheran School library	School materials and books for school
Pathways/NCHS	Books for Art and Photography Classes and Installations
Prince of Peace Preschool	Children’s books
Wyoming Art Ed. Association	Magazines
Wyoming Child and Family Dev. Mills Headstart	Books for Pre-school children

Meeting Minutes



MEETING MINUTES
Friends of Natrona County Public Library
Director's Office January 18, 2023

Call to Order: Sharyle Good

Roll Call: Cathi Carr, Lisa Scroggins, Pat Green, Phyllis Pearl-Erk, Laurie Fletcher, Pam Schuler, Sharyle Good, Evelyn McDaniel, Julia Whyde

Absent: Shirley Chase, Mary Coleman, Larry Linn, Jackie Read, Leanne Woodfill,

Approval of Minutes – Julia Whyde

- November 2022: McDaniel makes a motion. Schuler seconds. November 2022 minutes approved

Treasurer's Report – Evelyn McDaniel

- 2022 End of Year: \$40, 330.90
 - Balance as of 1/1/2023
- McDaniel proposes budget for 2023
 - 2023 budget line items the same as 2022 except \$10,000 increase, FOL donation to NCPL.
 - Good confirms that out of last year's total, 31% of our income is from ticket sales
 - "Miscellaneous" line item allows for intermittent needs
 - Good lists purchases and expenditures not officially reported purchased Fletcher use of printer, ink, and paper
 - Good donates postage for invitations
 - McDaniel prints Treasurer's Report on own paper
 - Scroggins records figures for greater accuracy of costs
 - Good confirms that the postage line item covers shipping to patron in NE.
 - Patron does reimburse all costs.
 - McDaniel clarifies line item "social events"
 - \$600 budget will remain the same in 2023
 - Annual Meeting venue change will leave more in the budget for other volunteer and FOL events
 - Good asks board to review proposed budget: changes and discussion must be noted before February Annual Meeting.
 - Good asks Whyde to send out proposed budget out to all FOL volunteers coming to Feb. meeting

NCPL Board Comments - Cathi Carr

- Carr confirms commissioner change after November 2022 election results
 - Dave North is stepping down; Peter Nicolaysen is the new commissioner.
 - Carr reports Nicolaysen has reached out to library for information.

Director's Report – Lisa Scroggins

- Scroggins reiterates Commissioner Nicolaysen's library outreach
 - Schuler asks if we should invite him to the annual meeting
 - Scroggins confirms an invitation should be issued
- Candace Cochran is the new director of the NCPL foundation
 - Replaced Beth Worthen
- Scroggins presents comparative data between NCPL and other state library
 - NCPL is below the state average when compared to county financial support for services rendered.
 - Scroggins also sorted by how much county gives NCPL: we are 5th lowest in the state.
 - In programming attendance, NCPL is 3rd highest.
 - Scroggins reports that she presented this data the board.
- Scroggins alerts FOL members to House Bill 87
 - HB 87 proposes changes to state obscenity laws. Proposes to add language to definition that would expand to include any depiction of sexual acts with a minor. Scroggins discusses books by Filthy Rich by Patterson and Fall by Franscell includes non-fiction accounts of sex with minors.
 - Bill expands potential for liability issue by removing public and educational entities from exemption

REPORTS

Communications

- No communications to report

Outreach/Advocacy – Evelyn McDaniel

- Good and McDaniel confirms that FOL 2022 book donations exceeded previous years, including NCHS and Pathways Art donations

Amazon - Laurie Fletcher

- Fletcher print out shows \$1772.72 worth in books
 - Amazon takes 30%, but Amazon books sell at a higher price

OLD BUSINESS

- December Sale: profitable sale despite weather
 - Scroggins adds item: airport/FOL contact for Good
- February 18 - 9-4 - Every Book Collector's Sale
 - Good reports that collection is wide-ranging.
 - Shelves actively going through the collection as boxes are brought into the sorting area.
 - Sale preparation discussion
 - set up 17th, 1-5, Crawford Room
 - Pearl-Erk asks about set-up and tear down process pertaining to library closure: President's Day
- April 13-15
June 15-17

September 14-16

November 30 - December 2

- Annual Meeting
 - Location – Unitarian Universalist Church
 - Food Options discussed
 - See “New Business” for more information
 - Food provided by members
 - Good will mail out invitations soon.

NEW BUSINESS

- Nominating Committee Selection: done at November meeting. No changes. Expiring Positions

Board Members

Mary Coleman Larry Linn Jackie Read Pam Schuler

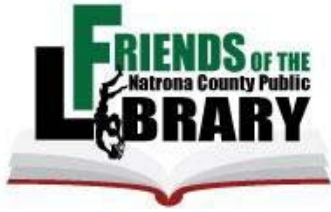
Board Officers

Vice President - Currently Laurie Fletcher Secretary - Currently Julia Whyde

- Annual meeting
 - Unitarian Universalist Church
 - Members confirm food donations:
 - Scroggins: potatoes; McDaniel: desserts; Schuler: chile; Scroggins reminds board that we will need potato fixings. Good confirms that church will provide coffee and water
 - Good proposes that FOL give \$50.00 donation to church for hosting us.
 - McDaniel makes a motion; Pearl-Erk seconds; Approved, FOL will give \$50.00 donation to UU for use of space.
- Fletcher discussion regarding old books – postponed until next meeting
- Good informs board of request from Leanne Holmann, Fort Casper, Library Appreciation Month
 - Scroggins agrees that we should pursue
- Good reports FOL will need a replacement for Jane Tanner, volunteer shelver.
- Good provides total volunteer hours: 3347 recorded volunteer time
- Scroggins reports that National Honor Society volunteer rules have changed: must be a 501c non-profit. Scroggins asks if FOL could use three volunteers
 - Scroggins confirms that Feb. sale, particularly set-up and take down could use extra sets of hands. Feb. 17, 18, 19

Adjourned 6:11 OTHER

Next Meeting: January 15, 2023 – Annual Meeting at Unitarian Universalist Church, 1040 W. 15th (Behind CY Albertsons)



**Annual Meeting Minutes
February, 15, 2023**

PRESENT: Mary Coleman, Laurie Fletcher, Sharyle Good, Larry Linn, Evelyn McDaniel, Phyllis Pearl-Erk, Pam Schuler, Lisa Scroggins, Leanne Woodfill, Julia Whyde

Absent: Shirley Chase, Pat Green, Jackie Read

Board member: Vicki Cawthra

Dinner and Socializing

- **Welcome:** Sharyle Good and Leanne Woodfill
-

Roll Call: Kevin Anderson, Dave Bentzin, Jacquie Bruemmer, Paula Chapin, Carol Chapman, Cheryl Davis, Janet DeVries, Joyce Ewing, Carey Fox, Al Fraser, Janet Gammill, Twyla Gaylord, Letitia Hensley, Ila Kaiser, Ami Jacobs, Dorothy Morton, Germaine Wagner, Angelica Zolotoochin

Introductions and Acknowledgments - Sharyle Good and Leanne Woodfill

Library Director Comments - Lisa Scroggins

- Scroggins thanks FOL volunteers on behalf of NCPL staff for work and ambassadorship on behalf of the NCPL
 - FOL assists NCPL in its mission and relationship with the community
- Scroggins presents 2022 NCPL highlights:
 - New Strategic Plan started the year
 - Mission: to promote literacy, discovery and creation, and building community
- FOL assists each element of this mission
 - Vision: to serve as the cornerstone of a thriving community
 - NCPL advocated for NCPL staff to receive Natrona County 17 % pay raise increase
 - Amendment A passed in November, 2022. Allows counties to invest their financial holdings, increasing the investment earning potential. When implemented, this should be beneficial to counties, which ultimately should benefit county departments - including the library. Counties are waiting for State Legislation that establishes the rules for investing.
 - When the County announced a \$17 per hour minimum wage “for all county employees” last July, they did not extend this to the outside boards, such as the Library. Scroggins advocated for NCPL staff to receive the \$17 per

hour minimum for circulation staff, which was ultimately approved by BOCC in September.

- Supporting friends in school libraries
- Wyoming Library Campaign with Every Library Campaign (PAC for public libraries)
Supporting local control as the focus
 - Story Walk Launch
- Cross Roads Park: QR codes with discussion points along a walking trail for families Grant from Humanities Council
Launch TBA
 - Twyla Gaylord's retirement

Library Board Comments – Vicki Cawthra

- Cawthra praises Lisa Scroggins and her staff on behalf of the board for her work at the library
- Cawthra thanks FOL for assistance that makes NCPL able to maintain its programs
- Cawthra directs volunteers to Wyoming portal with state public libraries comparison
 - NCPL lowest funded, lowest staffed, most programming and top tier is use

Volunteer Hours 2022 – Leanne Woodfill

- 2022: 3347+ hours; 39 volunteers
 - Reminder to record all hours including board meetings and work at home or in community
 - Good reminds volunteers to include time tonight as volunteer time

Amazon Update - Laurie Fletcher

- Fletcher reminds volunteers to place any items on cart for consideration
- Amazon Smile Program – Program being eliminated in February
- Posting slightly behind due to large book sale preparations

Annual Report – Laurie Fletcher

- Fletcher present 100+ pages of FOL activities over the course of 2022
- Informs volunteers that the annual report is available online, FOL webpage

February 18 Sale

- Good announces sale possible due to donations from Kevin Anderson (present for acknowledgement)
 - Special sale: no admission charge, a food donation to Food for Thought instead. Location:
Crawford Room

- Worker Request: Friday request to help set-up; Saturday request to help with sale; 4:00 help with breakdown and sorting into sections

Uses for Old Books – Laurie Fletcher

- No additional comments

Miscellaneous – Sharyle Good and Leanne Woodfill

- Woodfill and Good solicit suggestions/comments from floor
 - Ila Kaiser thanks FOL for supplies for junk journal students
- Handmade thank you card circulated amongst the attendees
- Request for old notebooks partially used (needs 10 more)
- Bentzin recommends calling the Senior Center for supplies

Sale Dates 2023 - Sharyle Good and Leanne Woodfill

- April 7, 8, 9
- June 9, 10, 11 (bag sale)
- September 8, 9, 10
- December 1, 2, 3 (bag sale)
 - Good and Woodfill direct members to bookmarks listing 2023 sale dates

Adjourn – 6:48 p.m.

FOL Board Meeting

PRESENT: Mary Coleman, Janet DeVries, Letitia Hensley, Sharyle Good, Ila Kaiser, Larry Linn, Evelyn McDaniel, Phyllis Pearl-Erk, Pam Schuler, Lisa Scroggins, Julia Whyde, Leanne Woodfill

Absent: Shirley Chase, Laurie Fletcher, Pat Green, Jackie Read

Call to Order – Sharyle Good

Minutes – Julia Whyde

- January 2023 minutes
 - Woodfill motions to approve January 2023 minutes; Coleman seconds; January 2023 minutes approved.

Treasurer’s Report - Evelyn McDaniel

- \$40, 520. 74 January 31, 2023
 - Expenses: Plates for tonight’s dinner; Post-it notes
 - McDaniel did pay state non-profit form fee
 - McDaniel has tried to file e-card: taxes for non-profit
 - Good asks for questions

- No questions
 - Schuler makes motion to approve: Pearl-Erk seconds; 2022 Treasurer’s Report approved

Director’s Report – Lisa Scroggins

- See comments under general meeting

Board Report – Vicki Cawthra

- See comments under general meeting

COMMITTEE REPORTS

Communication- Julia Whyde

- Handmade “Thank you” card from junk journaling group circulated

Amazon – Laurie Fletcher

- See comments under general meeting

Outreach/ Advocacy — Evelyn McDaniel

- Centennial library requested items for little free library
- Good reminds Scroggins that airport selections still in the sale area
- Food for Thought per the sale
- Good asks if food donations tracked; Coleman confirms that Food for Thought weighs the food.
 - She will report weight back to library for social media

OLD BUSINESS

- No old business

NEW BUSINESS

- **Annual Report – Laurie Fletcher**
 - Completed during general meeting
- **Nominating Committee Report – Mary Coleman, Evelyn McDaniel**
 - Expiring Board Member Positions
 - Mary Colman; Larry Linn; Jackie Read; Pam Schuler
 - Expiring Board Officers
 - Laurie Fletcher – vice-president; Julia Whyde – Secretary
- **Board Member – Elections**
 - Good opens nominations from the floor
 - No nominations

- Woodfill moves to close floor nominations; Pearl-Erk seconds
- Mary Coleman, Larry Linn, Jackie Read, and Pam Schuler approved for continued Board Member terms
- **Board Officers – Elections**
 - Good opens nominations from the floor
 - No nominations
 - Schuler makes motion to close floor nominations; Pearl-Erk seconds
 - Fletcher approved as vice-president; Whyde approved as secretary
- **2023 Budget Allocation Determination – Evelyn McDaniel**
 NCPL: \$30, 000
 Sue Jorgenson: \$3,000 Social Events: \$600 Office Supplies: \$500 Total: \$33, 650
- Good asks for discussion
 - Good proposes that FOL continue to provide funds for Ila Kaiser junk journals
 - Woodfill makes motion to accept 2023 budget; Linn seconds: 2023 FOL Budget approved
 - Discussion to allocate \$50. 00 to Ila Kaiser for junk journal materials; McDaniel makes motion; Woodfill seconds.
 - Discussion regarding amount: \$50.00
 - Discussion regarding process: maintain receipts

OTHER

- Linn asks if VHS tapes can be brought to sale
 - Good states that they could be brought Friday to set up for special sale
 - Good states that sale space has two empty shelves; autographed items will be expanded.
 - Could keep shelves open for special items McDaniel makes motion to adjourn; Coleman seconds. Adjourned. 7:36

NOTES: Next FOL Meeting: for 3/15/2022, 5:00 p.m. NCPL Board Room



MEETING MINUTES
Friends of Natrona County Public Library Board
March 15, 2023

Call to Order

Roll Call: Cathi Carr, Shirley Chase, Mary Coleman, Laurie Fletcher, Sharyle Good, Larry Linn, Evelyn McDaniel, Phyllis Pearl-Erk, Jackie Read, Pam Schuler, Lisa Scroggins, Julia Whyde

Absent: Pat Green, Leanne Woodfill

Approval of Minutes – Julia Whyde

- Coleman makes a motion to approve the February 2023 minutes; Pearl-Erk seconds. February 2023 –Annual Meeting—Minutes approved.

Treasurer’s Report – Evelyn McDaniel

- FOL Balance at \$40, 379.24.
 - Donation to Sue Jorgenson Fund --\$3000—issued on 2/22/2023
 - Good reads Wyoming Community Foundation thank you letter to FOL for Sue Jorgenson Fund donation
 - Good asks Scroggins how much the program costs in total
 - Scroggins will find out and report cost to FOL
- Donation - Plains Midstream--\$200.00

Director’s Report – Lisa Scroggins

- Scroggins shows summer reading group coffee mugs
 - FOL members all receive a complimentary cup
- Scroggins summarizes discussion regarding new signs
 - Feb. Board Meeting
 - Pop-up signs informing patrons of code of contact
 - Board member has asked if signs are working
 - Staff have appreciated using signs as ways to start a conversation
 - Scroggins offers summary of recent legislative session
 - Commissioner Nicolaysen will be providing Scroggins with information about tax legislation that passed, and its potential impact on the Library
 - Scroggins reports that Wyoming’s organization of libraries has been helpful
 - Scroggins revisits advocacy discussion in terms of FOL board members assistance with call to action and thanks members for their advocacy
 - Scroggins exploring ideas for how to have discussions regarding current rhetoric regarding libraries

- Scroggins reports that fire safety is an issue; fire alarms not currently working in part of the building
 - NCPL staff is working with County officials to draft and issue an RFP for repairs
 - Scroggins expects call for bids to go out next week

NCPL Board Comments – Cathi Carr

- Carr reports the Feb. meeting shared a letter asking her to say on 3 more years
- Good confirms staff sale date and time with Carr, April 12, 1:00 – 2:30.
 - Asks Carr to remind board members to attend

REPORTS

Communications – Julia Whyde

- Wyoming Community Foundation
- Coleman shares that 825 pounds of food donated to the Every Reader’s Sale for Food for Thought
 - Coleman shares Food for Thought plaque and thank you card
- Whyde collects letter and card Outreach/Advocacy
- FOL donated books at airport
 - Airport will provide free advertising space to FOL as a non-profit
- WBI – new contact requested young adult reading material

OLD BUSINESS

Annual Meeting - changes or suggestions

- Board discusses event
 - Board agrees that space worked well: agree that Annual Meeting should be held in same space. Venue change to Unitarian Universalist Church saved money and allowed for better, informal conversations
 - Schuler states that volunteers shared they would also be willing to contribute food

Special Sale

- Fletcher states that 90% of books sold; \$2433.00 earned
 - Fletcher and Good share that Anderson, book donator, was thrilled by turn out and donation totals
 - See “Communications” for food donation totals.
- Members discuss additional donation opportunities
 - Good asks if donations should be started immediately.
 - McDaniel advocates FOL wait until Fall
 - FOL members discuss
 - Good will work on September sale memo; each sale will have a drop area for attendees

DAR Librarian Recognition event

- DAR April 23- 29th National Library Week; National Library Workers Day, Tuesday, April 25th, 2:00 – 6:00
 - DAR will invite all librarians in Casper
 - Event will be held on the first floor, Set-up next to Creation Station
 - DAR will use the NCPL popcorn machine to make and serve popcorn, bottled water
 - Table with tablecloth to sign as a thank you “card”
 - Good confirms that \$200.00 will be provided to group. DAR and Autism Society will also contribute
 - Good asks for volunteers

NEW BUSINESS

April and June Sales

- Good confirms sign-up sheet posted
- June sale – 15, 16, 17
 - Good states that Friday and Saturday may need more volunteers
 - Same days as Nic Fest: will need assistance with valet service: parking and carrying books
 - McDaniel proposes that Honors and IB students could obtain volunteer hours for book valet
- Good reports that Arnold puts discarded paperbacks out for free: “Ephemera Shelf”

OTHER

Adjourn: 5:43 p.m Schuler makes motion to adjourn: Chase seconds Next Meeting: April 19, 2023 in the NCPL Board Room



AGENDA
Friends of Natrona County Public Library Board
April 19, 2023

Call to Order – Sharyle Good and Leanne Woodfill

Roll Call: Cathi Carr, Mary Coleman, Laurie Fletcher, Sharyle Good, Evelyn McDaniel, Phyllis Pearl-Erk, Jackie Read, Pam Schuler, Lisa Scroggins, Julia Whyde

Absent: Shirley Chase, Larry Linn, Pat Green

Approval of Minutes – Julia Whyde

- McDaniel makes a motion to approve the March 2023 minutes; Fletcher seconds. March 2023 Minutes approved.

Treasurer’s Report – Evelyn McDaniel

- FOL Balance at \$50, 886.16.
 - FOL made almost \$10,000 from most recent book sale
- Scroggins asks what sales have brought in in the past
- McDaniel and Good confirm that sales totals are usually around \$9000.
 - Many new customers
 - Ticket sales continue to increase
 - Fewer no shows
- Schuler makes a motion to accept: Coleman seconds; March 2023 budget approved
- Good proposes that FOL make up the difference between the grant and the Children’s Department budget for the Story Walk
 - McDaniel makes a motion that FOL make up the difference between the grant and the cost of the new Story Walk; Fletcher seconds; Motion passed.
- FOL will provide NCPL with the difference. Scroggins will provide the exact amount to McDaniel.

Director’s Report – Lisa Scroggins

- Guest Chelsie Troutman: Scroggins provides history of the project and commends Troutman on her program management skills:
 - Troutman’s idea and work has brought the project to fruition
- FOL Board thanks Troutman
- Story Walk is up, River Walk at Mike Lansing Field
 - April 29th launch, 1:00 to 3:00
 - Troutman states that they would like to have a snack table, asks FOL if the friends can donate cookies and water
 - Good asks how many cookie trays

- Discussion: 4 trays
- Water
- Discussion on serving food protocol
 - FOL Board discusses FOL presence for opening event
- McDaniel states that she will be present; Scroggins confirms that Milli Nissen will be present
- Troutman states that the Bookmobile will be present; balloons to give away

- Scroggins announces that Conrado has returned to NCPL as Tech Services Department Manager
- County has issued an RFP to upgrade fire suppression system. Delay in posting, but now posted.
 - Work will bring library up to code
- NCPL received a request for reconsideration of an item
 - Decision made to retain the item; NCPL in waiting pattern to see if patron pursues a second review
- Budget season
 - 1 cent funds request to county and city
 - Request made to Foundation as well
 - Scroggins thanks FOL as a supporting entity that helps NCPL maintain its presence as a service to the community
- Wyoming Reads is May 16th
 - Anniversary year with special events
 - NCPL parking lot will be closed in the morning as children visit the library for their books
 - Woodfill asks for follow-up on question regarding cost of Wyoming Reads:
 - \$94,000.00

NCPL Board Comments – Cathi Carr

- Carr reports that she has signed up to read for two sections of Wyoming Reads
- Carr states that The Foundation is looking for a new board member
 - Asks FOL members to provide names of interested individuals

REPORTS

Communications – Julia Whyde and Sharyle Good

- Good shares e-mail from Germaine
- Patron request for grandparent/grandchildren event
 - Discussion
 - Board agrees to consider ideas for future planning

Outreach/Advocacy – Evelyn McDaniel

- Scroggins shares a local artist for Casper Rocks that paints a rock and provides a book to match. Scroggins has reached out to offer books to choose from. Patron will come on Saturday.
- Discussion regarding large supply of hardback children's books
- Discussion regarding donation form
- Schuler shares books with OLLI

- Schuler and Coleman invited two different homeschoolers to books during the sale
- Good shares Wyoming Center for Head Start in Mills need for books, ages 3 -5
 - Woodfill or Good will work with her for a sale space visit
- Good shares relayed phone message regarding books shared with renal center on east side of town.
 - Board discusses supply of magnifiers to donate with the books
 - Fletcher brings up that hardbacks are easier to hold

- Woodfill confirms that four teachers and one student teacher were given books during the last sale.

OLD BUSINESS

- Book Sale Update and Review
 - Good asks if there are any questions
 - Discussion regarding whether or not FOL has a policy to give free entry tickets
 - Saturday was full
 - Discussion regarding some patrons still confused by how the tickets print out with scheduled times
 - Members share comments regarding how patrons appreciate the scheduled time slots
 - Good shares that one patron has asked if FOL can accept about 20-30 boxes of books

- Library Week Celebration – Tuesday the 25th 4:00 – 6:00
 - Celebrate libraries and librarians; Partnering with and celebrating libraries across the community
 - Ann Holman, DAR plus two members
 - Bookmarks with stickers as give-aways
 - Using Maker Space to make card
 - Invited FOL and Autism Awareness and Special Needs Association
 - Good confirms purchase of water

NEW BUSINESS

- Story Walk Celebration
 - See notes in "Director's Report"

OTHER

Adjourn: 5:43 p.m

Next Meeting: May 17, 2023 in the NCPL Board Room

- Last FOL meeting until September, 2023



AGENDA
Friends of NCPL Board Meeting May 17, 2023

Present: Larry Linn, Lisa Scroggins, Cathi Carr, Shirley Chase, Evelyn McDaniel, Pam Schuler, Phyllis Pearl-Erk, Laurie Fletcher

Absent: Jackie Read, Mary Coleman, Leanne Woodfill, Pat Green

Call to Order – Sharyle Good

Roll Call: Sharyle Good

- **Guests: Shannon Taylor – SERVE Wyoming, Wendy Luck – SERVE Wyoming**
 - RSVP Outreach – connecting Seniors with service programs in the community. Informs FOL members that senior members in FOL are considered eligible for RSVP Outreach program which includes consideration for service awards – Jefferson and Presidential Service Awards.
 - SERVE Wyoming Volunteer programs, as an official status, offers volunteer insurance during volunteer hours (work injury and driving)
 - If FOL signs up for their current FOL service hours, our numbers contribute to their organization
 - Greater publicity for FOL as a service organization

Approval of Minutes – Julia Whyde

Schuler makes motion to approve: Fletcher seconds: April minutes approved

Treasurer’s Report – Evelyn McDaniel

- April 25, 2023 -- \$47, 471.23
- Good and McDaniel discussed purchasing a 7-month CD with a higher interest rate to earn interest for additional FOL funds
- McDaniel informs board that monthly expenses do not require us to keep a liquid amount at this level; McDaniel reminds board that as a non-profit, an account over 50,000 is problematic
- Scroggins will check with NCPL accountant to confirm when the library needs fund distribution
- McDaniel recommends that FOL buy a \$25, 000 CD (4.25 interest). with money donated to NCPL at end of the year and 4 or 5 7-month CDs (4.25 interest) with remainder of funds, leaving us \$2, 471.23 in the FOL account
 - Chase so moved. Schuler seconds
 - Discussion

- Approved. Good and McDaniel will put confirmation letter for bank confirming CD purchase.

Director’s Report – Lisa Scroggins

- Scroggins thanks FOL for thinking about additional ways to provide funds to NCPL and for our work in building community through outreach and supporting increased literacy
- Constitutional Amendment A update: county currently discussing how investment will work
- RFP update: Trustees awarded the work to Modern Electric and Comtronix; currently drafting a contract
 - Mid-to late January completion date
 - Scroggins thanks Cathi Carr as a representative of the Board for their work
- Scroggins provides FOL Board update on NCPL plumbing closure
 - American Plumbing assisted the library
 - All leaks located in the boiler room
 - Scroggins reports that county awarded grant funds.
 - New outreach vehicle (Year 4)
 - Funding for new snow plow (Year 1: July)
 - 10% increases awarded for collection and facilities
- City Council awards still pending
- Wyoming Reads excellent

NCPL Board Comments – Cathi Carr

- WyomingReads report
 - Carr participated and enjoyed her experience
 - Carr confirms that she reminded board to attend the June Bag Sale
 - Wishes **FOL Board members a happy summer**

REPORTS

Communications – Julia Whyde

- None

Outreach – Evelyn McDaniel

- Chase shares story regarding a citizen with a Little Free Library: needs books
 - Good confirms that Casper citizens are welcome to select books

Advocacy

- Hook and Needle Group
 - Good reports that she invited group to peruse and take a bag of recently donated crafting books

Amazon – Laurie Fletcher

- Fletcher reports that this year has been slow due to recent crackdown by publishers on textbook resales

- Fletcher reports shipment of a book that should earn around \$300.00
- Fletcher reports that she is going to look at other ways to sell books: EBay, Al Libris, et al.
 - Pearl-Erk and Fletcher report example of first edition, good condition French Cyrano De Bergerac

OLD BUSINESS

Library Week Recognition

- Good reports that event wasn't very well attended or organized
- Good reports organization would like to repeat next year, but will need a better plan
- Story Walk
- Good, Chase, and McDaniel attended. Impressed by attendees and the walk itself
- Sorting Meeting
- Sorting meeting took place; confirmed new guidelines

PLEASE NOTE THAT THE NEW GUIDELINES ARE PROVIDED IN APPENDIX A.

NEW BUSINESS

Library Annual Gift Allocation Decision CD Purchase Suggestion

\$5,000 cd for 7 months would make \$124 at 4.25%

Nine \$5,000 cds for 7 months would make \$1,116.

June Sale

Sign Up Sheets available - Need all slots full to help transport purchases to customers vehicles, given parking limitations due to NicFest.

OTHER

Next Meeting: September 20, 2023



MEETING MINUTES
Friends of NCPL Board Meeting September 20, 2023

Call to Order – Sharyle Good, Leanne Woodfill,

Present: Mary Coleman, Sharyle Good, Pat Green, Shirley Chase, Pam Schuler, Jackie Read, Laurie Fletcher, Cathi Carr, Evelyn McDaniel, Leanne Woodfill, Larry Linn, Phyllis Peal-Erk, Julia Whyde

Absent: Lisa Scroggins

Approval of Minutes – Julia Whyde

- Coleman makes motion to approve May minutes; McDaniel seconds; May minutes approved

Treasurer’s Report – Evelyn McDaniel

- \$9, 893.37 as of 8/30/23
 - Green makes a motion to approve Treasury Report
 - Chase seconds
 - September 2023 Treasurer’s Report approved.
- McDaniel reminds FOL Board of CD purchase
 - May 19th: FOL approved purchasing two CDs for \$45,000
 - FOL Board discusses best option and timing for interest payments and
 - reinvestment for FOL’s continued mission of NCPL support
 - Board agrees to consider and discuss closer to maturation date of 12/19

Director’s Report – Lisa Scroggins

- Absent: see Board Comments for update

NCPL Board Comments – Cathi Carr

- Carr summarizes results of NC Board of County Commissioners request.
 - The request presented to the BOCC was for an immediate allocation of \$3.5 million to begin an RFP and design process.
 - The commission expressed concerns about where that money would come from and did not allocate the funds at this time.
 - The commission indicated they support a new library project, just don’t have the
 - money right now.
- Carr reports NCPL Board changes:
 - Stepp remains president; Carr is now VP; Cawthra is Treasurer; Mullen is secretary
- Carr summarizes NCPL visit to Midwest library
 - Visit allowed for positive conversations with Midwest employees and patrons
- Carr reports that the new public comment process in place

- Carr informs FOL of new NCPL van
 - New wraps for NCPL promotion
 - NCPL now has two vans, pick-up, and Book Mobile

REPORTS

Communications

- Schuler reads a thank you card from Mt. Hope Lutheran School, Andrew Richard, Pastor
- Good reads thank you from Spenser Public Library, Spencer, IA, receipt of 1941 annual
- Woodfill asks if the Senior Volunteer Corp has delivered the forms
 - Good reports that inquiries have not been answered: no forms at present time

Outreach – Evelyn McDaniel

- Blacktooth Brewery – Wednesday, 9/27, Bingo event, 20% of proceeds to FOL
- McDaniel reports that Ila delivered all left-over merchandise from the sale to second hand stores around Casper
 - Board prepares thank you card for this work
- Schuler reports several donations to local schools
 - Private, public
- FOL discusses need to standardize policy of free books for teachers (public, private, and home-school)
 - Discussion
 - Board agrees that any teaching pedagogy books be free, including homeschool pedagogy
 - Board agrees that with new book pricing, current book prices are already quite low.
- If the customer identifies themselves as a teacher of any kind, they need to fill out a form and they can then fill out one box with a donation.
- Forms needs to be filled out each year
 - Fletcher suggests that cashiers be informed of new policy Advocacy – See Outreach

OLD BUSINESS

- Sales Update and Review – Good
 - June Sale: \$4997.50
- \$2100 from ticket sales
 - Embroidery Sale: \$440.00
 - Amazon: \$121.83
 - Good reports comparison to previous years' sales:
- \$8102.82 highest is last five years, \$2500 higher than last year
 - Book Sale featuring history and art
- Thanks to Ila, Laurie, Phyllis for going through the history items
- FOL Board discusses No Shows
 - 17-19 No shows on Saturday, 10:00; 316/413 attendees
 - FOL agrees that pre-paying is not a process that we want to pursue

- FOL agrees to accept no show rate with no changes to current procedures

NEW BUSINESS

- Good and Woodfill communicate Nissen idea to require volunteers to work sales
 - Discussion:
- June sale sparsely staffed
- Woodfill goes through the list of volunteers who have not contributed time to sales: health or full-time employment may inhibit these volunteers from working sales.
- New volunteers will be trained soon and be able to assist with sales
- Board decides that Nissen's suggestion may not be needed at this time
- Woodfill will check in in another two months to confirm volunteer time
 - Good reminds members that new volunteers should work with experienced volunteers
- Staff Sale November 29, 1:30 – 3:00
 - Good reminds FOL board that members need to bring items
 - FOL will have sign-up sheet in November
 - Woodfill confirms the Circulation can only come one at a time
- Annual Meeting Options
 - FOL board confirms Unitarian Universalist Church worked well last year
 - Date set 2/21/24: 5:30 dinner
 - McDaniel asks if we want to decide later on what we want to bring
- Board agrees to confirm dinner sharing decisions at a later date

OTHER

Next Meeting: October 18, 2023 - Leanne to Chair

Chase moves to adjourn; Pearl-Erk seconds; adjourned 6:17

PLEASE NOTE: THERE WAS NO OCTOBER MEETING



Minutes Friends of NCPL Board Meeting November 18, 2023

Call to Order – Leanne Woodfill

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Present: Cathi Carr, Shirley Chase, Mary Coleman, Laurie Fletcher, Phyllis Pearl-Erk, Leanne Loya, Sharyle Good, Pat Green, Evelyn McDaniel, Pam Schuler, Lisa Scroggins, Julia Whyde, Leanne Woodfill.

Absent: Larry Linn, Jackie Read

Approval of Minutes – Julia Whyde

- October 2023 minutes
 - Chase moves to approve; Woodfill seconds. October 2023 minutes approved.

Treasurer's Report – Evelyn McDaniel

- Report dates 11/12/2023 -- \$19, 279.86
 - \$8, 500 on the last book sale
 - Craft sale brought in an additional amount up to \$9200.00
 - Woodfill moves to accept; Coleman seconds; November 2023 Treasurer's Report approved
- CD Status Update
 - Good: 12/19. Do we to renew the \$25,000 CD for the next interest-bearing period?
 - FOL: board agrees
 - Good asks about maintaining funds the account versus investing in more CDs to earn interest
 - McDaniel recommends leaving about \$3000 in the account for annual meeting and sales
 - Good recommends leaving \$6000 in the account: \$3000 for budgeting needs and
 - \$3000 for WyoReads in February.
 - Good asks Scroggins when WyoReads, \$3000.00, needs to be paid
 - Scroggins confirms earlier the better: February would be optimal

Director's Report – Lisa Scroggins

- Scroggins NCPL continues to seek grants, for example summer reading program. \$49, 9999.00 (just under the cap). Waiting for approval
- Second grant for \$6855. Awarded for Bean stack, a visual tracking platform for reading programs.
- Telehealth booth
 - Will be on first floor.
 - Scroggins summarizes previous conversations – intentional work with health care providers to help communicate health resources in the library. Through Woodfill,

connected with Dr. Amanda Diego at UW at CC. Helped obtained funding to get the telehealth program funded and piloted. Includes mental health. 3 libraries: Torrington, us, and Cody. All public libraries will be funded with a booth soon. Booths are ADA accessible; provide private consultation space. Diego has been working on educating the health community in the area so that they know this service is available. Won't be launched to public until mid-December.

- Needs computer; staff will go through training, blood pressure cuff, scale
- Scroggins completed a sub-grant to fund these additional items through a Blue Envelope.
 - Schuler asks if NCPL will have an open house
- Scroggins confirms
- Good proposes funding for door prizes
- Scroggins states this could be a good idea.

- Buffalo naming contest: Booker T. Buffalo
 - Scroggins has stickers created by Megan
 - Had a naming celebration today (11/18).
 - Artist came in from Buffalo; family donated buffalo to library

- Board Policy changes of note:
 - Had issues when staff is asked whether specific people are in the library, which is not something staff always knows, nor is it information staff should provide. Confidentiality policy updated to add “information regarding the use of library spaces.
- Library project update
 - Scroggins provides summary:
 - submitted a grant application to state library for another department responsible for dispensing COVID funds, but also could be used for capital construction.
 - Due to amount requested, reply back was that the library would have to have a guarantee for the amount.
 - The county commission could not guarantee that amount, so Scroggins withdrew the application. If she hadn't withdrawn the application, it would have been denied without the guarantee.

 - Alternative methods: Legislature through Proposal A that gave counties the right to allocate funds as they see fit. We are waiting to find out what this will look like in practice.
 - John Griffith, Library Foundation Board, reached out to the state regarding capital construction projects.
- The state prefers phased proposals with specific objectives before the next phase. Phase 1 and 2 funding proposals would provide square footage, including costa and blue prints for the next phase.
- The board made these decisions last Friday; the board is also discussing a different approach to marketing. Past focus has been on all the other services the NCPL provides, the new shift is under trustee report.

- Good brings up clarification of Foundation role in the process; notes that the ways in which the Foundation provides support hasn't been made clear to the public. Scroggins explains how the Foundation provides support; Fletcher proposes that the public will also want a specific discussion point regarding what the sales will look like going forward.

NCPL Board Comments – Cathi Carr

- Carr summarizes new marketing approach.
 - What are the physical issues and limitations of the library? Reveal the buildings flaws and how the flaws are limiting the work. Bring supporters and public to the conversation. Show the problems of the library: pipes. no ADA access, how small the creation space, and studio, the fact we only have space for one Telehealth booth. Imagine how much better we could be if we had a bigger building; economic benefits to the community.
 - Chase comments: help us give yourselves the library expansion you need.

REPORTS

Communications

- None

Outreach – Evelyn McDaniel

- Renal Care Center - Books, magazines, and books on tape
- Good reports that Dave brought someone from the DAR to collect books and magazines for armed services.
- McDaniel too items to Senior Citizens enjoyed large print donation.

OLD BUSINESS

- Serve Wyoming - Applications are submitted when they arrive. MOU is turned in.
 - Only 10 or 12 applications turned in

NEW BUSINESS

- Staff sale 11/29
 - Good provides receipts to McDaniel for invitations
 - Good informs board that sweets are still needed.
- Sales
 - March 21st
 - June 20th or 27th
- Board agrees on the 20th
 - Sept. 19 or 26
- Board agrees on 19th.
 - Dec. 5th

- Nominating committee volunteer call
 - Laurie Fletcher, Mary Coleman, Pam Schuler, Evelyn McDaniel, Larry Linn
 - Good confirms that no need for board positions, just board member renewals

- Annual Meeting Planning
 - Board agrees to meet at the Unitarian Universalist Church
 - Date set: 2/21
 - Food discussion:
 - McDaniel suggests taco bar
 - Board agrees: will finalize specifics at January meeting
 - McDaniel asks if FOL should buy meat to help members prepare food. Board agrees
 - Coleman suggests taco bar

OTHER

No other business

- Chase moves the meeting adjourned; Schuler seconds; Meeting adjourned 6:09

Next Meeting: November 15, 2023

Amazon Sales

Account activity from Jan 1, 2023 00:00 PST through Dec 31, 2023 23:59 PST

All amounts in USD, unless specified

Can include Amazon Marketplace, Fulfillment by Amazon (FBA), and Amazon Webstore transactions
Account Types Included - Standard Orders, Invoiced Orders

Summaries	Totals	
Income	833.18	833.18
Expenses	-376.25	-376.25
Tax	0	0
Transfers	-470.02	-470.02

Net sales, credits, and refunds
Net fees, including Amazon service fees, selling fees, FBA fees, shipping, and taxes
Net taxes collected on product sales and services
Net deposits and withdrawals

Account Types Included - Standard Orders, Invoiced Orders

Income	833.18	Expenses	-376.25
	Debits	Credits	
Product sales (non-FBA)	0	0	0
Product sale refunds (non-FBA)	0	0	0
FBA product sales	-100.12	918.41	-175.59
FBA product sale refunds			18.62
FBA inventory credit		0	0
FBA liquidation proceeds		14.89	
FBA Liquidations proceeds adjustments		5.43	
Shipping credits			1.98
Shipping credit refunds	0		-56.02
Gift wrap credits	0		0
Gift wrap credit refunds	-5.43		0
Promotional rebates	0		0
A-to-z Guarantee claims	0		0
Chargebacks			0
Amazon Shipping Reimbursement			0
SAFE-T reimbursement			0
subtotals	-105.55	938.73	-396.85

Transfers

	Debits	Credits
Transfers to bank account	-539.63	0
Failed transfers to bank account	0	69.61
Disburse to Amazon Gift Card balance		
Charges to credit card and other debt recovery		
subtotals	-539.63	69.61

Tax

	Debits	Credits
Product, shipping, gift wrap taxes and regulatory fee collected	-7.87	59.16
Product, shipping, gift wrap taxes and regulatory fee refunded	-51.29	
Amazon Obligated Tax and Regulatory Fee Withheld		
subtotals	-59.16	59.16

Information in this statement does not constitute accounting, tax, legal, or other professional advice.

FOL Amazon Protocols are provided as Appendix B.

Press Clippings

Casper Star-Tribune

**Casper Star Tribune Casper, Wyoming ·
Friday, February 10, 2023 and later**

Every Book Collectors' Sale

Do you have unique tastes in reading material? Are you a history buff? Do you love to browse the "Cool Old Book" section at book sales? Perhaps you are looking for books to feature in your home. If so, we have a special treat for you.

The Friends of Natrona County Library is hosting a special sale on Feb. 18 from 9 a.m. 4 p.m. in the Crawford Room at the Library. Since the sale will be held in the Crawford Room, appointments are not required and there is no admission charge. We do request that our customers contribute non-perishable food for a food drive to benefit our community. We will have over 3,000 items donated by two local collectors. Books will sell for no more than \$1. We accept cash, checks and cards. Contact the Friends of the Library at folncpl307@gmail.com with questions.

**Casper Star-Tribune Casper, Wyoming ·
Sunday, March 26, 2023 and later**

**Friends of the
Library book sale**

Are you getting anxious for summer? The Friends of the Library has planned a great book sale to help you stock up on reading material for the beach, the mountains, and even the backyard. The Early Bird sale begins on April 13 when shoppers pay \$20 for admission and first choice of items. On Friday April 14, shoppers pay \$10 for admission. Sessions on Thursday and Friday are two hours long. On Saturday April 15 admission is free and sessions are one hour long. All items each day sell for regular sale prices. Reserve your appointments by going to nclbooksale.ticketleap.com and selecting your preferred time. Sessions are limited to 30 customers and fill rapidly.

Thanks to the generous donations we have received, there is a great selection. Pick up new releases, paperbacks, games, music and even magazines for all ages. Items will sell for \$2 or less. Contact fol-ncpl307@gmail.com with questions.

**Casper Star-Tribune Casper, Wyoming ·
Wednesday, May 24, 2023 and later**

**Friends of the
Library book sale**

Have you read all of your books during the long winter? Do you need to stock up for summer fun at the lake or cabin? If so, you can find great new books and tremendous bargains at the Friends of the Library Summer Bag Sale on June 15th, 16th, and 17th. Since parking will be very limited due to the NicFest, we will offer valet book delivery. After shopping, just bring your car around to pick up your books at the entrance. That way, you don't have to limit your purchases or haul them blocks away.

The Early Bird sale begins on Thursday, June 15 when shoppers pay \$20 for admission and first choice of items. On Friday, June 16, shoppers pay \$10 for admission. Sessions on Thursday and Friday are two hours long. On Saturday, June 17 admission is free and sessions are one hour long. All items each day sell at bag sale prices. Grocery type

bags will be \$3 while reusable shopping bags will sell for \$6. Reserve your appointments by going to

<https://ncfbooksale.ticketleap.com/summer-2023-bag-sale>

and selecting your preferred time. Sessions are limited to 30 customers and fill rapidly.

Thanks to the generous donations we have received, there is a great selection. Pick up new releases, paperbacks, games, sheet music, children's books, and even magazines. Contact folncpl307@gmail.com with questions.

**Casper Star-Tribune Casper, Wyoming ·
Thursday, August 17, 2023 and later**

**Friends of the Library fall
book sale**

The Friends of the Library fall book sale is 9 a.m. to 5 p.m. from Sept. 14-16. The sale will feature a large selection of history and art books. Most are older and often are not available elsewhere. This is your chance to pick up a great buy!

Our large children's section is also fully stocked. One holiday suggestion is for parents or grandparents to purchase books, holiday or other, to use as daily gifts for Advent Calendars. All children's books sell for 50 cents or less.

Need a little humor in your life? We have had great new additions in that category. Why not pick up a cookbook to find new tasty meals for the long cold winter?

Reserve your appointment today. Thursday's sessions will have a \$20 admission fee at the door in addition to the books purchased and will be two hours long.

DO
1

Friday's sessions will also be two

hours long and will require a \$10 admission fee plus the cost of the books purchased.

Saturday's sessions are one hour long and will have no entry fee.

All sessions require appointments. Go to nclbooksale.ticketleap.com/fall2023-book-sale/ to reserve your appointments. The sessions often fill rapidly, so make your reservation today. If you have questions, email folncl307@gmail.com.

**Casper Star-Tribune Casper, Wyoming ·
Saturday, September 02, 2023 and later**

Friends of the Library needlework sale

The Friends of the Library is hosting this one-day-only sale featuring needlework treasures. Admission for this unique sale will be non-perishable food to be donated to the Food For Thought Project.

Are you a dedicated cross stitch fan? How about needlepoint? This is the sale for you. We will only have needle working items for sale on this day. Pick up one kit or yards of aida cloth. Why pay high prices when you can purchase at our

sale for bargain prices? Do you need new hoops? We have them. We have kits, finished projects, patterns and books in a variety of needlework categories.

Appointments are not required for this sale only as it will be held in the Crawford Room at the Library. Come early for the best selection.

Friends of the Library bag sale

The next Friends of the Library popular bag sale is scheduled. Many of our customers fill their holiday shopping lists at these sales. Many items are like new and we have a great selection in all areas. You could fill your shopping list for the cost of a \$3 bag! Why not select holiday books for children and make an advent calendar type of event by gifting them one book daily until Christmas? You could do all of this for \$3. Stock up for your winter reading. \$3 will again set you up. There is no limit to the number of bags each customer can purchase. Contact Friends of the Library at folncpl307@gmail with questions. Appointments fill quickly, so schedule yours today!

Shoppers who want the first day of shopping on Nov. 30 will pay a \$20 admission fee for this two hour "Early Bird" shopping session. Dec. 1 will be Friday's "Second Chance" sale. Appointments that day will have an admission fee of \$10 and Saturday December 2nd's admission is free. By scheduling appointments, we have limited the number of shoppers for each session and there is no waiting in line. Prices begin

with a grocery bag of books selling for \$3. Appointments are required for all sessions. Schedule your appointment at nclbooksale.ticketleap.com/winter-2023-bag-sale/.

These book sales are made possible by the generous donations we receive throughout the year. We look forward to another great sale. Cash, checks, and cards are accepted. We hope to see you at the sale.



OIL CITY NEWS™

LATEST NEWS

Friends of the Library to host April book sale



by Tommy Culkin March 18, 2023



Photo courtesy of the Friends of the Natrona County Library

CASPER, Wyo. — The Friends of the Library want to ensure local residents have plenty of reading material for the coming spring and summer months and have planned a book sale to make that happen.

The Early Bird Book Sale will begin on April 13, when shoppers pay \$20 for admission and first choice of items. On April 14, shoppers pay \$10 for admission. Sessions on Thursday and Friday are two hours long. On April 15, admission is free and sessions are one hour long. All items each day sell for regular sale prices. People can reserve appointments by going to nclbooksale.ticketleap.com and selecting their preferred time. Sessions are limited to 30 customers and are expected to fill rapidly.

People can contact folncpl307@gmail.com with questions.

OIL CITY NEWS™



by Dan Cepeda. August 16, 2023



(Natrona County Library, Facebook)

CASPER, Wyo. — The Friends of the Library’s annual fall book sale is around the corner.

According to a release, the sale will take place in the basement of the main Casper branch at 307 E. 2nd St. on Sept. 14, 15 and 16 from 9 a.m. to 5 p.m. each day.

[Appointments are required each day](#), with a \$20 admission fee on Thursday, a \$10 fee on Friday and no fee on Saturday. Sessions are two hours, except on Saturday, which is one hour.

Funds raised by the book sales go toward the NCPL’s operating costs.

The full release follows:

The Friends of the Library fall book sale will feature a large selection of history and art books. Most are older and often are not available elsewhere. This is your chance to pick up a great buy!

Our large children’s section is also fully stocked. One holiday suggestion is for parents or grandparents to purchase books, holiday or other, to use as daily gifts for Advent Calendars. All children’s books sell for 50 cents or less.

Need a little humor in your life? We have had great new additions in that category. Why not pick up a cookbook to find new tasty meals for the long cold winter?

Reserve your appointment today. Thursday’s sessions will have a \$20 admission fee at the door in addition to the books purchased and will be two hours long.

Friday's sessions will also be two hours long and will require a \$10 admission fee plus the cost of the books purchased.

Saturday's sessions are one hour long and will have no entry fee.

All sessions require appointments. Go to nclbooksale.ticketleap.com/fall2023-book-sale/ to reserve your appointments. The sessions often fill rapidly, so make your reservation today. If you have questions, email folncpl307@gmail.com.

COMMUNITY

Discover a world of literature at the Friends of the Library Fall Book Sale



by Stew Dyer August 21, 2023



(Natrona County Public Library, Facebook)

CASPER, Wyo. — The Friends of the Library Fall Book Sale is set to return Sept. 14–16, offering a range of books at discounted prices.

Attendance will be by appointment only throughout the event, according to an event announcement on the Natrona County Library website.

On Sept. 14, there will be an early bird sale, with a \$20 admission fee at the door. The sessions will be two hours long, and items will be sold at regular prices, with hardcover books priced at \$2 each and all other items available for \$1 or less.

The following day, Sept. 15, will feature the second-chance sale. Entrance will require a \$10 fee at the door, and the sessions will be two hours long.

Finally, on Sept. 16, there will be no admission fee for the one-hour sessions. Reservations are still necessary for this day.

The book sale will showcase a diverse selection of history and art books, some of which are difficult to find elsewhere. The children's section will be well-stocked, with all children's books priced at 50 cents or less, according to the event website.

For those seeking humor or culinary inspiration, new additions in those categories will also be available.

To reserve your spot, visit the event [website](#). If you are scheduling for Thursday or Friday, the library will collect the fee at the door. Payment options include cash, checks and cards.

For further information, email folncpl307@gmail.com.

EVENTS

Friends of the Library '2023 Winter Bag Sale' kicks off next month



by Oil City Staff October 27, 2023



(Dan Cepeda, Oil City News File)

CASPER, Wyo. — The annual Friends of the Library Winter Bag Sale will kick off late next month, just in time for the holiday shopping season.

According to a release, the sale kicks off on Thursday, Nov. 30, and continues on Friday, Dec. 1 and Saturday, Dec. 2. Each day of shopping features a different entrance fee, and all require scheduling an appointment for crowd control, they said.

The first day of shopping during the bag sale is \$20, with a \$10 fee on the second day and no charge on the third and final day.

“By scheduling appointments, we have limited the number of shoppers for each session and there is no waiting in line,” they said. “Prices begin with a grocery bag of books selling for \$3.”

Reservations can be scheduled online [by visiting the Winter 2023 Bag Sale site here](#). Proceeds from the book sales go towards the Natrona County Library’s operating costs. Cards, cash and checks are accepted.

EVENTS

Spots are filling up for Casper's Winter Bag Sale by Friends of the Library



by Stew Dyer November 6, 2023



(File Photo, Oil City)

CASPER, Wyo. — Appointments are filling up for the Friends of the Library’s upcoming Winter Bag Sale.

For only \$3, you can fill a bag with items of your choice. This affordability opens up creative possibilities, such as selecting holiday books for children and creating an advent calendar by gifting them one book daily until Christmas, all for the price of a single bag.

Additionally, the Bag Sale is an excellent opportunity to stock up on winter reading materials. There’s no limit to the number of bags each customer can purchase.

Appointments are mandatory for all sessions and are starting to fill up. You can book an appointment [here](#).

For early birds, there’s an exclusive “Early Bird” shopping session on Nov. 30, with a \$20 admission fee. Dec. 1 offers a “Second Chance” sale with a \$10 admission fee, while Dec. 2 welcomes shoppers with free admission.

The Bag Sale is made possible by generous donations received throughout the year. The Friends of the Library look forward to another successful sale and invite shoppers to pay with cash, checks or cards.

Newsletters

Friends of the Library

February 2023 Newsletter

February has been an unusually busy month for our Friends of the Library volunteers. Actually, this past week has truly been the busy time. Our Annual Meeting was held on Wednesday and the special sale took place on Saturday. Preparations were crucial for both events. Janet deVries and Leanne Woodfill made all arrangements for the event location and they set beautiful tables with table decorations created by Letitia Hensley. Our library director, Lisa Scroggins provided huge baked potatoes for dinner and the FOL board members provided toppings, salads and desserts. It was a great evening of food and camaraderie. Thanks to all for everything as we celebrated 50 years of book sales. Later, in the business meeting, the board approved a donation of \$3,000 to the Wyoming Reads program. What a way to promote literacy!

Later in the week, saw many fantastic volunteers who gathered to prepare for the special sale. When the doors opened on Saturday, we had a line of more than 60 customers. Our customers generously contributed food and cash to the Food For Thought Project. The food donations totaled 825.85 pounds and we collected \$200 in cash for that program. One side note is that at Christmas, Leanne and Janet gather and contribute over 1000 books for the bags that go home with the kids. Further thanks go to Mary and Gary Coleman who delivered all food and to several members of the Kelly Walsh Honor Society who loaded all food and helped with sale set up and take down. Thanks, too, to all who worked the sale, especially to Laurie Fletcher and Phyllis Perl-Erk who coordinated everything. The final thanks goes to our very generous donor.

We also want to welcome Angelica Zolotoochin Twyla Gaylord who are our newest volunteers. It was great to visit with them at our dinner.

We will now begin preparations for our April Sale. We will again make appointments and will need workers throughout the three days of sales and the staff pre-sale. Please continue to stock your shelves and, as always, offer suggestions for improvement. If you have concerns, please bring them to Sherry or Leanne. We can work to remedy any situation only if we know of the issue. Thanks to each of you for being a part of this great organization.



Annual Meeting



Special Collector's Sale

We began with about 50 boxes of donations and over 2,500 books.

“The tale can be told in what was left (not much). History sold amazingly well, but we advertised the sale as having history and so I think the buffs came out of the woodwork. There were a surprising number of young people collecting classics. People seemed to buy in either ones or twos or else in box loads. Just about no in between. People did seem to understand that this was a special sale and it was because we had a few large donations and didn't really have the room to put all that volume on the shelves. I didn't hear the expected complaints about the condition of the books at all. I think all of our sets went by the time we were charging \$5 per box/flat.” Laurie Fletcher





Food For Thought Admission Fees

We are very pleased to present these donations to Food For Thought as well as the \$200 cash we collected. (Actually, we added \$1 to the \$199 in the vase to make the even \$200.) Our donor told us that this part of the sale thrills him as much or more as the actual sale results.



Chinese Salad - Leanne Woodfill

Make a green salad using Napa cabbage or Chinese cabbage chopped up.

You can add green onions, red pepper or raisins.

DRESSING mixed well

1/3 c vinegar

1/3 c oil

1/8 c sugar

soy sauce to taste

TOPPING toasted

ramen noodles, broken up

sunflower seeds

sliced almonds

sesame seeds

Tortilla Cheese Danish - Sherry Good

1 package of flour tortillas

Brush each side with melted butter or margarine. Sprinkle both sides with a mixture of sugar and cinnamon. Cut tortillas into fourths. Place rounded end into bottom of muffin tin with point sticking up. Bake at 350 degrees for about 10 minutes. Remove and let cool. They will be crisp. If you want, you can do this a day ahead of time. I think they are nicer if they are done the day before because they crisp better.

Filling

1 package of vanilla instant pudding

1 1/2 cups of milk (this is one and a half)

1 12 oz. container of cool whip

1 8 oz. package of softened cream cheese

(Disclaimer: For our meeting, I didn't get enough milk added. My original recipe was strangely written. If you follow the recipe correctly, the filling will be fluffier than mine was and, consequently, better and nicer.)

Mix together, fill each cooled tortilla with mixture.

Drizzle melted chocolate chips (or a couple of melted Hershey bars) over filled tortillas.

Makes about 40

Recipe Requests From Annual Meeting

Fruit Salsa - Sherry Good

2 medium Golden Delicious apples -
peeled, cored and diced

2 kiwis, peeled and diced (I don't peel)

16 ounces strawberries, quartered

8 ounces raspberries

3 tablespoons fruit preserves, any flavor

2 tablespoons white sugar

1 tablespoon brown sugar

10 (10 inch) flour tortillas

melted butter or butter-flavored cooking
spray

1 cup white sugar

2 tablespoons cinnamon

Make the salsa: Mix apples, kiwis, strawberries, raspberries, fruit preserves, white sugar, and brown sugar together in a large bowl until thoroughly combined. Cover and chill in the refrigerator until chips are baked and cooled.

Preheat the oven to 350 degrees.

Make the chips: (I like to make the chips the day before use because they become crispier.) Stack tortillas on a work surface; use a sharp knife to cut through the stack four times making 8 wedges in each 10 inch tortilla or 4 wedges in the smaller tortillas. Arrange wedges in a single layer on the prepared baking sheets. Coat both sides with butter or spray wedges with cooking spray, sprinkle with desired amount of cinnamon sugar.

Line two baking sheets with parchment paper and place the chips on sheets. Bake in the preheated oven until golden and crispy, 8 to 10 minutes. Allow to cool approximately 15 minutes on the baking sheets, then serve with chilled fruit salsa.

The salsa can also be served with cinnamon graham crackers or cinnamon pita chips. Best when made and eaten the sale day, otherwise the fruit gives off too much juice and it gets runny.

Save the Date

JUNE 15, 16, 17, 2023
ARE THE DATES FOR
THE NEXT SALE. IT
WILL BE A BAG SALE.

Suggestions

PLEASE, LET US KNOW
IF YOU HAVE AN IDEA
OR SUGGESTION OR
YOU HEARD ONE FROM
A CUSTOMER.

WE CAN ALWAYS
IMPROVE.

Want List

PLEASE REMEMBER TO
CHECK THE POSTED
LIST OF WANTED
ITEMS. WE WILL HAVE
MANY NEW ADDITIONS.
A LIST IS ALSO POSTED
IN EACH SECTION.

Labels

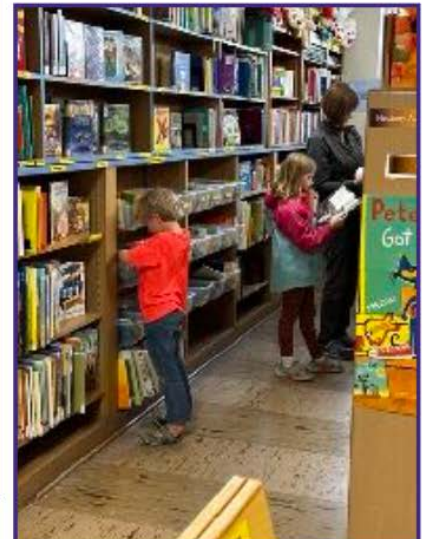
IF YOU NEED ANY
SHELF LABELS, LEAVE
A LIST ON THE
COUNTER.

FOL NEWSLETTER

APRIL 2023

Recent Sale Highlights

- ★ We had over 420 attendees.
- ★ Admission fees brought in \$2680.
- ★ Those of you who worked on Thursday brought in over \$4500.
- ★ The sale, overall, brought in \$9,543.09 which is above the total for the same sale last year. That is exciting.





They still love us! Our sales of over \$9,500 proved that we are doing things right. Didn't we all know that the April sale would be great fun? It was for those of us who worked it and, certainly, for our customers. Those positive comments just kept coming. We are, truly, appreciated for what we do. Our next sale is less than two months away, so begin to think about what you need to do before that time. Since the next sale is a bag sale, you really don't have to think much about weeding at this time. After the bag sale, though, you can attack that. Quite a few of the older items were sold during this sale and we can assume that many more will go during the bag sale.

Mark Your Calendars

- ✦ Next week, on April 25th from 4-6, we are partnering with the Fort Caspar Chapter, Daughters of the American Revolution and the Casper Autism and Special-needs Support groups to celebrate National Library Week and to honor all librarians and library staff. We need a few volunteers to assist at that event. Please let Sherry know if you can assist.
- ✦ On Wednesday, April 26th from 12:15 - 3 we need volunteers to assist with the Grand Opening of the long awaited Story Walk at Crossroads Park. Again, please let Sherry know if you can assist.
- ✦ We are pleased to help out in events such as this, but it takes us all to make them happen. Thanks for your help to make them successful.
- ✦ Our next sale is a bag sale on June 15th, 16th, and 17th. We planned it to avoid the NICFest event, but dates were changed. As a result, parking will be difficult so we need more sale volunteers than usual to assist customers with their bags and boxes. Please mark your calendars.
- ✦ On Wednesday, May 3rd at 10:30 a.m. we would like to meet with anyone who is currently sorting books. We need to revise the sorting guidelines and process. Please, if you do not attend the meeting, do not sort through the new donations. Many items are being placed in the sorting boxes that should not be there. Age considerations are very important in this process.
- ✦ If you need an iPad refresher, please come at 10 a.m. on Wednesday, May 3rd before the sorting meeting. The new readers did seem very easy and worked well, so we are not sure anyone really needs more training.



FRIENDS OF
THE NATRONA COUNTY
LIBRARY

FRIENDS OF
THE NATRONA COUNTY
LIBRARY





FRIENDS OF
THE NATRONA COUNTY
LIBRARY



Save the Date

SEPTEMBER 14, 15, 16, 2023 ARE THE DATES FOR THE NEXT SALE. IT WILL BE A REGULAR SALE. WE HAVE A LARGE DONATION OF HISTORY AND OTHER BOOKS TO INCLUDE AT THAT SALE.

Suggestions

PLEASE, LET US KNOW IF YOU HAVE AN IDEA OR SUGGESTION OR IF YOU HEARD ONE FROM A CUSTOMER. WE CAN ALWAYS IMPROVE.

Want List

PLEASE REMEMBER TO CHECK THE POSTED LIST OF WANTED ITEMS. WE WILL HAVE MANY NEW ADDITIONS. A LIST IS ALSO POSTED IN EACH SECTION. LEAVE ANYTHING YOU FIND ON THE COUNTER.

Labels

IF YOU NEED ANY SHELF LABELS, LEAVE A LIST ON THE COUNTER. PLEASE INDICATE THE LABEL SIZE OR TYPE AS WELL.



FOL NEWSLETTER



JUNE 2023

Recent Sale Highlights

- ★ We had over 340 attendees.
- ★ Admission fees brought in \$2130.
- ★ The sale, overall, brought in \$6475.41 which is the highest recorded total for any bag sale. Great job everyone.

Presidents' Message

What a great response we had to our sale. Our next one is September so we have lots to keep us busy. Relax and enjoy a great summer. Your books will be waiting when you return. Please do check your boxes. With teacher retirements and yard sales, we usually get a great number of donations during the summer.

As always, we look at the time after a bag sale to consider those books that have not been sold. If they didn't sell when they could be purchased for pennies, will they ever find a new home? Please feel free to discard items that are no longer appropriate. Most sections need shelf space and this is a good time to make room on the shelves and to make any changes you want to make in your sections.

Also, please let us know if we need to make any adjustments in your individual sections. We may not be able to make more room, but we can consider all options.



Does a bag books purchased for 300 pennies give you a picture of how important books can be? It does to us and to one special customer.



We Love Our Staff

Just check out those bags and books. Even when you work in a library, you can always use a few more great books. The annual staff pre-sale event was well attended and very much appreciated.



FRIENDS OF THE NATRONA COUNTY LIBRARY



Early Bird shoppers rushed in to pick up the very best bargains! We saw old friends and new faces.



FRIENDS OF THE NATRONA COUNTY LIBRARY



We all love those kids!

Healing Thoughts

It was great to see Pat Green back after her recovery from a broken hip. Get well wishes from the Friends of the Library go out to Dave Bentzin, Jackie Read, and Mary Engleman as they continue their recoveries. They thank everyone for their prayers and good wishes.

Congratulations

Friends of the Library is very proud of FOL Board secretary, Julia Whyde. She was recently selected as Dean of the Fine Arts and Humanities Department at Casper College. Congratulations, Julia.

Announcing...

Carol Chapman, our own art expert, has created her own website at

<https://carolchapmanwrites.com>

which will feature a monthly blog about life and a mid-monthly recommendation of a book or two. It will also include news of her memoir's release date when it becomes available. You can subscribe to the website to get Carol's latest news.



Save the Date -1

We have a one day only needlework sale coming up on September 9th with set up on the 8th from 1 until done. Please sign up to help work on the 9th and stop in to help set up on the 8th.

Save the Date -2

We will host a staff appreciation sale on September 13th from 1:30 - 3:00. It is great for the staff to see you and to be appreciated. Sign up if you can help.

Save the Date -3

September 14, 15, 16, 2023 are the dates for the next sale.

Sign up sheets are on the counter now. We need your help.



FOL NEWSLETTER



AUGUST 2023

We are excited for our two upcoming sale events. The sign up sheets are looking great as are your shelves.

If you need any labels for your shelves, please leave a note on the counter for Sherry. Indicate wording and size of label.

Final sale preparations will begin at 9:30 on Monday, September 11th. Please have all books shelved and your sections straightened and dusted if possible. If you can help move boxes and tables and sweep or dust, we can use you.

The last sorting day for book to be placed in your boxes will be Thursday September 7th. Please have those books shelved before we begin final preps on Monday. We do continue to sort up until and during the sale so we can eliminate any backlogs and so that we can get items out to customers. Any books that come in after that may be placed in your sections in available spots.

As always, please let us know if you have suggestions or items for consideration. Space in our area is very limited and we probably will not be able to accommodate requests for additional shelving space. If your shelves are too full, you can store items on shelving in the back near our table until restocking space is available during the sale or afterwards or until you need to make space.

BE INFORMED

As advocates for literacy, you are encouraged to be aware of several efforts currently occurring in our own Wyoming. Please thank the governor for his confidence and trust in Wyoming's parents to determine what is best for their kids as he has decided to keep Wyoming's association with the American Library Association (ALA). ALA advocates for libraries and provides valuable resources for libraries and librarians.

Another article in BetterWyoming.org provides an excellent overview of the recent censorship attempts. This, too, might provide you with another perspective. Visit betterwyo.org to read the article. Thanks, Pat, for pointing this out. We only ask that you become informed of current situations.



WELCOME

Please introduce yourselves and welcome these new volunteers to our group when you see them working in our room or at the sale. We are so pleased to have them.

Sharon Avramidis

Julie Thiel

Marcy Meeks

Our next sale should be great! We have nearly 350 appointments scheduled so far. The last two fall sales have had under 300, so we are well above that level. Several sessions are sold out. Remember, we encourage you, as volunteers, to shop at any time. Also, you can bring friends and family in to shop at any time without waiting for the sale.

INTERESTED?

Several sections are still available. If you are looking for more work, the following sections are available. Please let Leanne know if you want to claim one.

Gender / Women's Studies
World Religions
Religion

Friends of the Library
Needlework Sale
September 9, 2023
10-3
Natrona County Public Library

The Friends of the Library is hosting this one-day-only sale featuring needlework treasures. Admission for this unique sale will be non-perishable food to be donated to the Food For Thought Project.

Are you a dedicated cross stitch fan? How about needlepoint? This is the sale for you. We will only have needle working items for sale on this day. Pick up one kit or yards of aida cloth. Why pay high prices when you can purchase at our sale for bargain prices? Do you need new hoops? We have them. We have kits, finished projects, patterns and books in a variety of needlework categories.

Appointments are not required for this sale only as it will be held in the Crawford Room at the Library. Come early for the best selection. Samples are indicated, but we have much more.



Save the Date -1

Our winter bag sale will begin on November 30th and continue December 1st and 2nd.

Save the Date -2

We will host a staff appreciation sale on November 29th.

This is the one staff sale annually that we ask for you to bring goodies. A sign up sheet will be posted later.

Save the Date -3

Our annual meeting will be held February 21, 2014. It is always a great get together for all. Mark your calendars now.



FOL NEWSLETTER



OCTOBER 2023

We have been very busy recently. First, we held a sale of the crafting items which had been donated. That sale took in over \$700 as well as food and cash donations for Food For Thought. Ila Kaiser deserves high praise for coordinating the sale as well as for delivering the remaining items for donation to several locations throughout the area. Thanks, too, to those of you who worked the sale.

A week later, our fall sale was truly exciting. Our customers came from near and far. During the first few hours of the sale, we had customers from Sweetwater Station, Riverton, Buffalo, Glenrock, and Gillette. That sale brought in over \$8,500! Whew. Thanks for all of your work to prepare so that we had such a tremendous response. If you wonder about the Early Bird and Second Chance admission fees, they brought in \$2100 of that total. Our customers love those days and the option to shop early for the best choice. Special thanks go out to Laurie Fletcher and Phyllis Perl-Erk who managed the huge donations of special items featured during the sale. They worked for months to prepare for this.

With that said, our work continues. Please continue to organize your sections, but remember, you do not have to keep everything that comes to your section. Our space is limited so it is necessary for you to evaluate your shelves and discard those items that are not selling or that are in poor condition. We will ask you to really weed your sections after the bag sale, but always consider what should go on your shelves.

We also need to encourage you to sign up to work each sale. We only had five volunteers for the craft sale, but the regular sale was better. Please plan to help out each time.



We love our library staff!



Thanks Ila for the many hours spent making this a great sale.



The craft sale volume and customer response truly surprised us! We had many happy customers.



Could we ask for a better response to our sale? We had loyal customers and new buyers. It is so rewarding to see how happy our customers are with the results of your hard work and the generosity of the community.

NEW OPPORTUNITY

We are joining the Retired Senior Volunteer Program (RSVP) for volunteers age 55+. If you are 55 or older, we encourage you to complete the application and leave it in the envelope on the counter. This program requires very little of us. They ask that we report our hours of service. We already do this, but the form for recording hours may change. Some of our current volunteers are already involved in this program.

There are reimbursements for mileage in the course of volunteering. For example, if you are delivering books or materials, you may be reimbursed or you may donate the reimbursement amount back to the organization. This organization is part of SERVE Wyoming, the volunteer organization in the State. If you would like more information, you can visit servewyoming.org.

Attached to the email with this newsletter is the application form. We will also have a few on the counter for your use. We feel that this is an opportunity to help out others as well as ourselves. Please visit with Sherry if you need additional information.



REMEMBER

Each section is the responsibility of the volunteers assigned to it. If you have given up a section, the new person assigned to it can arrange it as they see fit. Nothing has to remain the same. It is often hard to hand something off and we appreciate the work done previously and appreciate the people who step in to undertake something new.

DONATION REPORT

We recently were informed that 431 books from our room were given out to the adult participants of the summer reading program. Betsy reports:

“People love being able to choose a book. Thank you so much for your support of the summer reading program!”

SUGGESTIONS?

We need to continually work to improve. Please let Sherry or Leanne know of any suggestions you may have.

Sherry recently had a fortune cookie with a great message that we should all take to heart. It said:

“Assert yourself, your ideas are worthwhile.”

Save the Date

Our annual meeting will be held February 21, 2024. We hope to see you all as we get together to celebrate a great year. Mark your calendars now. The Friends' Board will furnish the food for the meal. You will enjoy a taco bar and desserts.



As always, we need your suggestions. Please talk to Sherry or Leanne if you have great ideas for the Board to consider.

Save the Date

Our next sale will begin on March 21st. We already know that several of our volunteers will be out of town. Please mark your calendars now so that you can help us out during the sale. Other sales begin on March 21st, June 20th, Sept. 19th, and Dec. 5th.



FOL NEWSLETTER



DECEMBER 2023

BAG SALE INDEED!

Bags, boxes, backpacks... This bag sale was truly one of a kind. We made the most we have made on any bag sale on record. What a great response and what a great contribution to the library and literacy that was.

Even though we lost the ability to accept credit and debit cards, everyone persevered and we made it. The card system has now been restored.

The sale began with our special thank you event for the library staff. They enjoyed our goodies and the shopping opportunity. We offer our thanks to the library for the wonderful mugs, cute socks, and goodies they gifted us. If you have not picked up your mug, please do so soon. Special thanks to Sarah for your efforts to make this happen.

With over 500 appointments scheduled and most sessions full, we made over \$6,783 on the sale and gained many new "friends". After the sale, we received the following email which seems to say it all.

"I really enjoyed it. I found some treasures! All of you are always so helpful, pleasant & courteous! Thank you!"





We love our library staff...



and those new readers!





One woman in her early 20s was so excited to do her Christmas shopping at our sale. She found a book for everyone on her list!



A small boy about eight years old had \$1.32 and was buying books for the children in his mother's day care. That is truly a giving attitude.



From the first hour of the sale until the last one, our customers were very happy to find just the right book. The young woman above was shopping the paperback section about 20 minutes before the sale ended. She was truly excited to find the last book she needed to complete her collection.

After The Sale



These shelves, with four books left, contain all that is left from the Christmas section. Throughout the sale, members brought items to the front for display. This proves that the better we display and market our books, the better they sell.

Please begin working on your sections to make them current, and inviting. While the shelves are quite empty, please dust them. Begin to weed out the items that are not selling. We all need space and this is the time to make it. Ask yourself if the books haven't sold when they sell for pennies at a bag sale, whether they are something you should keep. This book was found on the regular shelves in this condition during the sale. This is not acceptable. As Laurie often says, "condition is everything."



Let's work to spruce up the labels as well. Many are damaged, hand written, or missing. Please leave a list on the counter of labels you need and we will get them to you before the next sale.

Please do not rearrange any sections except those which are assigned to you. Recently, sections have been completely rearranged. Remember, it is the responsibility of the person who has the section to decide how to arrange it. It is disturbing when someone has shelved a section by series, category, or another arrangement and the section is not in that same order when that volunteer returns.

You are free to take any items that are in sorting boxes or on the shelf to read or purchase. Do not remove items from the discard section and reshelve them in any section except your own. Do not remove any of the junk journal items in the back. They are designated for classes and some are library property.



WATCH THE LIST

We keep a list of items which are requested by our customers. Lists are posted in several places including on your sorting box and in your section. If you locate an item, please cross it off the master list in the sorting area and place the item on the desk with a note including the name of the person requesting. The customers truly appreciate this service.

2024 Book Sales

Proposed Sale Dates 2024

21, 22, 23 March

20, 21, 22 June

19, 20, 21 September

5, 6, 7 December



In Memoriam

Barb Bowen



Barbara Bowen Obituary

Obituary published on Legacy.com by Jenkins-Soffe Funeral Chapel & Cremation Center - Murray on Dec. 12, 2023.

Barbara Ann (Bunnell) Bowen was born in [Salem, IL](#) on September 13, 1935. Barbara grew up in [Vandalia, IL](#), where she attended St. John's Lutheran Church. She earned her teaching degree from Carthage College in 1957 and, true to her courageous and pioneering spirit, she took a train with a classmate to Gillette, WY, to teach English. While at a teacher's conference in Sheridan, WY, she met the love of her life, Elbert Archie 'Bert' Bowen. She always got a kick out of telling us that she picked up our dad in a bar in Sheridan! They married on January 31, 1958, at Grace Lutheran Church in Casper, WY. The two enjoyed a devoted marriage of 52 years and brought three children into the world.

While a resident of Casper, Barbara was proud to teach English at Dean Morgan Junior High School. During her 25-year career, she inspired young writers, tamed even the wildest 9th grade boys, and with her dear friend,

Linda, gave the gift of live theater to hundreds of students. She was especially honored to be nominated by her colleagues for District Teacher of the Year. Working with young people was important to her throughout her life, going as far back as summer camp leader for inner-city Chicago youth, as well serving as Girl Scout troop co-leader with her cherished and most enduring friend, Sally.

Barbara had many talents and passions. She was a patron of the arts, a member of Alpha Delta Kappa, a local teachers' sorority, and played the piano beautifully up until her passing. Barbara had a keen interest in history and politics, and was willing to debate and educate any who would engage. She loved spending time outside in her garden, and alongside Bert in the tree row they so lovingly planted and tended. Barbara was firm in her faith, and found joy in church involvement at Our Savior's Lutheran Church, singing in the choir, serving on the Pastoral Call Committee, and involving herself in bible study and church circle.

Barbara was widowed in 2010, but she continued to enjoy a vibrant life in Casper, enjoying local theater, supporting veteran and first responder organizations, and rescuing dogs in need of a loving home. An avid reader, she enjoyed volunteering with Natrona County's Friends of the Library; she joined a writer's club there, where she took delight in entertaining fellow writers with her humorous and clever memoirs. In keeping with Barbara's love of live theater, her most treasured activity was her annual excursion to the Utah Shakespearean Festival in Cedar City with her 'Shakespeare Sisters,' a cast of characters made up of close friends and family.

We are grateful for her selflessness in caring for both her mother and our father when they needed her most, as well as her willingness to be a devoted friend to so many. She was a generous grandmother, so very proud of her 7 grandchildren. Our mother was known for being practical and

honest, almost to a fault, but always tempered those with insightful humor and genuine respect. She will be remembered for her clever wit, fierce patriotism, and her ability to recite lyrics to any song or verse of any poem. She retained a deep love for reading, music, chocolate, shoulder rubs, and dogs until the end. She was truly her children's insightful sage, greatest cheerleader, and loving anchor. She will be profoundly missed.

Barbara is survived by her three children, Kathrynne (Raymond) Esch of Fulton, CA, David (Valerie) Bowen of Hampton, VA, and Anne (Michael) Renz of Riverton, UT, as well as 7 grandchildren: Ryan Ward, Andrew Esch, David Charles 'Charlie' Bowen, Grace Bowen, Eric Renz, Beth Larson (Mitchell), Noah Bowen, and three great-granddaughters.

Memorial service will be held at 1:00 Saturday, January 13, 2024 at Holy Trinity Lutheran Church, 13249 S Redwood Road, Riverton, Utah.

Memorial service in Casper, WY will be held at Our Saviour's Lutheran Church, 318 East 6th St., on September 13, 2024 at 3:00. Inurnment will be in Casper, WY.

The family appreciates the support provided by the Canyon Hospice team. They also wish to extend their heartfelt thanks to the extraordinary staff at Crescent Senior Living in Sandy, with an extra measure of gratitude to her Memory Care "family" of caregivers. Sincere thanks also go to her sweet friend Lila for her friendship and caring.

In lieu of flowers, please consider donating in her name to Best Friends Animal Sanctuary in Kanab, bestfriends.org, or Tunnel to Towers Foundation, t2t.org.

Appendix A – Sorting Guidance

STOP!

Our sorters have been trained. Those volunteers are listed below. If you are not listed, do not remove any books from the sorting area. These will be evaluated with the sorting and Amazon criteria before being placed in the boxes for shelving. Once they are in your boxes, you may put them on the Amazon cart, discard them, shelve them, or, if they do not belong in your area, put them in the appropriate boxes.

The items in the discard area are not available to you unless you wish to take them home with you or use them for a project. The sorters have new instructions and items that are placed there should be discarded. Do not reshelve them in any section.

Sorting Guidelines

May 2023

Trained Sorters:

Millie, Cheryl, Laurie, Paula, Twyla, Shirley, Phyllis, Letitia, Evelyn, Sherry

1. The sorting boxes on and under the tables are in alphabetical order. Some sections have additional boxes below the tables. If the boxes are overflowing, place the books in a separate box and deliver the box to the appropriate section.
2. There are no sorting boxes for the following areas. Deliver items to the appropriate section for shelving.
 - Chicken Soup
 - Children's books
 - Coffee Table
 - DVDs, books on cds
 - Games - Keep all games for Playstation, etc. Place them in the computer box.
 - Graphic Novels (Place in the Children's boxes for the YA section.)
 - Holidays (Place holiday cookbooks or crafts in appropriate section.)
 - Large print
 - Magazines
 - Recently published - Current and previous year only
 - Records and music cds - put on counter for Larry
 - Religion - put on cart in front of religion section
 - Textbooks (Place all textbooks that are 5 years old or newer on the Amazon cart. Others are to be put on the appropriate section.)
3. All mass market fiction paperbacks go in flats and the full boxes are carried back to Kandi's area. Non-fiction paperbacks do not go to Kandi. They go in their appropriate areas as do the oversized paperbacks.
4. NCHS - There is a box under the table that is used for items and materials that would be appropriate for the NC homemade books (greeting cards, calendars, notebooks).
5. Free items are to be put on the free shelves in the discard area.
6. Always discard any books that are torn, dirty, stained, moldy, water damaged, and ones that smell like tobacco. Books with bent or loose pages and broken spines should also be discarded.

7. **General rules for keeping books:**
Keep only the books in the following categories with copyright dates of 10 years old or newer. Keep everything in all other categories.

- Business
- Health and Self Help
- Political and social issues
- Travel
- Home Improvement
- Crafts and sewing

Keep only those books with copyright dates of 5 years old in the following category.

- Computers

8. **Amazon**
Place any items for Amazon consideration on the Amazon cart in the back.
Do not hesitate to put items on the cart! They can be checked very quickly.
9. Familiarize yourself with the list of items that are requested by patrons. The sorter and Amazon groups have met and have revised the criteria for sorting. We think this will help out with all sections.

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Appendix B – FOI Amazon Protocols



Amazon Protocols



January 2024

FOI 2023

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Why Amazon?

The old FOL adage that “we are only as good as our donations” rings especially true here. From time to time, we get something that is just too valuable to put in one of our regular sales, especially a bag sale. So, what to do?

In a nutshell, we signed up with Amazon to have a means to sell these more valuable books and hopefully generate more income for the library.

In order to avoid the need to dash to the library to ship a book that has been purchased from us on Amazon, we list our valuable books with Amazon and send them to an Amazon warehouse from which they are shipped after an order is placed.

How Does It Start?

The process starts, of course, with donations. The sorters are the first line of defense in determining whether or not a book might be deemed as “Amazon worthy”. These books are put on the Amazon shelf in the FOL work area for further examination.

It is also possible for a section leader to identify a book from their section that they would like to have checked.

Book categories that have proven to be valuable:

- Textbooks (although we are frequently forbidden from selling them because of

Amazon’s pre-existing relationship with the publisher.

- Books on bamboo fly rods and fly fishing (seriously).
- Jewish bibles and other Judaica.

Assessing Value

The first thing is to establish the value of the book in question. This can be done several ways.

Does the book have an ISBN?

Many more recent books have an International Standard Book Number (ISBN), either on the back cover or on the copyright page.

ISBN 978-3-16-148410-0




An ISBN can be typed right into the Amazon search bar (don’t use the hyphens):



This will yield a result and hopefully will match the book you have in your hand.

Once you click on your book and go to that Amazon page, you’ll see a lot of valuable information. The most important thing is how much that book is selling for *Used*.

Karl R. Popper-Gesammelte 
Werke: Band 3: Logik Der
Forschung (German Edition)



This doesn't look too bad (\$21.07) but that is very low for us to pay for all of the shipping, AND, after Amazon takes it cut, might be detrimental if it sits on the shelf at Amazon for too long (we pay shelf rent)¹.

So, we look at the next important thing, which is done by scrolling down to the product details. You are looking for the Best Sellers Rank. This is almost as important as price because it is an indication of how well the book is selling on Amazon.

Best Sellers Rank: #6,063,035 in Books

In this case, we're out of luck because over six million books sell better than this one.

What we try to look for is a book that is under the 2,000,000 number.

Another important thing in assessing value is your gut. Do you have a feeling that this book might sell better than what you're seeing in the assessed value?

Does the book NOT have an ISBN?

If the book doesn't have an ISBN, there are a couple of things you can do:

- You can put in the book's details into the Amazon search bar and see if you can pull the book up that way.
- If using the Amazon search bar doesn't yield good results, try putting all of the information in a Google search bar. This will yield everyone who might have this book, but the good news is that if the book is available through Amazon, it will be near the top of the search results.
- You've probably already figured out that if it isn't already listed on Amazon, we are not going to be able to sell it. We used to be able to create our own listings, but Amazon has recently taken that away. We can only hope that we get that capability back.
- Once you locate the book in question on Amazon, the previous criteria relating to ISBN-labeled books also applies.

Evaluation Criteria

There are additional criteria that drive a decision on whether or not to sell a book on Amazon:

- The most important physical criterion is condition. If a book is in poor condition, it is more likely to be returned by the buyer.
- Buyers, in general, do not want a library discard or a book with lots of writing in it. A signature on the inside cover or a gift inscription are usually OK.

¹ Our usual lower threshold is \$25.00 in order to give us some flexibility in lowering the prices to stay competitive.

- Generally, autographs and first editions don't add value. There are exceptions, but we haven't noticed much added value. Those kinds of books are usually handled through specialist booksellers.

Listing a Book at Amazon

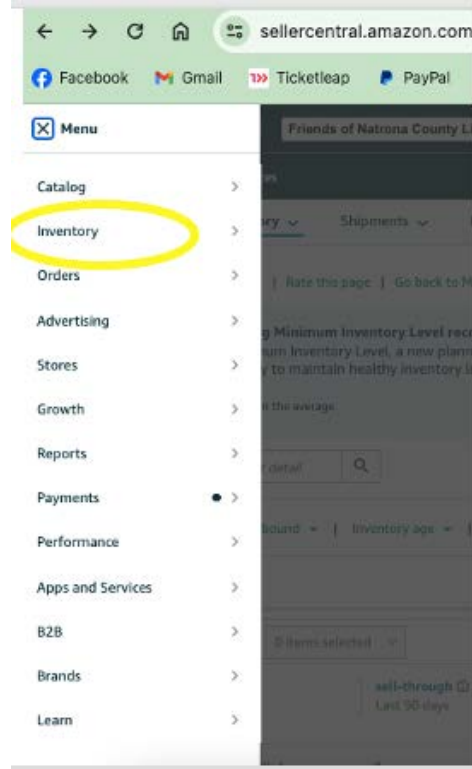
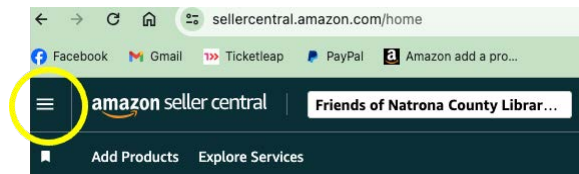
(Please note: this is something of a moving target because it feels like Amazon changes the process every few months.)

Website:

<https://sellercentral.amazon.com/home>

The login and password will be provided separately.

In the upper left-hand corner of the page is a drop-down menu:

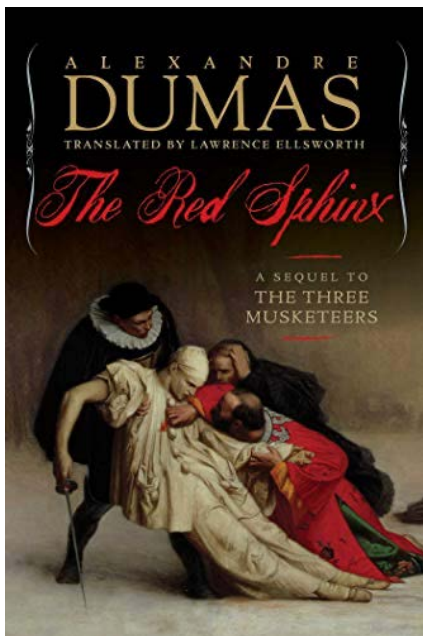


Most of the time, you'll be interested primarily in Inventory, specifically FBA Inventory.

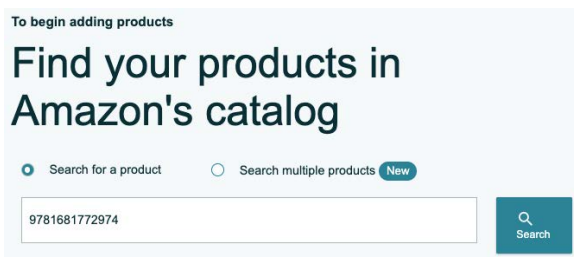
In order to add a product (create a listing), you'll need to go to this page to get started:

https://sellercentral.amazon.com/product-search?ref=xx_myiadprd_cont_myimain

For the purposes of this example, we are going to follow a book through the listing process.



This book has an ISBN, so we can search using it:



You'll select the sell Used and get information on competitive prices:

The Red Sphinx: A Sequel to The Three Musketeers

ASIN: 1681772973
EAN: 9781681772974
Amazon Sales Rank: 772505

Competing Marketplace Offers:
5 Used from \$39.99+ \$3.99 shipping
[View Listings on Amazon](#)

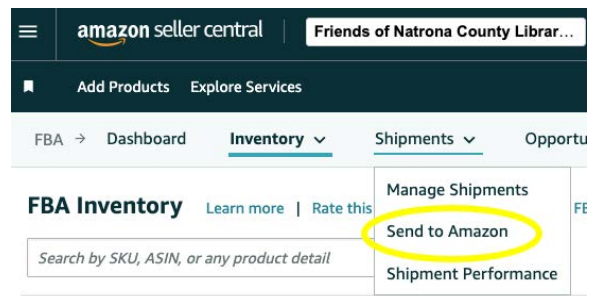
We usually try to underbid the lowest price, so in this case, our offer will be \$35.99.

Please note: when it comes to condition, please be completely honest. We don't want books being returned because we fudged on the description of the condition. **Important: we can only sell books as USED. We are not allowed to sell books as Collectible.**

When you've entered the relevant bid information, you'll Save and Finish. At this point, you'll just choose List as FBA. You won't send it until later, when you create a shipment for more than one book going to Amazon.

Setting Up a Shipment

You start by going to sellercentral.amazon.com and choosing the Shipments dropdown menu and then Send to Amazon.



From here you can choose the books for shipment from the search menu. You can pick some or all of the books that you have already listed. When you have all the books for a shipment, choose Confirm and Continue. This will give you an opportunity to confirm the shipment and print labels.

Book Labels

The book labels are printed on the FOL printer, which is on the desk in the work

area. It is necessary to physically connect to the printer via USB in order to print because we had too many problems when the printer was available through wi-fi on the network.

The labels are the 3 x 10 labels (30 per sheet) that can be found in the work area filing cabinet. They go face down in the printer.

Box Labels

Labels for the box are handled under the Packaging section below.

Packaging

In order to package a shipment for Amazon, it is important to be sure that you have affixed labels from the previous steps to all of the books. Otherwise, they will not be included when Amazon receives the packages and lists them on its website.

It is also a good idea to print out a hard copy of the labels to include in the package to serve as a manifest.

Once a label has been affixed to each book in the shipment, it is important to wrap each book in tissue paper that has been provided in the Amazon cupboard in the Friends work area. This keeps the books from rubbing against each other in shipping and causing unnecessary damage.

When choosing a box from the box mine in the back of the Friends area, it is important to try to get as good a fit as possible for the contents. There are packing materials on top of the bookcases along the Friends worktable.

Once filled, the dimensions and weight of the box must be entered in the Amazon shipping process. Rulers are available in the Amazon cupboard and on the Amazon desk. There is a large IKEA bag and luggage scale in the Amazon cupboard, but you may also feel comfortable guestimating the weight.

There is packaging tape in the filing cabinet. Please be sure that the box is as fully supported by the tape as possible.

Once the box dimensions and weight are entered, you can confirm the shipment and approve of the cost of sending the shipment to Amazon (it will be deducted from our account). We always use UPS for shipping.

Box Labels

The box label is just printed on regular printing paper and affixed with packing tape.

Shipping

The fully prepared box goes upstairs in the library work area on the counter just to the right of the entrance to the staff lounge.

It is possible to track the shipment once it has been picked up on the Seller Central Shipments main page under Manage Shipments.

Removing a Book (Delisting)

When a book has been on the shelves at the Amazon warehouse for six months or more, it might be good to consider whether it might be more economical to have it removed. There are three ways to do this:

- We can have the book returned to us and we will bear the handling and return shipping charges.

- We can sometimes have a book sent to a consigner who, if the book is sold by them, will give us a small percentage of the sale price. We are responsible for the shipping costs for this also.
- We can have the book destroyed by Amazon and we pay for the handling costs.
- This is why we don't send books to Amazon speculatively. If a book doesn't have a reasonable chance of selling, it can end up costing us money.

What Happens When a Book Sells

When a book has sold and Amazon has the money from the buyer, our account is credited with the sales money from Amazon, minus their charges for handling and shipping.

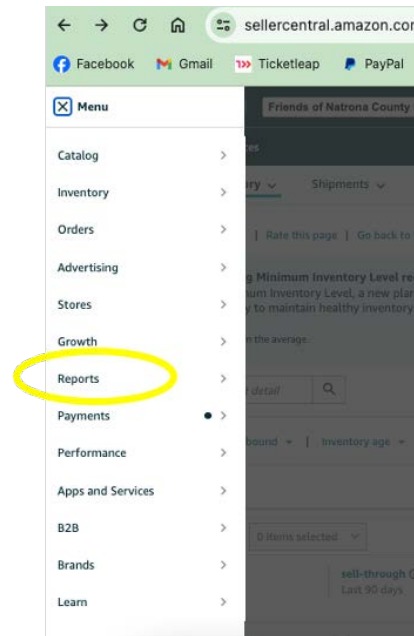
Things That Are Out of Our Control

- When a customer returns a book, it is always a little shock to the system. This happens most often with textbooks where the “buyer” gets what they want from the book and then returns it.
 - If a book is returned, and there is not enough balance in our account, it's withdrawn from our checking account, as well as Amazon, shipping and shipping cost assessed to our account.
- Amazon sometimes loses books in its warehouse. Sometimes we get reimbursed, but there are times where our requests for reimbursement have gone unanswered.
- Amazon sometimes damages books in its warehouse. Sometimes we get reimbursed, but there are times where

our requests for reimbursement have gone unanswered.

Reports

Payment, fulfillment, tax, and custom reports can be created and stored in the Reports selection from the main drop-down menu.



Support

Amazon Seller Central help menus are quite circular and not particularly helpful. Sometimes, it is better to use outside user groups. There are many online, most of which are topic-specific, and there is also a Facebook group (or probably several): <https://www.facebook.com/groups/amazon.sellers.fba/>.

There are also a great many topic-specific videos on YouTube.

Process in Review

Because Amazon is always tinkering with their website, some of this information

might be OBE before the document is finished. So, just to be clear about what needs to happen when, here are the steps involved (you may have to hunt on the Seller Central website, but the capability will still be there):

1. After a book is identified as having Amazon potential, check it on the Amazon website and pay attention **NOT ONLY** to the lowest used price but also to the book's place in the listings of Amazon's sales ranks. Please remember that condition is also important.
2. Once you decide a book is good to be listed, go to the Amazon Seller Central page for listing a product and enter either the title or the ISBN number. This may create a dialogue where you have to apply to sell this particular book (especially if it is a textbook).
3. By choosing to sell a used book from this page, you will be given a form to fill out with the condition of the book and the asking price. **Important: we are only allowed to sell books as USED. We are not allowed to sell books as Collectible.**
4. After that, choose to save as Fulfilled by Amazon.
5. After you have gathered enough books for a shipment, you can go to the page for creating a shipment and search for the books you wish to ship, adding them to the shipping list.
6. The shipping process should guide you through identifying the number of items and printing out the labels for both the books and the shipment.
7. Once a package is ready for shipment, it needs to be taken upstairs to the library work area to be picked up by UPS.



FRIENDS OF THE NATRONA COUNTY LIBRARY

307 EAST SECOND STREET

CASPER, WY 82601

307-235-0234