

Friends of the Natrona County Library



2025 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

Board Members

Mary Coleman
Pat Green
Larry Linn
Phyllis Pearl-Erk
Jackie Read
Pam Schuler
Sarah Scott

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 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.

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. Director 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 professional 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

You've really
NAILED
it this year!



Thank you for all the effort, care, and precision you give. Here's a little something to help you stay sharp—because we couldn't ask for a finer crew. We appreciate your hard work, dedication, and attention to detail—right down to the little things! Enjoy this small token of appreciation to help you take care of yourself, too.

Don't forget to stop by the special Staff Appreciation Book Sale on December 3rd from 1:30 to 3:00 p.m.—a perfect chance to enjoy our special treats!



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Presidents' Report

2025

2025 was truly a year for the record books, and none of it would have been possible without the dedication, energy, and generosity of our volunteers. Together, we achieved our strongest year in more than 15 years.

Through seven book sales—including three special sales—we raised an extraordinary **\$47,109.36** in book sale revenue.

Outstanding Sales Performance

Our book sales reached new heights in 2025. In June, we set a new bag sale record—only to surpass it again in December, when a single sale generated **more than \$7,900**. Overall, book sale income exceeded each of our previous 10 years by **over \$12,000**, a remarkable accomplishment. Admission fees from the first two days of each sale continued to provide a valuable revenue stream. The December sale alone is estimated to have generated **\$3,170** in admission fees, further strengthening our financial results.

Online sales also performed exceptionally well. Due to strong demand for unique and rare items, **Amazon sales totaled \$2,503.54** in deposits for the year, achieving higher sale prices than at local sales.

Partnerships That Expand Our Reach

2025 was marked by strong and growing partnerships. Alongside our continued collaboration with the library, we were proud to work with:

- BetterWorld Books
- Hill's Music
- Park School
- Casper Humane Society
- Game Crossing
- Serve Wyoming

Partnership Highlights

Our partnerships significantly expanded our impact and reach throughout the year.

We transitioned from Dreambooks to a new partnership with Better World Books in April, generating \$1,046.28 in income by year's end while providing measurable environmental benefits.

Hill's Music supported our special music sale by appraising donated instruments. Admission donations from the event benefited Casper Humane Society through both in-kind and cash contributions.

In December, Friends hosted a book-gifting activity for Park School kindergarteners, where volunteer "elves" helped children select and wrap books for their families.

Game Crossing contributed expertise in pricing donated gaming books for ComicCon and is managing the ongoing sale of a large donation of military miniatures.

We remain affiliated with **Serve Wyoming**, which assisted us with events throughout the year, and several members were recognized for their outstanding volunteer service.

Giving Back to the Community

Thanks to exceptional sales and volunteer support, we were able to reinvest in the library and the broader community in meaningful ways:

- **\$25,000** donated to the library
- **\$3,000** donated to Wyoming Reads
- **\$8,959.02** invested in new tables for the Crawford Room and Friends area
- **\$20,000** reserved in a Certificate of Deposit to support future library needs

We also continued to:

- Provide materials for Junk Journal classes taught by a Friends volunteer
- Supply books for the library's ephemera shelf
- Partner with the Fort Caspar Chapter of the Daughters of the American Revolution and the Casper Autism and Special-Needs Support groups to celebrate National Library Week and honor library staff
- Celebrate library staff through pre-sale events, including a special event prior to the winter sale

Powered by Volunteers

None of this success would have been possible without volunteer power. In 2025, **49 volunteers logged an astounding 4,739 hours** of service—an extraordinary contribution that continues to make everything we do possible.

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Treasurer's financial Report 2025

Cash Account

Cash Account
1/19/2026

Date	Num	Payee	Memo	Category	Amount	C	Balance
1/1/2025		First Interstate	Bank Balance	Business Income	0.00		5,623.64
1/7/2025		First Interstate	Monthly Book Sales	Business Income	467.00		6,090.64
1/7/2025		First Interstate	Bank Fee	Business Expenses	-2.00		6,088.64
1/22/2025		First Interstate	Amazon	Business Income	448.35		6,536.99
2/3/2025		Walmart	Supplies	Business Expenses	-21.21		6,515.78
2/3/2025		Dollar Tree	Supplies	Business Expenses	-42.00		6,473.78
2/5/2025		First Interstate	Amazon	Business Income	54.34		6,528.12
2/6/2025		First Interstate	Monthly Book Sales	Business Income	549.20		7,077.32
2/11/2025		First Interstate	Paypal	Business Income	263.25		7,340.57
2/16/2025		First Interstate	Cash for book sale	Business Expenses	-100.00		7,240.57
2/24/2025		First Interstate	Paypal	Business Income	869.02		8,109.59
2/24/2025		First Interstate	Interest from CD	Business Income	1,094.06		9,203.65
2/24/2025		Domino's	Food	Business Expenses	-32.78		9,170.87
2/27/2025		First Interstate	Bank Fee	Business Expenses	-2.00		9,168.87
2/27/2025		First Interstate	Book Sale	Business Income	2,454.00		11,622.87
2/28/2025		UU Church 1304	Annual Meeting	Business Expenses	-100.00		11,522.87
3/4/2025		Dollar Tree	Supplies	Business Expenses	-24.94		11,497.93
3/10/2025		Wyoming Reads #1303	Donation	Business Expenses	-3,000.00		8,497.93
3/10/2025		First Interstate	Amazon	Business Income	130.77		8,628.70
3/19/2025		First Interstate	Supplies	Business Expenses	-50.38		8,578.32
3/24/2025		Walmart	Monthly Book Sales	Business Income	350.00		8,928.32
3/27/2025		First Interstate	Bank Fee	Business Expenses	-2.00		8,926.32
4/7/2025		First Interstate	Book Sale	Business Income	250.00		9,176.32
4/7/2025		First Interstate	Money for Book Sale	Business Expenses	-300.00		8,876.32
4/14/2025		First Interstate	Book Sale	Business Income	6,847.70		15,724.02
4/14/2025		First Interstate	Paypal	Business Income	4,215.10		19,939.12
4/22/2025		First Interstate	Book Sale	Business Income	255.00		20,194.12
4/30/2025		First Interstate	Amazon	Business Income	232.47		20,426.59
4/30/2025		First Interstate	Bank Fee	Business Expenses	-2.00		20,424.59
5/6/2025		First Interstate	Monthly Book Sales	Business Income	734.50		21,159.09
5/9/2025		First Interstate	Paypal	Business Income	48.50		21,207.59
5/14/2025		First Interstate	Monthly Book Sales	Business Income	358.00		21,565.59
5/14/2025		Sam's Club	Supplies	Business Expenses	-8.98		21,556.61
5/27/2025		First Interstate	Book Sale	Business Income	3,591.50		25,148.11
5/27/2025		First Interstate	Book Sale	Business Income	197.00		25,345.11
5/27/2025		First Interstate	Paypal	Business Income	1,743.56		27,088.67
5/27/2025		Domino's	Food	Business Expenses	-40.34		27,048.33
5/27/2025		First Interstate	Bank Fee	Business Expenses	-2.00		27,046.33
6/18/2025		First Interstate	Book Sale	Business Income	125.00		27,171.33
6/18/2025		First Interstate	Monthly Book Sales	Business Income	47.17		27,218.50
6/26/2025		First Interstate	Amazon	Business Income	15.39		27,233.89
6/26/2025		First Interstate	Bank Fee	Business Expenses	-2.00		27,231.89
6/30/2025		First Interstate	Book Sale	Business Income	5,459.00		32,690.89
6/30/2025		First Interstate	Paypal	Business Income	2,238.10		34,928.99
6/30/2025		Sam's Club	Supplies/Food	Business Expenses	-89.89		34,840.10
7/1/2025		First Interstate	EDI	Business Income	25.00		34,865.10

Cash Account		Cash Account		Cash Account		Cash Account	
Date	Num	Payee	Memo	Category	Amount	C	Balance
7/7/2025		Sam's Club	Supplies/Food	Business Expenses	-35.46		34,829.64
7/11/2025		First Interstate	Book Sale	Business Income	400.00		35,229.64
7/11/2025		First Interstate	Money for Sale	Business Expenses	-300.00		34,929.64
7/17/2025		First Interstate	Paypal	Business Income	470.17		35,399.81
7/17/2025		NCPL Debit Card	Donation	Business Expenses	-25,000.00		10,399.81
7/23/2025		First Interstate	Book Sale	Business Income	2,891.00		13,290.81
7/30/2025		First Interstate	Book Sale	Business Income	230.00		13,520.81
7/30/2025		First Interstate	Amazon	Business Income	346.20		13,867.01
7/30/2025		First Interstate	Monthly Book Sales	Business Income	103.00		13,970.01
8/6/2025		USPS	Bank Fee	Business Expenses	-2.00		13,968.01
8/26/2025		First Interstate	Postage	Business Expenses	-6.72		13,961.29
8/26/2025		First Interstate	Monthly Book Sales	Business Income	106.00		14,067.29
8/28/2025		First Interstate	Amazon	Business Income	640.07		14,707.36
9/2/2025		First Interstate	Bank Fee	Business Expenses	-2.00		14,705.36
9/2/2025		Sam's Club	Libroloop	Business Expenses	88.23		14,793.59
9/15/2025		First Interstate	Supplies	Business Expenses	-58.42		14,735.17
9/16/2025		First Interstate	Paypal	Business Income	3,451.23		18,186.40
9/16/2025		First Interstate	Book Sale	Business Income	6,561.28		24,747.68
9/18/2025		First Interstate	Amazon	Business Income	125.51		24,873.19
9/30/2025		First Interstate	Transfer to Money Market	Transfer/Interest	-20,000.00		4,873.19
10/1/2025		Amazon	Bank Fee	Business Expenses	-2.00		4,871.19
10/2/2025		First Interstate	Debit Card	Business Expenses	-187.46		4,683.73
10/2/2025		USPS	Book Sale	Business Income	389.00		5,072.73
10/15/2025		First Interstate	Postage	Business Expenses	-45.45		5,027.28
10/21/2025		First Interstate	Amazon	Business Income	244.69		5,271.97
10/21/2025		First Interstate	Monthly Book Sales	Business Income	395.50		5,667.47
11/5/2025		Sam's Club	Bank Fee	Business Expenses	-2.00		5,665.47
11/5/2025		Dollar Tree	Supplies	Business Expenses	-60.70		5,604.77
11/7/2025		First Interstate	Supplies	Business Expenses	-27.03		5,577.74
11/7/2025		First Interstate	Monthly Book Sales	Business Income	644.67		6,222.41
11/24/2025		First Interstate	Money for Book Sale	Business Expenses	-300.00		5,922.41
11/28/2025		First Interstate	Amazon	Business Income	131.63		6,054.04
12/8/2025		First Interstate	Bank Fee	Business Expenses	-2.00		6,052.04
12/8/2025		First Interstate	Book Sale	Business Income	5,893.00		11,945.04
12/8/2025		First Interstate	Paypal	Business Income	2,419.16		14,364.20
12/12/2025		Amazon	Food	Business Expenses	-60.41		14,303.79
12/30/2025		First Interstate	Amazon	Business Income	301.68		14,605.47
12/30/2025		First Interstate	Bank Fee	Business Expenses	-2.00		14,603.47
12/30/2025		NCPL	Donation Tables	Business Expenses	-8,959.02		5,644.45

Cash Account
1/19/2026

Cash Account

Friends of the Natrona County Library

Proposed Budget 2026

	Budget 2025	Actual 2025	Budget 2026
Income			
Book Sales	\$30,000	\$47,100.36	\$30,000
Monthly Book Sales		\$4,942.01	\$3,000
Amazon Sales	\$750	\$2,676.90	\$1,000
Donations	\$300	\$1,113.00	\$300
Dream Books	\$1,500	\$1,500.00	\$0
Better World Books	\$0	\$469.67	\$1,500
Interest	\$700	\$1,094.06	\$500
Total	\$31,700	\$58,896.00	\$36,300
Expenditures			
NCPL	\$25,000	\$25,000	\$25,000
Sue Jorgenson	\$3,000	\$3,000	\$3,000
Office Supplies	\$500	\$726.72	\$1,000
Postage	\$50	\$52.17	\$70
Bank Fee	\$24	\$24	\$24
Gift	\$50	\$100	\$100
Wy Sec of State	\$26	\$0	\$26
Additional Library Support	\$0	\$8,959.02	\$0
Misc	\$3,050	\$1,013.28	\$7,080
Total	\$31,700	\$38,875.19	\$36,300

Investments- C.D. \$64,631.44 Bank Balance- 1/1/2025-\$5,623.64 12/31/2025- \$5,644.25

Based on the November/December/January budget, any liquid earnings not otherwise allocated in proposed budget or maintained in CDs, and in excess of \$5,000 minimum balance for the FOL account will be transferred to the NCPL at the end of each calendar year.

Outreach Donations

2025

Banner Wyoming Medical Center	Books for Give Away Carts
Casper Christian School	Dictionaries, YA Books, Classics
Casper College Early Learning Center	Children's Hardcover Books (discards)
Casper College ESL students	Books
Casper Humane Society	Donated Items and Cash from Music Sale, Newspapers discarded from Library
Casper Unity and Solidarity Project	Children's Hardcover Books (discards)
Children's Advocacy Project	Children's and Young Adult Books
Edness K. Wilkins State Park	Books for The Reading Tree
Holy Cross Food Bank	Children's Books
LDS Church Members	LDS Books
Mills Police Department	Binders
Natrona County Airport	Books for Free Shelf
Natrona County Library (Summer Reading)	Cash Donations Collected at Special Sale
Natrona County School District	Magazines
Olivia Caldwell Foundation	Children's Books
Park Place	Large Print Books
Primrose	Large Print Books
Senior Citizens Center	Puzzles, DVDs, Large Print Books
Wyoming Behavioral Institute	Young Adult Books
Wyoming Classical Academy	Biographies

Note: Some locations received several repeat donations

Meeting Minutes

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Friends of the Library Board Meeting

January 15, 2025

Minutes

Call to Order

Roll Call: Lisa Scroggins, Cathi Carr, Pat Green, Jackie Read, Pam Schuler, Leanne Woodfill, Larry Linn, Phyllis Pearl-Erk, Evelyn McDaniel, Sharyle Good
Absent: Laurie Fletcher, Mary Coleman

Minutes – Julia Whyde

- November minutes
 - Scroggins makes motion to approve November 2024 minutes; Schuler seconds
 - November minutes approved

Treasurer's Report – Evelyn McDaniel

- FOL balance as of 12/18/2024: \$5, 623.64
- FOL gave \$35,000 to the NCPL in 2024; three separate checks
 - #1300 07/10/2024 \$15,000
 - #1301 10/09/2024 \$10,000
 - #1302 12/12/2024 \$10,000
- Pearl-Erk moves to accept FOL budget dated 1/15/2024
 - Green seconds
 - 1/15/2024 Budget approved

Director's Report Lisa Scroggins

- Scroggins discusses Senate File 47 Outside Board Oversight
 - Scroggins encourages FOL as members of the public to pay attention to Senate File 47: maintaining independent, outside boards for public entities like parks and libraries.
 - Outside boards provide
 - Specialize oversight
 - Community representation and involvement
 - Focus and efficiency
 - Accountability and Transparency
 - Advocacy and Fundraising
 - Reduction of undue influence (political or otherwise)
 - Operational Autonomy
 - Collaboration
- Scroggins announces that February 8th marks 50 years of Prometheus at the NCPL
 - Birthday party at the library
 - Evening reception at the Nicolaysen Art Museum
 - Partnering with Goodstein Library, Casper College, Ft. Caspar Museum, and the Science Zone for a month of activities
- Scroggins announces safety standards for the library.
 - Insurance carrier will begin requiring safety trainings and attendee tracking for employees
 - FOL members will be required to complete a training
 - Scroggins acknowledges that given board is volunteers, she understands and will plan for time investment and mode.

- Scroggins confirms that safety study will have implications for volunteer restrictions on fall from last sale,
 - Dave Bentzin can no longer serve as a volunteer due to mobility concerns
- Establish guidelines for volunteer guidelines by February
- Scroggins will work with co-presidents to establish a list of mobility recommendations
- List will be brought to FOL Board for discussion
- Good comments that most volunteers will be present at the annual meeting; annual meeting could provide a common time for training

Library Board Comments – Cathi Carr

- Carr announces new county commissioner – Casey Coates
- Carr confirms two NCPL members leaving in June: Mike Stepp and Elaina Stedeille
- Carr requests FOL BOARD begin soliciting interested members of the public
 - Scroggins summarizes demands: monthly lunch plus an additional up to 3 hours/month meeting plus advocacy. Demands are minimal
- Carr thanks board for all of its work in supporting the library

Reports

- **Communication** – Julia Whyde
 - No communication
- **Outreach**
 - McDaniel reports donation of books to hospital
 - Good reports donation of biographies for Classical Academy
 - Woodfill reports donation of newspapers to Humane Society
- **Amazon** - Good for Fletcher
 - Over \$500 so far this year
 - Good reports FOL that Dreambooks relationship is helping to “catch” process check and posting items on Amazon
 - Good acknowledges hard work of Pearl-Erk and Fletcher regarding their Amazon and Dreambooks process
- **Dreambooks**
 - Good reports that FOL may have two shipments this year.

Old Business

- **Annual Meeting Planning** - February 26, 2025 - 5:00
 - Food: Select Menu
 - Schuler makes a motion for soup, salad, and chocolate
 - Good constructs sign up list to pass around
 - Members discuss options and pass sheet around
 - Woodfill and Good agree to email the list to the FOL members to complete the sign-up sheet
- **Nominating Committee Report** – McDaniel for Coleman (not present)
 - McDaniel passes around Nominating Committee Report

- Expired Board Member Positions: Leanne Woodfill, Laurie Fletcher, Sarah Scott
 - Nominated Officers: Leanne Woodfill – Co-President; Julia Whyde – Secretary
 - Officers and Board Member 2022 – 2023:
 - Co-Presidents – Leanne Woodfil and Sharyle Good;
 - Vice President: Laurie Fletcher;
 - Secretary: Julia Whyde;
 - Treasurer: Evelyn McDaniel
 - Board Members: Pat Green, Larry Linn, Pam Schuler, Jackie Read, Mary Coleman, Phyllis Pearl-Erk, Sarah Scott
 - Report will be presented at annual meeting
- **Music Sale Update**
 - February 22nd, 10:00 – 4:00
 - Discussion regarding instruments and other donations
 - Good confirms many items donated
 - Linn will be bringing in records
 - Good reports no communication from WSO
 - Good asks if outside sellers can sell related items
 - Scroggins reports: policy does not allow
- **New Business**
 - Proposed 2025 Budget – Evelyn McDaniel
 - McDaniel provides board with overall annual budget, 2024, including donations and other sale items.
 - FOL made \$38,000 in book sales
 - Amazon \$688.10
 - Donations \$300
 - Dream Books \$1500.10
 - Interest \$1057.10 (based on two CDs purchased by FOL to make additional money)
 - McDaniel provides board for proposed budget 2025
 - McDaniel asks FOL board to review and make suggestions for final approval at annual board meeting
 - Board congratulates McDaniel on the layout and tracking of the budget
 - Good asks Scroggins for chairs update
 - Scroggins reports that no order has been placed, pending other source options and Confirmation
 - Good asks question regarding approval of \$10,000 excess to NCPL
 - Woodfill suggests that in November, moving forward, we vote on how much to keep in the account and how much excess to donate to the library
 - Good suggests an addendum as follows: DRAFT “Based on the November/December/January budget, any liquid earnings not otherwise allocated in the proposed budget or maintained in CDs, and in excess of a \$5000 minimum balance for the FOL account will be transferred to the NCPL at the end of each calendar year.”

Other

Next Meeting is Annual Meeting - February 26, 2025 - General Meeting (5) Board
(After general, estimated to start by 7)

Adjourn

- Schuler makes motion
 - Read seconds
 - Adjourned 5:59 p.m.

SAVE THE DATE

FRIENDS OF THE LIBRARY ANNUAL MEETING

SOUPS, SALADS, DESSERTS
PROVIDED BY THE FOL
BOARD

WEDNESDAY
FEBRUARY 26, 2025
5:00 P. M.

UNITARIAN UNIVERSALIST CHURCH
1040 WEST 15TH STREET
(BEHIND WEST SIDE ALBERTSONS)

RSVP BY FEBRUARY 21ST TO
SHERRY GOOD
SHARYLE@TRIBCSP.COM OR
307-259-8918

WE ARE PROUD OF THE
WORK YOU DO, THE PERSON
YOU ARE, AND THE
DIFFERENCE YOU MAKE.



MINUTES
Friends of Natrona County Public Library
Annual Meeting
February 26, 2025



Dinner at 5:00 P.M. followed by Annual Meeting
Unitarian Universalist Church

Dinner and Socializing - Thanks to Friends of the Library Board for providing the Meal

Welcome

Roll Call

Leanne Woodfill, Stacie from Serve Wyoming, Ami Jacobs, Evelyn McDaniel, Jackie Read, Larry Linn, Dave Bentzin, Phyllis Pearl-Erk, Diane Clow, Joyce Ewing, Germaine Wagner, Kim Roylance, Pam Schuler, Dorothy Morton, Sarah Scott, Twyla Gaylord, Lisa Scroggins, Mary Coleman, Jan, Sharyle Good, Pat Green, Ila Kaiser, Cathi Carr, Janet DeVries, Laurie Fletcher, Susan Burk, Sarah Neubauer, Julia Whyde

Introductions and Acknowledgements

Library Director Comments – Lisa Scroggins

Scroggins shares how FOL funds have been spent

- Sue Jorgensen Foundation Wyoming Reads, in-kind services
- Library programming
- After-school and summer events for youth and adults
- Special projects like the Story Walk
- Scroggins speaks to the good will that FOL work brings into the community through the library, thanks FOL volunteers.

Scroggins shares how as a county entity, we are covered by county liability; training must be part of the work to keep volunteers safe.

- Volunteers provided a short presentation with safety reminders.
- Bentzin suggests better lighting for the handicap spaces.
 - Scroggins shares plan for better lighting
- Schuler shares presentation of items related to WWI and WWII women librarians
- Scroggins informs board of the most recent obscenity bill at the state legislature; will be held over to the interim for informational purposes.

Library Board Comments – Cathi Carr

Carr thanks for volunteers for their work on behalf of the board.

Carr announces board openings – call for volunteers

- Two positions; members can only serve two terms
- One hour per month over the lunch hour
- Thanks FOL for the \$10,000 for new Crawford Room chairs

Volunteer Hours 2024 – Leanne Woodfill

2024 - 3590+ hours - 47 volunteers

Reminder to record all hours including board meetings and work at home or in community

Amazon Update - Laurie Fletcher

Fletcher reviews content in the Annual Report

- \$2000 total; NCPL received roughly \$900 of the total
- Fletcher explains how Amazon fees have increased
- Fletcher reports DreamBooks work has helped to catch additional sales texts for Amazon

Annual Report - Laurie Fletcher

Fletcher review annual report

- Good explains where the electronic version will be posted.

Music Sale Information – Sharyle Good and Leanne Woodfill

Schuler reads thank you from the Casper Human Society

Good announces that over \$2600 was made

- Burk offers to relay information to the WSO regarding plan for future engagement

April Sale - April 10, 11, 12 – Sharyle Good and Leanne Woodfill

Information

- Good announces that sale is ready
- Good encourages updated labels

Worker Request

- Good will update members once the sign-up list is ready

Volunteer Updates

Assignments

- Assignments are up to date

Sorting

- Woodfill reminds volunteers not to sort unless they are trained

DreamBooks

- New pallets almost ready to go

Miscellaneous

- Suggestions/Comments
 - Gaylord recommends a step-stool
 - Board discusses location of current step stool
 - Scroggins informs members that old books were donated to KW for the musical sets: will be returned.

ANNUAL MEETING BOARD MINUTES
Friends of Natrona County Public Library
Annual Meeting
February 26, 2025

Call to Order

Roll Call

Sharyle Good, Pat Green, Larry Linn, Jackie Read, Mary Coleman, Leanne Woodfill, Laurie Fletcher, Phyllis Pearl-Erk, Cathi Carr, Lisa Scroggins, Sarah Scott, Ila Kaiser, Julia Whyde

Approval of Minutes – Julia Whyde

- January meeting
 - Woodfill makes a motion to accept the January minutes; Green seconds
 - January minutes approved

Treasurer's Report – Evelyn McDaniel

- FOL January 2025 - \$6,536.99
- McDaniel reports two CDs renewed; interest taken out and deposited into the FOL checking account
- Scroggins makes motion; Schuler seconds
 - January 2025 FOL Treasurer's Report approved

Director's Report – Lisa Scroggins

- Scroggins has no further comments

NCPL Board Comments — Cathi Carr

- Carr has no further comments

REPORTS

- Communications – Julia Whyde
 - Card from Joyce Barlett – NE
 - Letter from the Human Society – Craig Cummings
- Outreach/Advocacy – Evelyn McDaniel
 - Hospital
 - Kelly Walsh
 - Natrona County International Airport

OLD BUSINESS

NEW BUSINESS

- Annual Report Presentation — Laurie Fletcher
Done
- Elections - Mary Coleman and Evelyn McDaniel
 - Coleman and McDaniel provide Nominating Committee Report
 - Shirley Chase has resigned
 - Sarah Scott has been nominated to take Shirley's place
- Voting
 - McDaniel asks for nominations from the floor
 - None: nominations closed
 - Schuler makes a Motion to adopt the nominating committee's recommendations
 - Pearl-Erk seconds
 - Approved
- Annual Budget Adoption — Evelyn McDaniel
- McDaniel presents 2025 proposed budget
 - See attached
- McDaniel summarizes 2024 FOL donations to NCPL
 - Coleman makes motion to adopt the proposed budget; Fletcher seconds
 - 2025 Proposed budget approved

OTHER

- Kaiser shares feedback regarding junk journal class stories.
 - FOL provides funding for materials as a sponsor
- Motion to adjourn
 - Seconded: McDaniel
 - Adjourned 7:16 p.m.

Next Meeting: March 19, 2025

Friends of the Natrona County Library

Proposed Budget 2025

	Budget 2024	Actual 2024	Budget 2025
Income			
Book Sales	\$30,000	\$38,227.82	\$30,000
Amazon Sales	\$500	\$688.10	\$750
Donations	\$300	\$600.00	\$300
Dream Books	\$0	\$1,500.00	\$1,500
Interest	\$900	\$1,057.10	\$700
Total	\$31,700	\$42,073.02	\$33,250
Expenditures			
NCPL	\$25,000	\$25,000	\$25,000
Sue Jorgenson	\$3,000	\$3,000	\$3,000
Office Supplies	\$500	\$718.49	\$1,000
Postage	\$50	\$70.59	\$70
Bank Fee	\$24	\$24	\$24
Gift	\$50	\$100	\$100
Wy Sec of State	\$26	\$0	\$26
Additional Library Support	\$0	\$10,000	\$0
Misc	\$3,050	\$118	\$4,030
Total	\$31,700	\$39,031.08	\$33,250

Investments- C.D. \$42,000 Bank Balance: January 1, 2024- \$5,606.76

December 31, 2024 - \$5,623.64

Based on the November/December/January budget, any liquid earnings not otherwise allocated in the proposed budget or maintained in CDs, and in excess of \$5,000 minimum balance for the FOL account will be transferred to the NCPL at the end of each calendar year.

Friends of NCPL Board Meeting

March 19, 2025

Minutes

Call to Order -- Leanne Woodfill

Roll Call: Cathi Carr, Mary Coleman, Sharyle Good, Pat Green, Larry Linn, Evelyn McDaniel, Phyllis Pearl-Erk, Jacki Read, Pam Schuler, Sarah Scott, Leanne Woodfill

Absent: Lisa Scroggins, Laurie Fletcher, Julia Whyde

Approval of Minutes – Julia Whyde (absent)

- February 2025 Minutes
 - Coleman moves to accept February minutes; Pearl-Erk seconds. February minutes approved.

Treasurer's Report – Evelyn McDaniel

- FOL February 2025 \$11,622.87
- McDaniel reports interest from the renewed cds currently \$1,094.06 deposited.
- Green makes motion to approve March Treasurer's Report; Schuler seconds.
 - February Treasurer's Report approved.

NCL Board Comments – Cathi Carr

- Carr reports possible 2.3 to 4 million dollar cut to the county budget.
- Carr reports Scroggins is watching the legislative results and is waiting for clarification regarding gun free zones and service animals to see how they would impact the library.
- Carr praised the youth and teens involvement in book clubs and schools and other outreach.

REPORTS

- **Communications** - Good for Whyde (absent)
 - Good reads letter from Wyoming Community Foundation thanking us for our donation to the Sue Jorgensen Book Drive Fund.
- **Outreach** – Sharyle Good and Leanne Woodfill
 - Good reports reported on the recent donations to the gift basket that Megan is putting together for the CASA fundraiser.

Amazon

- Good and Pearl-Erk reported on the Amazon process.

NCPL FOL 1

- DreamBooks program scanning is helping to locate more for Amazon and the sales are good.

Dreambooks

- FOL sorters have filled 29 boxes for shipment to DreamBooks.
 - Full shipment at 36 boxes.

OLD BUSINESS

- Annual Meeting follow-up
 - Good reports that 12 volunteers still need to complete the safety training.
 - Reminders have been sent
 - Good reports that members responded very positively to Annual Meeting and decided to use the same format next year.

NEW BUSINESS

- The Daughters of the American Revolution group has requested that we assist them and the Autism Society again this year with the library staff recognition for National Library Week. Event similar to last year's
 - McDaniel makes motion to confirm FOL assistance, including allocation of no more than \$200 to the event. Motion passes.
- Good reports that we have over 250 reservations for the April Sale.
 - Woodfill will contact FOL volunteers who have not yet signed up to work.
 - Nissen will coordinate Monday's session to set up for the sale.
 - Green will coordinate the staff pre-sale.
- FOL discusses history of book donations to home schoolers and teachers.
 - McDaniel moves to no longer donate books to educators; Read seconds. Motion passes.
- FOL discussion regarding involvement in NicFest.
 - The Board determined that we don't feel we have anything to offer at this time.
- ComicCon July 19-20.
 - Linn has made a substantial donation of Dungeons and Dragons items and we are collecting other items from the sale area for that sale.
 - Pearl-Erk has been checking pricing and we will continue to work on the materials.
 - Volunteers will be needed for that event to set up, work the sale, and take down the sale area.

OTHER

- Woodfill reports that we will soon have a new 10-year old new volunteer.
- Linn indicates that he will have records for the next sale. These will be individually priced.
 - Good thanks Linn for his substantial donations for the music sale and the ComicCon.

- The meeting adjourned.

Next meeting: April 16, 2025, 5:00 p.m. NCPL Board Room

MINUTES
Friends of NCPL
Board Meeting
April 16, 2025

Roll Call – Sharyle Good

Leanne Woodfill, Evelyn McDaniel, Pam Schuler, Lisa Scroggins, Cathi Carr, Julia Whyde, Pat Green, Phyllis Pearl-Erk, Mary Coleman, Laurie Fletcher, Sharyle Good, Sarah Scott

Absent: Jackie Read, Larry Linn

Approval of Minutes – Julia Whyde

- March 2025 Minutes
 - Fletcher moves to accept March 2025 minutes; Green seconds.
 - March 2025 minutes approved

Treasurer's Report – Evelyn McDaniel

- FOL March Treasurer's Report as of 3/27/2025: \$8,926.32
 - Donation from Rose Williams \$250
 - Booksale \$10, 882.80 plus additional monies, up to \$11,000
 - Schuler makes motion to accept the March Treasurer's Report; Pearl-Erk seconds
 - March 2025 Treasurer's Report approved

Director's Report – Lisa Scroggins

- Scroggins thanks FOL for lunch during Library Appreciation Week
- Scroggins reports new policy regarding records request
- Scroggins working with county on video camera policy for the NCPL
- Scroggins reports she has also drafted policies regarding new state policy regarding restrooms matching sex at birth in all state buildings
- Scroggins updates FOL on changes regarding conceal carry
- Scroggins reports impacts to IMLS and NEH that will affect library
 - IMLS grants: traveling exhibits, state library including circulation
 - NEH creative aging in the arts: \$2000 will not be reimbursed; other programming will be affected to make up for the shortfall.
- Scroggins reports on potential tariffs impacts
 - increased expenditures for supplies
 - increase book cost, particularly children's books (WyoReads impact)

NCL Board Comments – Cathi Carr

- Carr reports Wyoming Reads is May 20th
- Carr reports that two library board positions coming up in July
- Carr reports that budget hearings set for May 19th, 9:00 a.m. County Commissioners

Meeting Room, Second Room County Court House

- Asks FOL members to attend to show support
- Carr also asks members to write letters of support
- Scroggins asks FOL members to encourage outreach to the library; share personal stories.

REPORTS

Communications – Julia Whyde

None

Outreach – Evelyn McDaniel

- Hospital
- Centennial library
- Elite Therapy
 - Daycare facilities for adults – jigsaw puzzles, games
- Montessori school

Advocacy – Sharyle Good

- Shuler reports that she is offering the OLLI library class again
 - Currently a waiting list
- Scroggins encourages FOL members to write letters to the County Commissioners for NCPL advocacy

Amazon – Laurie Fletcher

- Fletcher reports that we have sold more books this year thanks to our DreamBooks sorting process.

DreamBooks

- Sorting process continues to fill pallets for our next shipment.

OLD BUSINESS

- DAR Request – Follow up (\$75.00)
 - Celebrating and supporting libraries celebration day funds
- Donation guidelines other than teachers and homeschoolers
 - Woodfill asks if FOL members should fill out donation forms to organizations
 - Good has confirmed that Little Free Libraries still have free books
 - Members also discuss continued contributions to WB and jail
 - Good suggest a committee comes up with overview of donation policy

- FOL members agree to create a committee to establish rules
- Good, Woodfill, Green, Coleman will meet before next meeting

NEW BUSINESS

April Sale Follow-up

- Treasurer's Report: \$10,762.80
- Pearl-Erk asks for clarification on children's book pricing.
 - Woodfill recommends revising the price list
- Fletcher comments that no-shows seemed down
- Good reports 602 ticket sales
- Good asks if FOL members took photos for the newsletter
- Woodfill states solid coverage on Saturday

June Bag Sale

- Woodfill and Good asks if we need anything
- Schuler discusses Midwest school, letting people in early
- FOL agrees to a month before the sale

ComicCon - July 19-20

- Woodfill and Good reports many items saved
- Woodfill asks if volunteers needed
- Good confirms: two badges
 - Will need people over three days: set up on the 18th; all day Saturday, Sunday, then packing unsold items up
 - Will work before May meeting for process

Arnold reports some missing items from his area.

- Scroggins will check with employees

OTHER

Next Meeting: May 21

Note: No summer meetings unless needed

Adjourned at 6:03 p.m.

MINUTES
Friends of NCPL
Board Meeting
May 21, 2025

Roll Call: Cathi Carr, Pam Schuler, Laurie Fletcher, Evelyn McDaniel, Leanne Woodfill, Phyllis Pearl_Erk, Jackie Read, Mary Coleman, Pat Green, Sharyle Good, Larry Linn, Sarah Scott

Guest: Arnold

Absent: Lisa Scroggins

Approval of Minutes – Julia Whyde

- Whyde presents April 2025 minutes
- Schuler makes motion to approve the April minutes; Woodfill seconds; April minutes approved

Treasurer's Report – Evelyn McDaniel

- McDaniel provides cash account copy: \$20, 426.59 as of end of April 30th
- FOL board discusses amount in lieu of three more fundraising events scheduled over the summer
- Coleman makes motion to accept the April 2025 budget; Schuler seconds; April budget approved

Director's Report – Lisa Scroggins – absent

- NCL Member Carr, on behalf of Scroggins, thanks FOL for county commissioner hearing support

NCL Board Comments – Cathi Carr

- Carr reminds board of WyoReads in May
- Carr states new library board members will rotate into position in July
 - Stedillie and Stepp terms are complete.

REPORTS

Communications – Julia Whyde

- Good reports email message from Paige Porter, NCSD teacher

Outreach – Evelyn McDaniel

- No updates

FOL May 2025 1

Advocacy – Leanne Woodfill

- No updates

Amazon – Laurie Fletcher

- Fletcher confirms 36 books in mail
- Fletcher states 12-14 ready to go today
- Fletcher states big donations have provided more review opportunities for sales

OLD BUSINESS

- Good reminds board of Bag sale at end of June
- Board discusses draft statement regarding free books
 - Good reports the ad hoc committee met to draft the proposal (see below)
 - Donation Guidelines Committee Proposal - (for vote)

Materials Donation Policy

The Friends of the Library Board has made the difficult decision to discontinue book donations within the community. While we have long valued this outreach effort, our mission prioritizes providing financial support directly to the library. Redirecting our resources will help us better fulfill that mission during this critical time.

- Good asks for motion to accept the policy statement regarding the decision to discontinue providing free books within the community that can otherwise be sold at a book sale for NCPL support as written.
 - Fletcher moves to accept the draft as written.
 - Scott seconds
 - FOL members approve policy on free books as stated

NEW BUSINESS

- Dream Books – Sharyle Good
 - Dream Books going away
 - New system is “LibroLoop”
 - Return to library drops significantly
 - LibroLoops promises to take all books except those that are broken, soiled or Damaged
 - Pays shipping
 - Good communicates that Scroggins recommends FOL try the new organization for a short period of time. Decide after more experience with new organization.
 - Dream Books scanning catalog will remain operable for a few more months
 - Fletcher asks about books currently in the Dream Books cabinet
 - Board agrees that these should be moved back to shelves

- Dream Books Replacement Possibilities
 - Scan Listers – searches twenty used books sites to see which one is selling
 - Thriftbooks
 - Better World Books

- Arnold states that we will have to pay for supplies; new system would provide only \$150 back to the library. Preparation costs would be deducted from that amount.
 - A pallet of 24, less than .50 cents a book.
 - Good proposes that BetterWorld and ThriftBooks could be better options
 - Has the scanner like DreamBooks
 - Better return
 - Arnold suggest using a system that provides a scanner
 - Good reports Scroggins would like FOL to consider LibroLopp for a short period of time. Would eliminate the need to throw books away.
 - Schuler asks Arnold if doing both LibroLoop and Dreambooks/Thriftbooks would work?
 - Arnold agrees that we could try both systems; the problem is space.
 - Arnold asks Good to get system set up with ThriftBooks to scan; he will pack books for the LibroLoop.
 - Pearl-Erk asks if items will be set aside for Amazon scanning
 - Arnold confirms
 - Agreed: FOL will try two systems to confirm which one works better for FOL

OTHER

Adjourn 6:03

Next Meeting: September 17, 2025

Note: No summer meetings unless needed

FOL May 2025 3

**Minutes
Friends of NCPL
Board Meeting
September 17, 2025**

Roll Call: Cathi Carr, Mary Coleman, Sharyle Good, Pat Green, Larry Linn, Evelyn McDaniel, Phyllis Pearl-Erk, Jackie Read, Pam Schuler, Sarah Scott, Lisa Scroggins, Julia Whyde

Absent: Laurie Fletcher, Leanne Woodfill

Approval of Minutes – Julia Whyde

- Whyde arrived late: May 2025 minutes approved.

Treasurer's Report – Evelyn McDaniel

- McDaniel provides FOL Board an update regarding our public 501 (c)(3) status and rules regarding account maximums.
 - Currently at \$14, 705.36 (9/14/2025)
 - Addition \$10, 000 to be deposited: total of \$24, 705.36
- McDaniel updates board on CD investments:
 - CDs \$26, 900/\$17,000 +/- at 3.75%
 - FOL will let these renew
- McDaniel confirms FOL donations as of this year
 - \$25, 000 to NCL
 - \$3,000 to WyoReads
- See below under "Old Business" for additional Budget discussions and approvals.

Director's Report – Lisa Scroggins

- Scroggins reports library newsletters in progress (see below, "Annual Report")
- Scroggins reports a recent foot traffic report: The library beat out the Ford Event Center in number of people through the door.
- **Projects - New Chairs and Business Center**
 - As shared last month, thanks to the generosity of the Masterson Family Foundation, we purchased 90 new chairs for the Crawford Room. They arrived shortly after your last meeting, and I have one here for you to experience.
 - Library will retain a portion of the old chairs to ensure we can still meet the Crawford Room's 114-seat capacity when needed, and repurposed a few for seating in the new business center pods.
- Scroggins reports that left over pandemic grants being used for workforce development opportunities; fitting private, Zoom spaces for local businesses and volunteer programs (Veterans, social services)
- Scroggins reports that funding received to replace the lift.

- County Commission visit during last board meeting
 - Commissioner Coates in NCL liaison.
 - When county passed their budget, used reserve funds to balance. Does not anticipate a status quo budget; will be cuts to services. The best we can hope for is 8%
 - Scroggins reports that Coates asked why the library's costs are higher than other county services.
 - Scroggins will be reporting.
 - Main reason: most county services do not operate out of a facility that they also pay for.
 - The NCPL must also fund parking lots, etc.
 - Longer hours than other county services: Other services work M-F, 8:00 – 5:00. The NCPL is open most hours; most of budget is staff.

Policies and Procedures

- Scroggins is currently reformatting library policies, adding both Purpose Statements and Policy Statements at the beginning of each policy. This approach will provide greater clarity and consistency by stating why a policy exists and the Library's general stance before moving into details. Because this is a formatting update rather than a policy change, board approval is not required. Once the work is complete next month, at Chris's recommendation, I will provide each board member with a copy of the full policy set for home reference.
- Similarly, Scroggins reports that Kate Mutch has revised our procedures to improve clarity and consistency.
 - These also do not require board approval, but Scroggins wanted to keep FOL informed.

Annual Report

- Once the final participation numbers for the Summer Reading Program are in, we will send the Annual Report to the printer. Our goal is for it to reach mailboxes across the community before the end of the month.

Joint Committee Update

- The committee has discussed community sentiment regarding the City of Casper's 6th Cent initiatives. There is widespread concern about the 5th Cent, and we have been told some community leaders have expressed a preference to let the current 6th Cent tax sunset before considering it as an option again. If the 6th Cent were to be part of a funding plan for a new library, it may be more viable to wait until 2028.
- The committee's goal is to present a joint recommendation to the Board of Trustees regarding next steps toward a new library in December 2025 or January 2026. If the trustees agree, the recommendation will then be forwarded to the Foundation Board.

Governor's Business Forum

- Scroggins will be attending both the Leadership Wyoming Alumni 25th Anniversary Event and the Governor's Business Forum on November 11–13 in Laramie.

- Scroggins will not be present at the November board meeting scheduled for the 12th.
 - *Hosted by Governor Mark Gordon, the Wyoming Business Alliance, and the Wyoming Heritage Foundation, the Governor's Business Forum is the state's flagship gathering for economic dialogue. The event brings together business leaders, policymakers, and community stakeholders to examine Wyoming's current economic landscape and plan for future growth.*

NCL Board Comments – Cathi Carr

- Carr provides FOL NCL Board Member updated
 - Chris Mullen – president
 - Cathi Carr – vice-president
 - Ivan Anchen – Treasurer
 - James Worthen – Secretary
 - Nimi McConigley- member at large
- Carr reports that Wyoming Gives Day was a success for the library
 - See below “Old Business”
- Carr also communicates gloominess of budget discussions have been
 - See “Director’s Report”

REPORTS

Communications none

Outreach

- McDaniel took books to the hospital
- Good reports that a Mormon agency will collect any donations of Mormon books
- Good reports a sale patron from Eggington’s who places a box of children’s books in the waiting room for families.
 - Good suggests stocking a box on a regular basis

Amazon – Laurie Fletcher (not present)

- Good presents most recent sales results; reports FOL is currently making 60% of sales, currently at \$1800.
- Good confirms the Better World Book process with Pearl-Erk discernment of set asides are foundational to Amazon success.

Better World - Sharyle Good

- Good reminds FOL that DreamBooks no longer exists.
 - Dreambooks did honor last pallet shipment
 - Expenses plus volunteer time for 36 boxes resulted in \$88.00 profit; not worth it

- Good shares Better World process and balances. They currently owe us \$390; we are making about 20% on what we send and they sell.
- Scroggins confirms that the environmental savings based on the system will be presented at the next commissioner meeting as well.

OLD BUSINESS

- Library donation and WyoGives discussion. (through Foundation)
 - Scroggins spoke with WyoGives last year, NCPL will participate
 - Scroggins reports that the Hughes Foundation out of Jackson set aside 1 million as a partial ranked match for a portion of the 1 million
 - NCPL in top 25% all day
 - Thanks to WyoGives, FOL \$25,000 donation rewritten to Foundation for a total \$44,438.00
- Scroggins suggests making donation to Foundation for WyoGives eligibility moving forward.
- Library Donation Part 2
 - Table purchase consideration for FOL
 - Scroggins purchased shorter tables, would like to buy longer tables.
 - Good suggests purchasing shorter tables from NCPL and replacing older, heavier tables used by FOL for sales
 - Good suggests FOL purchase three
 - Pearl-Erk asks if the new tables can hold books
 - Scroggins suggests deciding on the \$20,000 for the cd now, and waiting until the next bag sale to purchase the tables.
 - \$3000 roughly
 - RFID gates need to be replaced. Candace is seeking a grant, but grantor requires a match. Quote for \$30,000 total; \$15,000 for match.
 - Good and Scroggins propose purchasing cd now (designation for payment later)
 - If we can donate \$44,000; \$20,000 cd for 7 months, when it matures, transfer to pay for this.
 - McDaniel asks how much of the \$25,000 should we use?
 - Scroggins recommends following last annual meeting discussion of maintaining \$5000 in the FOL account, providing \$20,000 to a cd.

McDaniel makes a motion to put \$20,000 into a CD as a special allocation as listed above for the year. Coleman seconds. Approved.

NEW BUSINESS

- Staff Celebration (December 3rd)
 - Good asks if FOL would like to do it again
 - Board confirms

- December 3rd: asks members to bring baked items to share
- Sale Review
 - 369 walk ins
 - 401 reservations
 - Reactions: Good solicits feedback
 - Scroggins shares a praise; friend who recently moved misses the book sales
 - FOL confirms that the sale floor area looked the best ever
 - McDaniel shares that we do keep multiple volumes of popular authors because people tend to read several texts at once
 - Good suggest erotica should be moved away form the children's area
 - Sorting Guidelines discussion
 - General rule has been to remove items older than 10 years
 - older stuff selling and customers are asking for older texts
 - Good suggests rethinking current 10 year cut off.
 - Concerns
 - Pearl-Erk shares that none of us know how children's books fit into the new sale structure.
 - Good suggests a poster with sizes to confirm which books should fit into which categories.
- Proposed 2026 Sale Dates

April	9, 10, 11
June	25, 26, 27
September	10, 11, 12
December	3, 4, 5

 - By December, we need Megan to have bookmarks ready for patrons.
 - Pearl-Erk confirms Nic Fest confirmed for first week in June.
 - Board confirms these dates.
- Good asks board to think about requirements for Maintaining Active Volunteer Status
 - Scroggins suggests she understands the need to have active volunteers, but asks if ill will could be the result of "kicking people off" any lists. She suggests identifying who is active an inactive.
 - Board agrees that people maintain their position, if they have a section, assign an active co-volunteer.
- Annual Meeting
 - Good suggests asking Dave's daughter to the meeting.
 - Good asks if we need to do anything else for our Annual Meeting
 - Meeting is in February
 - Members agree to ask if we can use the church again
 - Soup, salad, dessert

OTHER

- Miniature Update: unopened packages, being sorted, he is doing the work of finding buyers. Will split the profits if we have any profits
- Good states that Woodfill requests Address, phone, email updates.
 - Scroggins asks for list once it's done
- Sarah Scott reports that her sister had a baby boy; has photos.
- Good reports two new volunteer applications

Next Meeting: October 15, 2025

Adjourn 6:20

**Minutes
Friends of NCPL
Board Meeting
October 15, 2025**

Roll Call: Cathi Carr, Mary Coleman, Pat Green, Sharyle Good, Evelyn McDaniel, Phyllis Pearl-Erk, Jackie Read, Julia Whyde

Absent: Laurie Fletcher, Larry Linn, Sarah Scott, Pam Schuler, Lisa Scroggins, Leanne Woodfill

Megan Bratton - Community Project Request

Approval of Minutes – Julia Whyde

- Coleman – motion to approve once corrected Green not present
- Good second
- Approved as amended

Treasurer’s Report – Evelyn McDaniel

Total as of 10/14/2025: \$4, 871.19

McDaniel confirms \$20,000 transferred into a CD

- FOL currently has three CDs, each earning interest on the principal investment.
- Pearl-Erk moves to accept the October Treasurer’s Report; Read seconds; approved.

Director’s Report – Megan Bratton for Lisa Scroggins

- Board voted to update staff leave.
 - Approved enhanced leave policy that allows for faster accumulation of leave and higher leave accrual rates for directors.
 - Change to help with employee retention.
- Lift to mezzanine is dead.
 - Replacement has been ordered.

- Should be installed before end of the year.
- Bratton reports NCPL has a new community partnership with Sports Ranch
 - Audio book club: listen to a book while they walk, participate book discussion post listen.
 - Aligns with library goal of health
- Bratton presents her project
 - WLA conference; discussion with children’s librarian from Jackson. Donated books, children invited to shop for family members. The school helps the students wrap the chosen books. Positive feedback.
 - Park Elementary pilot: Holiday shopping experience with the kindergarten class. The school proposes \$1.00 a student; school would provide volunteers and supplies. Each child will choose two books.
 - Proposing: volunteers serve as shopping elves and volunteers to help wrap. Ask FOL or donations of elf hats and wrapping paper.
 - Date picked: Tuesday 12/2.
 - Would need to have cleaning done one day before staff sale.
 - Two groups of shoppers. Could work with the Children’s department to have an activity with half of the group.
 - Will set aside library totes
- Bratton asks FOL to let her know what supplies are needed.

NCL Board Comments – Cathi Carr

- Carr states October was largely a quiet month.
- Board discussed recently approved legislative book ban at the state level

REPORTS

SERV Wyoming Updates

- Good reports total volunteer hours through SERVE Wyoming. Reminders FOL members to enter hours. Over 2100 hours
- Good also reminds members that mileage can be counted (from NCPL to donation location and back).
 - Good shows members where to add mileage

Communications – Whyde

- Whyde reads card from Rose Williams, on behalf of her daughter Caroline Williams
- Donation from Rose Williams
 - See note above

Outreach

- McDaniel reports has made donations to the hospital
- Sr. Citizens, Airport, Holy Cross, LDS (books picked up per agreement, see minutes for September)

Amazon

- Good reports \$2,099.25 income to date
 - Good provides print out for members

Better World

- Good reports \$511.32 income to date
 - Good provides print out of “environmental benefits” included
 - Pearl-Erk asks if Better World can tell us which books they do sell
 - Good reports only two reporting choices
 - Good reports potential sorting issue
 - Found three Craig Johnson books in the discard box
 - Board discusses potential need to address sorting choices

OLD BUSINESS

Nomination Committee Appointments- Evelyn and Mary

- Offices ending:
 - Leanne Woodfill: Co President
 - Laurie Fletcher: Vice President
 - Neither are present; will push to November
- Board term ending:
 - Leanne Woodfill
 - Laurie Fletcher
 - Sarah Scott (for Shirley Chase)

- Board discusses if Sarah completed Chase's term
- McDaniel confirms that Chase's term was done.
- Board agrees that Scott is new and not up for board term election.

NEW BUSINESS

- New Volunteers
 - Connie Cain Stinson will be doing Christmas displays for book sale
 - May be taking some items off shelves to create holiday display
 - Gerry McAndrew - new volunteer to help with literature
 - Will help Amy out with the literature section
 - Woodfill has provided a tour of the space
 - Good states that application revisions will include a statement that volunteers agree that they cannot personally profit from their volunteer work with FOL.
 - Good reports we may need to make some wheelchair accommodations for one of the new volunteers.
- Green asks if someone should volunteer to coordinate the Park/ FOL Christmas collaboration (wrappers, buyers)
 - Green proposes dividing into three volunteer need groups corresponding to three different activities/areas: wrapping/ buying/NCPL activity (reading et al.)
 - Good confirms she will include this in the informational email.
 - Coleman asks how other members will be notified
 - Good confirms via email. Email will also ask for wrapping supplies donations

OTHER

- No other discussion
- Adjourned 6:01

Next Meeting: November 19, 2025

**Minutes
Friends of NCPL
Board Meeting
November 19, 2025**

Roll Call: Cathi Carr, Mary Coleman, Pat Green, Sharyle Good, Evelyn McDaniel, Phyllis Pearl-Erk, Jackie Read, Julia Whyde, Sarah Scott, Pam Schuler, Lisa Scroggins, Leanne Woodfill, Pam Schuler|

Absent: Laurie Fletcher, Larry Linn

Approval of Minutes – Julia Whyde

- Green– motion to approve once corrected Green not present
- Scroggins second
- October minutes Approved

Treasurer’s Report – Evelyn McDaniel

Total as of 11/18/2025: \$5, 665.47

McDaniel confirms a BetterWorld books check for \$467

Schuler makes motion to accept; Scott seconds. November TR approved.

Director’s Report – Lisa Scroggins

- October and November busy
 - Presented “Why does the library cost so much more than other departments?”
 - Well-received
- Scroggins and Green celebrate how Fred and Kate provided services during outage for second floor wheelchair bound patrons
- Scroggins reports that announcements can now be heard in the basement
 - Conrado resolved the issue with Echo Dots after phones were shifted from analog to digital
 - Scheduled and live announcements
- Scroggins reports on expanded puppet and craft room in the children’s area

- Result of staff visit garnering ideas
- Will provide the area more space with a shelf and wall move
- Deadline TBD
- Good proposes that FOL desk in the area could be shifted
- Scroggins highlights new parking lot lighting
 - Funding provided by state agency responsible for safety
- Scroggins shares government 101 informational fliers
- State had requested updated facility needs assessment for all state buildings
 - Buritas used as agency for newest assessment
 - Facility report will be used to prioritize opportunities based on reporting
- Scroggins shares that she attended the Governor Gordon's leadership training
 - Held in conjunction with Utah
 - Discussions focused on economic growth for the states
- Scroggins summarizes enhanced leave tiers for library employees
 - Employees earn PTO more quickly
 - Max increased
 - Retention focus
- NCPL officially a partner with AmeriCorp and Science Zone
 - STEAM and STEM focus
 - Currently have one volunteer
 - Scroggins share benefits of the program
 - Scroggins encourages interested people to apply through Science Zone
 - Change to help with employee retention.

NCL Board Comments – Cathi Carr

- Carr thanks board for gifts
- Carr discusses transition with new board member as FOL liasons
- Carr shares annual report highlights
- Carr commends Scroggins for presentation to the commissioners

REPORTS

SERV Wyoming Updates

- Good reports total volunteer hours through SERVE Wyoming. Reminders FOL members to enter hours. Over 2100 hours

- Good also reminds members that mileage can be counted (from NCPL to donation location and back).
 - Good shows members where to add mileage

Communications – Whyde

- No communications

Outreach - Good

- McDaniel reports has made donations to the hospital
- Scroggins reports books taken to airport

Amazon – Fletcher (not present)

- Good reports \$2,411.06 income to date
- Good thanks Phyllis and Laurie for their work
- Board will work on a printed guidelines list for Amazon process

Better World

- Good reports \$825.44 income to date

OLD BUSINESS

Nomination Committee Appointments- Evelyn and Mary

- Offices ending:
 - Leanne Woodfill: Co President
 - Laurie Fletcher: Vice President
 - Both Woodfill and Fletcher will continue
- Board term ending:
 - Leanne Woodfill
 - Laurie Fletcher

NEW BUSINESS

- New Volunteers
 - Stephanie Arrache
 - Law
 - Karen Huber
 - Autographs and computers
 - Board discusses need to revisit computer books review
 - Gerry McAndrew

-
- Will help Ami with literature section
 - Board shares that background checks have been slower than usual
 - Annual Meeting
 - Board discusses menu options
 - Good discusses upcoming sale: Elf shopping with Park
 - Good proposes that we may have additional wrapping paper, set out leftovers Saturday
 - Board agrees
 - Green proposes putting a gift baskets for staff
 - Discusses calling the baskets “Dave’s baskets” in honor of Dave Bentzin
 - Board agrees with the idea
 - Will ask all FOL volunteers to bring items
 - Items needed by December 2nd

OTHER

- No other discussion
- Adjourned at 5:45

Next Meeting: January 21, 2025

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Amazon Sales

Account activity from Jan 1, 2025 00:00 PST through Dec 30, 2025 23:59 PST
Can include Amazon Marketplace, Fulfillment by Amazon (FBA), and Amazon Webstore transactions
Account Types Included - Standard Orders, Invoiced Orders

All amounts in USD, unless specified

Summaries	Totals	
Income		4,429.93
Expenses		-2,140.05
Tax		0
Transfers		-2,503.54

Account Types Included - Standard Orders, Invoiced Orders

Income	Debits	4,429.93	Credits	Expenses	Debits	-2,140.05	Credits
Product sales (non-FBA)	0		0	Seller fulfilled selling fees	0		
Product sale refunds (non-FBA)	0			FBA selling fees	-930.01		76.04
FBA product sales		4,747.00	4,747.00	Selling fee refunds			
FBA product sale refunds	-410.88			FBA transaction fees	-756.79		
FBA inventory credit		38.90	38.90	FBA transaction fee refunds			
FBA liquidation proceeds		5.06	5.06	Other transaction fees	-119.79		7.92
FBA Liquidations proceeds adjustments				Other transaction fee refunds			
Shipping credits		135.30	135.30	FBA inventory and inbound services fees	-329.93		
Shipping credit refunds	0			Shipping label purchases	0		
Gift wrap credits	0			Shipping label refunds			
Gift wrap credit refunds	0			Carrier shipping label adjustments			
Promotional rebates	-85.45			Service fees	-84.73		
Promotional rebate refunds	0			Refund administration fees	0		
A-to-z Guarantee claims	0			Adjustments			
Chargebacks	0			Cost of Advertising	0		
Amazon Shipping Reimbursement Adjustments	0			Refund for Advertiser			
SAFE-T reimbursement	0			Liquidations fees	-2.76		
				Receivables Deductions	0		
				Amazon Shipping Charge Adjustments	0		
subtotals	-496.33		4,926.26	subtotals	-2,224.01		83.96

Transfers	Debits	-2,503.54	Credits	Tax	Debits	0	Credits
Transfers to bank account				Product, shipping, gift wrap taxes and regulatory fee collected			296.52
Failed transfers to bank account	-2,503.54			Product, shipping, gift wrap taxes and regulatory fee refunded	-25.13		
Disburse to Amazon Gift Card balance	0			Amazon Obligated Tax and Regulatory Fee Withheld	-271.39		
Charges to credit card and other debt recovery	0			subtotals	-296.52		296.52
subtotals	-2,503.54		0				

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

FOL Amazon Protocols are provided as Appendix B.

Publicity

OurAncestors

*The News letter of the Natrona
County Genealogy Society*

May 2025

Published Sep-Nov; Jan-May

Library Corner by Alan Esterline

We received some really great news on April 23. Someone had donated a large collection of Genealogy Research books to the Friends of the Library. They asked Kellie if she knew someone that could use these books. Sherry with the Friends of the Library then contacted Greg and I. I met with her at the library on the 25th and brought six boxes full of books to the FSC. This included books on the SE part of the US, an area that the library didn't have much on. If you have any books that are in good condition please remember the, Friends of the Library! There are boxes on carts by the elevator on the 1st floor for donations.

Newsletters

FOL

NEWSLETTER

JANUARY
2025

Our 2024

2024 was very successful for the Friends of Natrona County Library. Recorded sales from all book sales in the history of the Friends exceeded \$1,500,000.

Book sales remained the major activity. Once again, the income from the book sales topped \$34,000 for the year. Total sale income from all items sold was \$38,227. 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. One sale recorded over 600 appointments prior to the sale.

In January, we began the process of collecting unsold books to send to the DreamBooks program. By early fall, we had collected the required 36 boxes of books. These were shipped to Denver and we received a payment of \$1,500. We are very pleased to have made this partnership and look forward to continuing with the program.

Amazon sales continued to be somewhat successful with an income total of \$688. With these sales, unique and rare items commanded higher prices than they would at our local sales.

This year, we were fortunate to be able to contribute \$3,000 to the Wyoming Reads Program and \$35,000 to the library.

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 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 remain affiliated with Serve Wyoming. Several members were recognized for volunteer service during the year.

Friends of Natrona County Public Library ended the year with 46 volunteers recording a total of 3,590 hours of service.

Request for Donations

The Friends of the Library is planning a one day sale of music and music related items in February. We are currently requesting donations of any music books, sheet music, records, cds, and even instruments to add to the sale. If your New Year's resolution is to organize and eliminate, we would be happy to accept your music related donations any time before February 1st.

These may be dropped off at the library any time they are open. If you have further questions, please email the Friends of the Library at folncpl307@gmail.com. As always, thanks for your donations.

Upcoming Events

- Special Music Sale: February 22
- Annual Meeting: February 26
- Spring Sale: April 10-12
- June Bag Sale: June 26-28
- Fall Sale: September 11-13
- Winter Bag Sale: Dec. 4-6

As you see the upcoming events, please plan to participate in any you can manage. The music sale set up will be the afternoon of Feb. 21st and we can use your help then and the day of the sale. The Annual meeting is always fun and informative. We encourage you to attend. The FOL Board provides all food. More information to follow. As always, the sales need all of us to make them successes.

Tentative Special Music Sale Press Release

Is music your escape? Do you want to improve your musical skills? Do you want to find vintage sheet music or vinyl? A recent donation to the Friends of the Library has prompted a special music sale in the Crawford Room at Natrona County Library from 10-4 on February 21st.

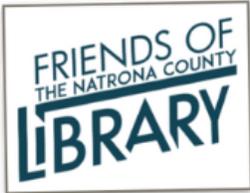
The sale will feature a huge number of piano instruction and performance items. In addition, we have collectible vinyl records, a vintage flute, clarinet and keyboard, books, collector plates and more.

Appointments are not necessary for this sale. We are asking for donations of cash or items for the Humane Society at the entrance. Donations may include blankets, towels, toys, leashes, collars, bleach, paper towels, dish soap, 13 and 33 gallon trash bags. Please, no food.

Junk Journaling

Ila Kaiser continues to facilitate monthly Junk Journal workshops in the Crawford Room. When Sherry first heard of Junk Journals, she immediately thought that she had enough junk to eliminate of her own. With Ila's persistence, the Junk Journaling has continued to exceed expectations. Recently, these library patrons attend a session utilizing pages from old Reader's Digest condensed books. They were truly engaged! All thoroughly enjoyed their sessions. The Friends is pleased to sponsor this activity.





Friends of the Library

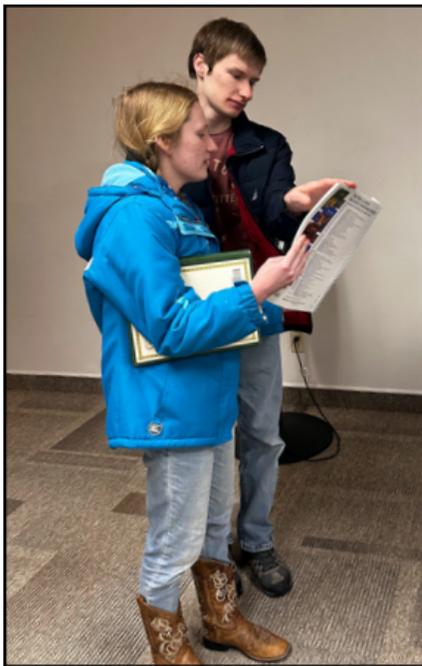
MARCH 2025



- 2025 began with a flurry of activity for the Friends of the Library. The Music Sale in February made over \$2,600 but also brought in \$250 in cash donations for the Casper Humane Society and two full carts of donated items for them. Special thanks go to Jamie Purcell and Larry Linn for their extensive donations as well as those from the volunteers and community who donated items for the sale. Thanks, too, to all volunteers who prepared for the sale and who worked at the sale. An added feature was the Music Petting Zoo sponsored by the Symphony.
- The Annual Meeting followed on the heels of the sale. The Friends Board provided tasty soups, salads, and desserts to over 30 guests. It is always great to visit with volunteers we may not see on a regular basis.
- Lisa gave a safety presentation that is required for all members. You have been sent that presentation. If you were not at the meeting, please review the material and let Sherry know when that is complete.
- At the board meeting that evening, the board elected Sarah Scott as a new board member. Welcome, Sarah.
- Many of the sorting boxes are becoming very full. This makes it difficult for the sorters. They are having to empty boxes and take them to your areas. If you are unable to work on a regular basis, please let us know and we can assign someone to assist. We have asked volunteers to shelve some sections that have a large number of books waiting. If your section has had shelving done, please understand that we can't have books waiting and blocking aisles and the sorting area.
- The next sale is on April 10, 11, and 12. Please plan to have your boxes emptied by Sunday, April 6th. We are hoping to make our sale area look a little more attractive, so please also display books to attract attention to your area. Sign up sheets are now on the counter. If you are available, please plan to work setting up and during the sale. As you know, it is very busy and your help is appreciated.



Music Sale Highlights



Friends of the Library Annual Meeting 2025



Pam Schuler presented Director Scroggins with a World War II librarian patch and librarian images.

The Annual Report, created each year by Laurie Fletcher, provides the historical overview of the Friends' activities.

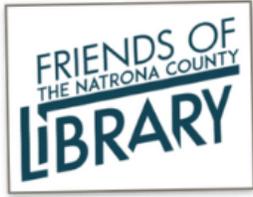




Help!

- Sherry will be out of town for the next book sale and Leanne and Janet will be driving back from the Grand Canyon in the days before it.
- Millie Nissen has agreed to be the contact for the sale clean up and preparations. She needs help on Monday, April 7th beginning at 9:30 to shelve any remaining items and move tables and boxes. Please, if you are available, plan to come in at that time to assist.
- Pat Green has volunteered to manage the staff pre-sale on Wednesday from 1:30 until 3:00. She needs a few volunteers to assist with this activity that is always appreciated by the library staff. If you are available, please plan to help her.
- As always, please offer any suggestions to Leanne or Sherry.





Friends of the Library

April 2025



*Thank you for
going above
& beyond.*

Thank you so much for your incredible volunteer efforts before, during, and after the book sale! Your dedication and hard work made all the difference in ensuring the sale's success. From setting up the room, organizing the books, assisting customers, and tidying up afterwards, your contributions were invaluable. We truly appreciate your time, energy, and enthusiasm, which helped create a wonderful experience for everyone involved. Thank you for being such an integral part of our team!

Wyoming Reads book stuffing is Tuesday, May 6 and the actual Wyoming Reads Day is Tuesday, May 20. As in the past, the book boxes will be stored in the Friends area so they can easily access them as needed and get them ready for the big day. This usually impacts the SCI/FI and Paperback and West aisles.



Thanks to all of you for making that last sale great! Your work before, during and after to manage everything is phenomenal. The huge donations that have come in since the sale have been efficiently sorted and there is, once again, no pile. The sale income was over \$11,057! With that and the music sale, we are well over \$13,600 for the year. Our efforts will be even more critical as the library begins to see funding reductions. Every bit we do helps them so much.

When I returned, I was told to look at the literature section to see how much had been sold. What I discovered was that, not only had the sale made a lot of empty space, the donations had already filled up that space. I also heard that you are great vendors in the furniture and stuffed animal businesses. You sold tables and chairs and stuffed animals. Look at the very proud face of this young father who purchased the newly donated Minnie Mouse for his child who was just an infant in a stroller. It was their first time at our sales. They were in awe of all the books we had for sale.



Whew, I also heard about the lady who wanted to bring down a huge donation at 9 a.m. on Thursday morning of the sale. Three volunteers called her and said that wouldn't work with the sale going on so she said she would spread out the deliveries. They are arriving this week.

Arnold tells me that he has 32 of the 36 boxes needed for the DreamBooks shipment. He also reported that his plastic totes used for discards and several boxes of books with labels have disappeared from his area. Please be aware when you are working and remember that each volunteer is responsible for his or her area.

As our next sale is the bag sale on June 26-28, do not worry too much about weeding your shelves. Most of the time, the bag sale really clears off the shelves. After that sale, we encourage you to evaluate what is left and how long it has been there. At that time, we hope you will eliminate those items that have been lounging on the shelves and that have not found new homes.

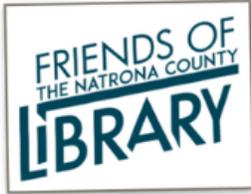
As you probably noticed, we moved some sections and had positive responses to that. If you have needs or concerns about anything, please let Leanne or Sherry know. We are always looking to try new things and we need your suggestions.



Attending the County Commission's Budget meeting is a vital opportunity for community members to advocate for the library's future. On May 19th at 9:30 in the County Commission room at the Court House, discussions will focus on the library's budget needs, the demographics it serves, and associated costs. It is crucial that commissioners hear directly from patrons and community members to understand the library's value and impact. Your presence and voice can significantly influence their decisions, helping to secure essential funding.

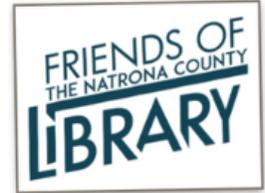
Additionally, consider reaching out to commissioners to express your support and share your experiences with the library's programs. Active community participation is key to ensuring the library continues to thrive and provide invaluable resources.

Letters can be sent to BOCC
200 David Street
Casper, WY 82601



Friends of the Library

May 2025
The Work Begins



The dedication of our volunteers is commendable. As we work to manage the recent huge donation, it's clear that our team has truly stepped up to the challenge. Our most sincere thanks go to Gary Gunderson, our amazing donor for creating this opportunity for us and the library.



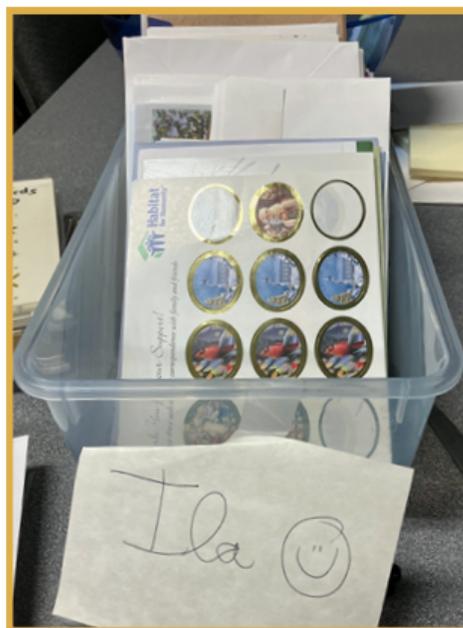


Meet Leena, our youngest volunteer. She is assigned to manage the library discards. Welcome Leena!

MARK YOUR CALENDAR

June 26-28 is our bag sale. While you may still be short on space for that sale, don't worry much about discarding books until after that sale. After that sale, we ask that you do a very thorough weeding, especially since we will be receiving another large donation after the special sale. We think we may reserve those until after the bag sale, so you will need space at that time. If you have high quality items that you would like to reserve for a regular sale, you may remove them and, hopefully, find a spot in the back to store them until after the bag sale.

July 19-20 is when we will be having a booth at the Casper Comic Con. We have a large donation of Dungeons and Dragons items as well as Warhammer books and characters from our recent donations. We will be asking for your help to work the booth.



Our volunteers consistently demonstrate their dedication and integrity, going above and beyond in their roles. Ila Kaiser was diligently packaging donated greeting cards when she discovered an unexpected envelope containing \$1,000. Ila promptly traced the cards' origin and successfully reunited the money with its rightful owner. This inspired a \$100 donation back to the Friends' organization. Ila's actions remind us of the profound impact that honesty can have. Thanks for being a shining example, Ila.



and then, there was the sale!



The special sale was truly outstanding not only in terms of financial gain but also in community engagement. Comments such as “the best sale ever,” “I didn’t know this was even here” and “I wish I had known this man” were frequent. The many hours worked were rewarded by comments like that and more. The sale income was over \$6,327.56 in addition to \$256 in cash donations for the library’s summer reading program! We are now looking forward. We assume that this is the first of many donations like this. We plan to use this amazing experience to help us evaluate and plan for ways to tackle these situations. Thanks so much to all of you for making this a tremendous success.

Thanks, Sophia, for working the check-in desk at the sale. Your work was very appreciated!



Next Up...

Summer Bag Sale June 26, 27, 28

Each section will need to be prepared for the sale before June 24th. Remember, this is a bag sale. You only need to discard items in poor quality or enough to make shelf space for everything you have. Since this is a three day sale with a staff sale the day before the sale, we will again need many volunteers to work the sale.

Casper Comic Con July 19, 20

We will be setting up on July 18th. We will need two volunteers for each two hour time slot during the sale and help to pack up after the sale. We know this is a busy day for some of our volunteers, so, if you are available, please plan to sign up for working this sale.

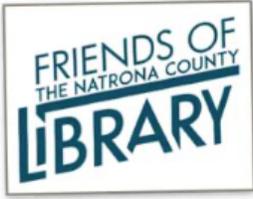
September Sale September 11, 12, 13

December Bag Sale December 4, 5, 6

- If you are not using all of your allocated shelving, please talk with Sherry or Leanne. As you know, our space is quite limited and those unused shelves may be very helpful for another section.
- Also, if you think your section needs eliminated or revised, consider that as well. If books are not moving out, perhaps that section is not needed. Also, if you take a look at the religion section, you will see that Connie has done an excellent job of categorizing her section to make it much easier for customers to locate specific items. Please think about that for your section as well.
- We are finding more books that are Amazon worthy. Please continue to put anything that is unusual or very interesting in the back for checking.

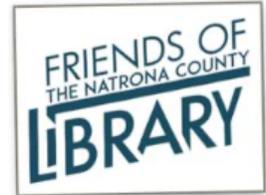
We want to welcome Barbara Svensen as our newest volunteer. She will be assisting Ila with the craft section, especially with the quilting. She spent much of her career working in retail at Hancock Fabrics. Welcome, Barbara!





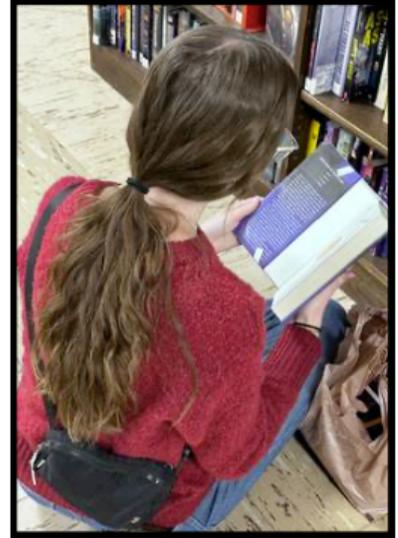
Friends of the Library

June 2025
What A Whirlwind!



Wow, what a whirlwind of a sale that was! It's like a tornado swept through our bookshelves, leaving only a couple of autographed books clinging on for dear life. And Joyce's DVD section? Not quite wiped clean but looking more empty! We aimed to clear some space, and boy, did we succeed.







Teamwork First

Let's not forget, the sale wasn't just about making room or raking in the cash. It was also about teamwork. When I walked in on Saturday and saw our lone cashier juggling tasks like a circus performer.

That's not how we roll. We're a team, and we need to support each other. So, for the next sale, we're introducing a new role: the "front end assistant." This person will be there to lend a hand, keep things running smoothly, answer questions, total customers' selections and ensure our cashiers aren't left to fend for themselves.

and now, there is after...

Now, let's talk about what's left on our shelves. If a book is still there after a bag sale, it's time to ask ourselves: is it really worth keeping? In library lingo, it's time to "weed" our shelves. We need to make room for the fresh, the relevant, the complete, and the unique. If you borrowed space for the last two sales, plan to get all back in your own sections.

We're also rethinking our sorting guidelines. We want to hear from you about what criteria we should use for your section. We've learned from this sale that older items can be just as popular, so let's keep that in mind.

While weeding please consider the following:

- Currency and Accuracy
- Age
- Physical Condition
- Relevance
- Completeness

Unique Materials - Materials considered unique, rare, or historically significant should generally not be weeded. Also consider setting those back for possible Amazon consideration. If it is very unusual, let's check it.

Speaking of unique, we've got a new plan for our surplus books. We're teaming up with Better World Books, who will sell our books and give us 20% of the sales. Fewer books in the trash, and a big shout-out to Arnold for leading this initiative. He's been scanning and boxing books like a champ.

Miniatures, Miniatures, and More Miniatures...



Finally, check out this mountain of totes and storage cases! They're filled with war and military miniatures from our large estate donation. We've partnered with Chris Tolliver from Game Crossing to manage and sell these for us. He's agreed to a 50/50 split, and he'll be categorizing them for us.

We can't thank him enough for this undertaking, especially since we don't have any knowledge. We also need to thank him for coming in and helping us price the Dungeons and Dragons and other books for Comic Con. He has been very helpful. Thanks, too to Larry who donated many books for this sale. His donation prompted our participation in that event. Thanks, too, to Phyllis who has been the transporter of several items from her brother-in-law and to those of you who brought in special collections for that event.



Do you have all of the news now? Not really, but reading to end might have built up some suspense. Preliminary figures indicate that we made over \$7700 for this BAG SALE! This is the largest income of any bag sale in our history. When we add last month's special sale to this one, we have made over \$14,000 within the past two months not including the Amazon sales which Laurie reports are doing quite well. Another interesting statistic is that we had 417 attendees and the sales from the Thursday Early Bird and Friday Second Chance appointments contributed \$2,940 or 38% of the total sale income. If people ask you why we require appointments, the main reason is to limit the numbers of shoppers at one time and, therefore, avoid lines. In addition, the option for them to shop early is well received and, as you can see, well worth it.

We have added many requests to the list of items people want. Please read it over and keep an eye out for any of these. It is a service to our loyal customers. If you find any, put them on the counter with the contact information attached and cross it off the master list posted in the sorting area.

Lastly, a big thank you to all the Friends of the Library volunteers. Your hard work and dedication are truly appreciated by the community. Keep up the great work!

Next Up Comic Con

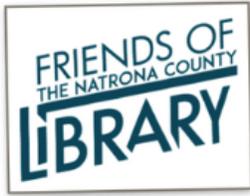
We will be setting up on July 18th. We will need two volunteers for each two hour time slot during the sale and help to pack up after the sale. We know this is a busy day for some of our volunteers, so, if you are available, please plan to sign up for working this sale.
September Sale September 11, 12, 13

Mark Those Calendars

Casper Comic Con July 19, 20

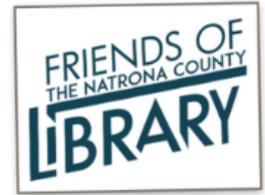
December Bag Sale December 4, 5, 6





Friends of the Library

September 2025



WHAT A SALE!

This month's book sale kicked off with our always-fun staff pre-sale, setting the tone for what turned out to be one great sale. Before things got underway, we were treated to some very special help from the Serve Wyoming staff. They not only brought treats, but also grabbed brooms, dusters, and anything else we needed. Thanks to their generosity and hard work, our sale area looked better than ever—and our results reflect that!

So far, this year's sales have already surpassed last year's total by more than \$4,500, with one sale still to go. A generous donation from one of our volunteers helped push this sale past the \$10,000 mark, a milestone worth celebrating. So far this year, our book sales have made \$39,207.73 all in support of literacy!

Thursday morning was bustling with shoppers from all across the region—Natrona County, Buffalo, Gillette, Douglas, Glenrock, and Riverton. Several complete book sets found new homes, including Time Life Old West, Wyoming Statutes, and classic literature. Records and DVDs were also among the hottest sellers. Thanks to everyone for your work, before, during, and now, after!





In addition to the book sale activity on Saturday, Ila held one of her regular Junk Journal classes. It truly was a busy day at the library!

Not only did we have book stacks, we sold many stacks of books.



Post-Sale Updates

Thank you all for making our recent sale such a success! We're now settling back into our regular routine, with a few updates to share:

- **Better World & Amazon:** Arnold has resumed scanning, so some items may be missing if selected for those platforms. No major weeding is needed until after the bag sale, when we'll review slower-moving items.
- **Store Layout Changes:** New Releases are now located at the back, between Autographed Books and Music. Additional section moves are planned soon.
- **Mailing List:** If your email or mailing address has changed, please let Leanne know so we can stay in touch.
- **Miniatures Project:** Progress continues! Chris, the owner of the game store, has the unopened packages for sale in his shop and is sorting through the rest to prepare them for sale.



SERVE WYOMING SERVED US!

Our partnership with Serve Wyoming continues to grow! In addition to their staff volunteering to help with sale preparations and treats, they also held a drawing and recognized Sharon and Leanne's service with gift cards and gifted us shirts, bags, and mugs to share with our volunteers. You may have noticed our table of shirts and gifts has dramatically shrunk. Thanks to Serve Wyoming's support.



Mark Your Calendars

November 22, 2025
Bag sale prices begin
for volunteers, friends and family

December 3rd 2025
1:30 - 3:00

Special Staff Appreciation Celebration

Our volunteers are each asked to bring special treats for this once in a year celebration to thank the library staff for all they do. A sign up sheet will be placed on the counter closer to that date so that we sign up for a variety of goodies. Please plan to participate.

February 18, 2026
Friends of the Library Annual Meeting
5:00

All volunteers are encouraged to attend our fun annual event. You can meet and visit with all volunteers. Food will be provided by your FOL Board.

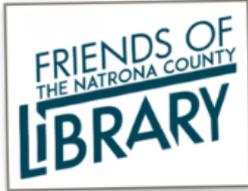
April 9, 10, 11 2025
Regular Sale

June 24. 26, 27 2025
Bag Sale

September 10, 11, 12 2025
Regular Sale

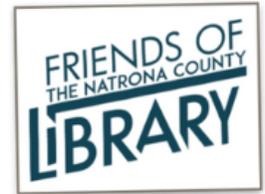
December 3, 4, 5 2025
Bag Sale





Friends of the Library

December 2025



A Record-Breaking Year – Thanks to You!

This past year has truly been one for the record books, and it would not have been possible without the dedication, energy, and generosity of our volunteers. Together, we achieved our best year in more than 15 years, raising an incredible \$47,109.36, boosted by three special sales and the success of seven total sales throughout the year.

Our book sales reached new heights. In June, we set a new bag sale record – and then broke it again in December, when that single sale brought in over \$7,900! Overall, sale income exceeded our previous 10-year average by more than \$12,000, an extraordinary accomplishment.

Admission fees from the first two days of each sale continued to be a major benefit. The December sale alone is estimated to have generated \$3,170 in admission fees, helping strengthen our overall results.

This year was also marked by strong and growing partnerships. In addition to our continued collaboration with the library, we were proud to work with Better World Books, Hill's Music, Park School, Casper Humane Society, and Game Crossing. These partnerships play a vital role in expanding our impact and reach.

None of this could have happened without volunteer power. An astounding 4,739 hours of volunteer time were logged this year – a testament to the commitment and teamwork that drive everything we do.

Thanks to this success, we were able to give back in meaningful ways:

\$25,000 donated to the library

\$3,000 donated to Wyoming Reads

\$8,959.02 invested in new tables for the Crawford Room and the Friends area

\$20,000 reserved in a CD to support future library needs

This year stands as a powerful reminder of what we can accomplish together. Thank you to every volunteer who sorted, lifted, organized, staffed, partnered, and supported our efforts. Your work made this remarkable year possible, and we look forward to building on this momentum in the months ahead!

The Great Elf Event!



Celebrate That Staff!



Then, We Held A Sale!





After each sale, we like to share reminders, observations, and suggestions.

Most of you have already begun weeding your sections, and they look great! Please do not hesitate to eliminate items. We scan discarded books for Better World Books and have raised over \$1,000 this year through this program.

With the exception of the children's section, please bring out any overstock you have stored in the back. Now that we have additional shelf space, we need to make full use of it.

Once again, please do NOT shelve or rearrange any section that is not your own. Each volunteer has chosen how they want their section organized—some alphabetize, some do not. It can be very disconcerting to return and find a section rearranged after hours of careful work.

The cute little lunch bags are a gift to our volunteers from the library. Please remember to pick up yours and sign the sheet when you do.

Remember, you are welcome to bring friends and family in to shop at any time. You do not have to wait for sales. Also, if you are taking a book to read and return, there is no need to record the item. Just put it back in the correct box upon return.

If you have not been trained as a sorter, please do not sort. There are specific guidelines for Amazon, BetterWorld, discards, and shelving.

With the current economic conditions impacting the library, we are no longer donating to schools and teachers. If you have questions, please speak with Sherry or Leanne.

If you have suggestions, please share them with Leanne or Sherry. We are always open to changes and new ideas.

Finally, the Annual Meeting is a wonderful opportunity to get better acquainted with volunteers we may not see often. The invitation is included on the next page. A soup and salad meal will be provided by the Friends of the Library Board. If you need a ride, let us know—we are happy to pick you up!

Mark Your Calendars

You've really
NAILED
it this year!



Thank you for all the effort, care,
and precision you give.

You are invited to the Friends of
the Library Annual Meeting on
February 18th, 2026, at 5:00 at the
Unitarian Universalist Church at
1040 West 15th Street.

Dinner is provided by the FOL
Board.

RSVP "yes" or "no" to Sherry, by
Feb. 11th.



April 9, 10, 11, 2025

Regular Sale

June 25, 26, 27, 2025

Bag Sale

September 10, 11, 12, 2025

Regular Sale

December 3, 4, 5, 2025

Bag Sale



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2026 Book Sales

Book Sale Dates 2026

9-11 April 2026	Regular Sale
25-27 June 2026	Bag Sale
10-12 Sept. 2026	Regular Sale
3-5 Dec. 2026	Bag Sale



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

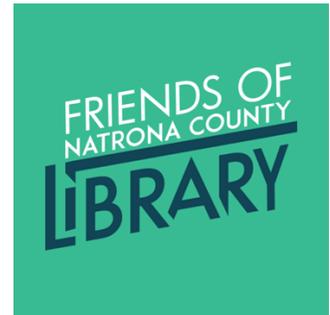
Keep only those books with copyright dates of 5 years old in the following category.

- 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 2025

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

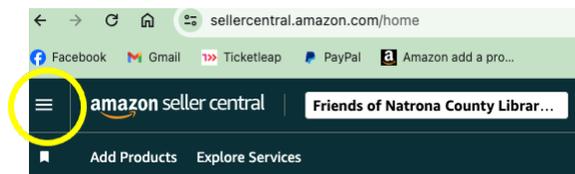
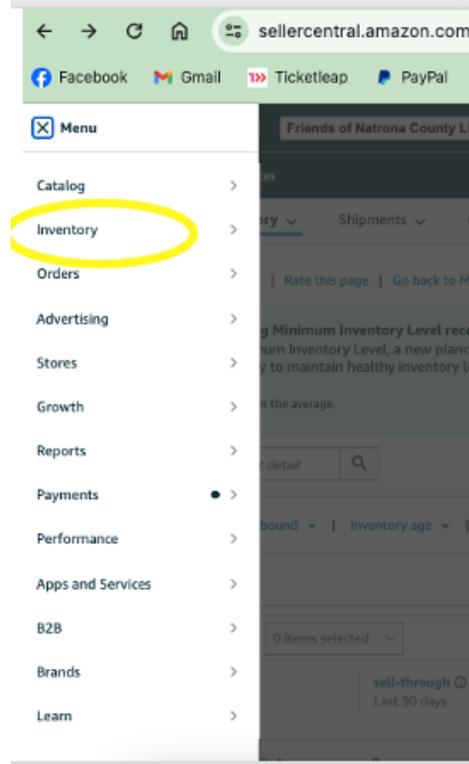
(Please note: this is something of a moving target because it feels like Amazon changes the process every few months.)

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:

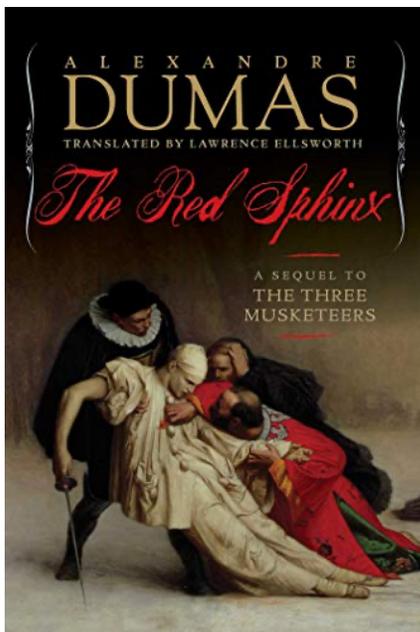


Most of the time, you'll be interested primarily in Inventory, specifically FBA Inventory.

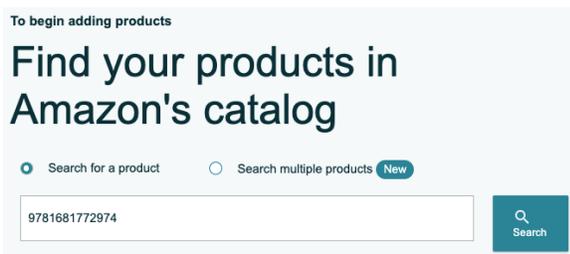
In order to add a product (create a listing), you'll need to go to this page to get started:

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](#)

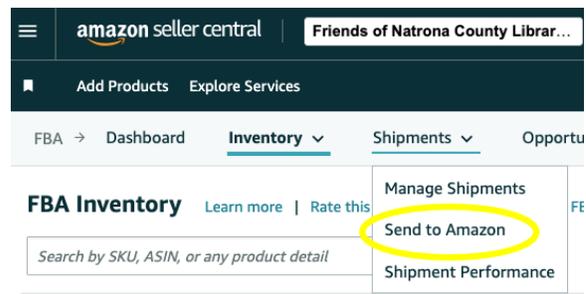
We usually try to underbid the lowest price, so in this case, our offer will be \$35.99.

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.

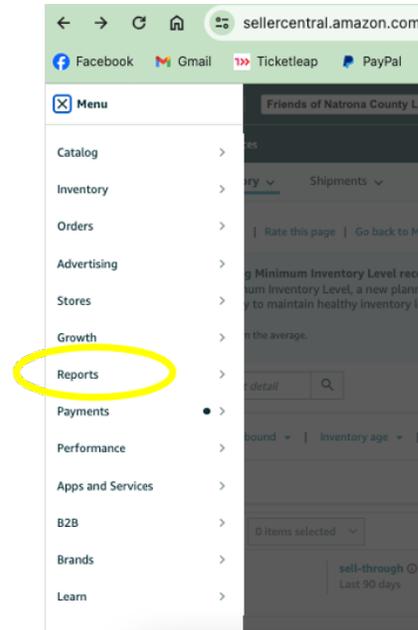
Things That Are Out of Our Control

- 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