

## February FOPAL Volunteer Bulletin

<b>January Book Sales (to date)</b>	
Main Room	\$9,508
Bargain Room	\$2,431
Children's Room	\$3,594
Outside	\$514
Ephemera	\$376
Amazon/HV/PBA	\$3,585
Volunteers	\$901
Downtown	\$60
Special	\$0
<b>Total Book Sales as of 1/21/2014</b>	
<b>\$20,969</b>	
<b>December Totals</b>	
December Book Sales	\$29,933
Other Income	\$4,848
<b>Total Income \$34,781</b>	
Payroll Expense (pay every other Friday)	\$7,309
Rental Expense	\$5,330
Other Expense	\$2,658
<b>Total Expense \$15,297</b>	
<b>Net Income \$19,484</b>	
Grant Payments	\$3,146
<b>Change in total assets \$16,338</b>	



### -February Sale- 2/08 & 2/09

**2/07, 12pm- All volunteers are invited to attend Friday pre-sale lunch!!!**

*Thanks lunch team!!!*

**2/10, 6-8pm Monday Free Night**

**2/11, 10am Tuesday after sale meeting.**

**2/12, 9am FOPAL Board meeting**

### -Volunteer opportunities-

**Create your own mini book store!** Become a section manager -Sections needing managers or assistants: Psychology, Self-help, and Sex & Gender.

**Get to know more FOPAL folks!** Day of Book Sale volunteer scheduling- Work from home, using email or make phone calls help fill available shifts for our monthly book sale.

**Super-sleuth book researchers needed!** Find money hiding in our books. Help research books, decide on Amazon list price, and prepare listing description for book... Training available!

To help email Janette Herceg-  
[jherceg@friendspaloaltolib.org](mailto:jherceg@friendspaloaltolib.org) or call 650-494-1266.

### -Welcome new volunteers-

**Rick Widebrook-** Donation pick-up volunteer & sale day help.

**Liz & Raiford Storey-** Monday on-line listers, sales day cashiers. Website assistants.

**Andrew Snyder** - Donation book flow manager, Sale day strike crew leader.

**Dylan Recker-** Saturday donation monitor, Sale day strike crew member

### -Saying goodbye to Retiring volunteers-

**Joe Cholko** - ☺ Thanks for your many years of service to FOPAL & your community!!!!

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## Report from the January 8, 2014 Board Annual Retreat

Nancy noted some of the highlights from Janette's recent report to the Book Sale Committee which discussed her activities in 2013. Janette recruited 34 new adult volunteers and 32 new students in addition to numerous sale day volunteers. Work on the Bargain Room was completed. The Children's Room now has a Look-up Gang for high value books. October was Safety Month which included a fire extinguisher demonstration by the fire department. She advocated for a FOPAL store at Mitchell Park but the architects have only provided a 10 x 10 ft. space with no door.

There was some discussion among the board that we are not pushing to get donations and that donations are smaller than in previous years. We should work toward getting more corporate libraries. We are aware that with the move to e-books there might be a time when our book sales will no longer be practical but in the meantime we should do our best to raise money.

The rest of the annual retreat was dedicated to discussion of the five areas of focus for 2014. The five areas that were considered for improving revenue were:

- **increasing monthly book sale revenue**
- **high value books**
- **monitoring and controlling costs**
- **membership, website, publicity, and Foreword,**
- **mission statement and corporate sponsorship,**

The board broke into individual groups and after an hour each group reported on their discussions to the rest of the board. A complete report from each group will be sent on to board president Peter Dehlinger.

## Sorters & Section Managers reminders-

### Section Managers-

- Interested in 1 on 1 training for on-line book value research and listing your books for sale on Amazon? You are encouraged to seek out Jerry Stone or Dick Grote for training. Both of these experienced on-line listers are open to scheduling 1 on 1 with anyone who would like to get more comfortable with using the internet as a pricing tool. Contact info for Jerry Stone is [jpstone@gmail.com](mailto:jpstone@gmail.com) or at 650-518-5005, for Dick Grote email him at [dick\\_grote@yahoo.com](mailto:dick_grote@yahoo.com) or call at 650-804-4105. Scottie Zimmerman also offered to do 1 on 1 training and can be reached via email at [bigwheel.spot@gmail.com](mailto:bigwheel.spot@gmail.com). Both Jerry and Scottie can be found Mondays in Annex A and are able to schedule time to meet with you.

### Sorters-

- Engage with donors please! Try using our colorful 2014 book marks for talking points: What we accept, sale dates, and sales rooms... 2014 Bookmarks were passed out to help with suggestions on engaging more with our donors. Sorters monitoring the donation are advised to pick up a 2104 bookmark along with donation receipt to give to donors as a way to let them know about up-coming sale dates, what else we accept besides books, book pick-up opportunity...

### Section Managers & Sorters-

Requesting supplies- These requests are being filled by our FOPAL supply shopper- Karen DalColletto. Remember to check supply drawers under copier in sorting room for back-stock and request supplies when you take the last of something not when you've used it all up. The supplies need sheet is located on the file cabinet, Karen will check this periodically for requests. Again, this sheet is located on the outside the top drawer of the tall filing cabinet in the Sorting Room. This is the same cabinet that is labeled First-aid Kit on the opposite side.

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## What's new in...?

### Main Room -

ACE Fire of Palo Alto came out January 23rd to do our scheduled annual fire extinguisher servicing for all sales rooms. Fire extinguishers were moved lower for easier access and, where needed, extinguishers were charged; look for new fire extinguisher signs by each exit door. These are located high on the wall above extinguishers with arrows pointing down to help with visibility from a distance.

### H2- Bargain Room-

Look for a cleaner more organized courtyard behind H2-3 coming soon. This is a shared space that has become a catch-all for items being stored by Cubberley Artists, The Palo Alto Historical Society, the Palo Alto Libraries and FOPAL. The Bargain Room volunteers also have created a small community garden in the courtyard that is thriving. If you are interested in helping with this project please let me know. "Many hands make the work load lighter"

### Children's Room - Annex A & Annex B

January 20th brought a mighty group of volunteers together in support of Martin Luther King Community Service Day to organize and create Annex A (the room that holds Jerry's office and all books listed / shelved, ready for on-line sale) & Annex B (where volunteer office is and now where all high value books wait to be listed). This group of about 10 volunteers moved books and boxes, added more shelving and cleared space to help access file cabinets. The group enjoyed a pizza lunch and at the end of the day the satisfaction of a job well done! Kudos to all involved!

**Other News- We have launched the new website!! [www.fopal.org](http://www.fopal.org)**

Eventually [www.friendspaloaltolib.org](http://www.friendspaloaltolib.org) will be redirected to the new site. For now both are active. Be aware there is a "Volunteer Only" section that can be accessed with a password and the password is: middlefield.

*A BIG THANK YOU -to the website team*

## Suggestions or questions from volunteers-

### When are new FOPAL volunteer orientations held and where?

New volunteers are invited to attend a new volunteer orientation, 3:30pm, the 2<sup>nd</sup> & 4<sup>th</sup> Thursday of each month. Tuesday evening orientations are available by appointment.

If you know anyone that would like to attend an orientation, please have them contact Janette at [jherceg@friendspaloaltolib.org](mailto:jherceg@friendspaloaltolib.org) or call 650-494-1266.

Orientations are held in the Children's Room / portable behind the pavilion and in front of the track and field using the south entrance to the Cubberley Community Center.

If you or someone you know has any questions regarding the type of volunteer opportunities FOPAL offers please search friends library at [volunteermatch.org](http://volunteermatch.org).

## FOPAL PHONE NUMBERS-

**Main Room - 650-213-8755**

**Volunteer Office- 650-494-1266**

Look for FOPAL high-value books on Amazon.com at competitive prices.

Book Sales on line at-

<http://www.amazon.com/shops/grandmabetsybooks>

