

**-Friends of the Palo Alto Library-
Section Managers Meeting Spring 2014**

**Date: April 23, 2014
10:30pm CCC- H-1**

Welcome & thank you - Janette Herceg

Introductions - What section you manage? New section managers. Updated Section Manager List, please take a copy if you really need one. Will post in Sorting Room. *15 sections were represented by section managers and assistants. New Section for the main room - LP/Vinyl – Jim Dean & Frank McConnell are the section managers.*

10:40am- Jerry Stone to discuss what type of books he'd like to see you send for on-line listing. Please leave a note w/ your name and any other look-up info. Q & A. *Jerry Stone wasn't able to attend this meeting; he's scheduled to attend the summer 2014 meeting.*

We'll be going back to having some books priced in the Main Room at 1.50- *FOPAL is encouraging book pricing research, books determined to be worth .01cents with a low ranking maybe offered for sale in the Main room for \$1.50- or with a high ranking \$2.00- Remember ranking may be found for books with barcode & ISBN using Book Scout Pro. Some section managers may price books .50cents.*

Reminder –when finding a book that's been sorted incorrectly, please place book(s) on floor in front of the correct section, not on the shelf. *Putting miss-sorted books in to the correct box in the sorting room is also an option.*

Requesting SMs to do high-value research- Scottie & Jerry are able to train you to do listings. Some section managers are already doing this, in the Annex or from home.

K. C Sarr offered to do tours of the "High Value- HV" facility Tuesday 1pm or 2 pm.

Dick Grote to discuss Section Manger Training - Sign up for training, Date - TBD. *We'll be scheduling a section managers training of the end of June. The CCC Front office is using a new room rental computer program, their reservation*

process is moving very slowly as they learn the new program. Stay tuned for the date/time.

Several sections in need of an assistant: Architecture, Greeting cards, Business, Psychology, Sex & Gender and History. If you know someone that can help please let me know. Word of mouth brings in great volunteers.

Classics & Literature would like an additional section manager's assistant.

Bob Schwaar – listing up-date, what's been selling on-line lately.

Bob Schwarr mentioned supply & demand as well as condition determines how likely a book will sell on-line. Books in "very good" condition sell well. Books with mold spores shouldn't be sent to HV. Also, he reminds section managers to include a slip with research notes and your name or initials. Bob will return this slip to you once it's been listed.

FOPAL's HV sales average a price of \$25- per book of about \$7,500- per month. Bob also discussed sending POD books for on-line listing. "Print on demand/ POD" books are produced by Google and aren't likely to sell. How to detect a POD book: These are electronic versions /POD and have standard image/ stock covers.

Please avoid sending books to H-2 after the Wednesday before the sale weekend.

Several sections are sending books over as late as the Thursday or Friday before the sale. This upsets the BR volunteers as it makes getting the BR "sale ready" harder.

Book moving volunteers would like to ask you to place your H2 boxes on empty carts when they're available. Boxes placed on carts are faster / easier to move...

Please plan on finding your own substitute for any long leave of absence or long vacation. Please list your vacation time in the sorting room.

Currently there are substitute section manger's helping in Drama, Art & Architecture. For the summer we need a substitute section manager for Classics & Literature.

Janette's monthly schedule/ days-off & vacation... check the calendar next the first computer in the sorting room. Any sick days will be posted there too.

Additional comments for section managers-

-The use of the tall red carts for holding books and pricing at the computers is preferred by some section managers. If you'd like a red cart for pricing or selling books in the \$1- tent sale...please identify a cart that isn't being used, put books from past sale into a box, label it H2 and place on cart /table for moving to H2. Then please label the red cart for your section/box for the upcoming sale.

- The travel guides section is recycling old/out dated travel guides.