


07-29-13 FOPAL Volunteer Newsletter

<p style="text-align: center;">FINANCIALS</p> <p style="text-align: center;">July Book Sales (to date)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Main Room</td><td style="text-align: right;">\$11,080</td></tr> <tr><td>Bargain Room</td><td style="text-align: right;">\$3,338</td></tr> <tr><td>Children's Room</td><td style="text-align: right;">\$4,728</td></tr> <tr><td>Outside</td><td style="text-align: right;">\$502</td></tr> <tr><td>Ephemera</td><td style="text-align: right;">\$653</td></tr> <tr><td>Amazon/HV</td><td style="text-align: right;">\$4,422</td></tr> <tr><td>Volunteers</td><td style="text-align: right;">\$1,011</td></tr> <tr><td>Downtown</td><td style="text-align: right;">\$131</td></tr> <tr><td>Special (green bags)</td><td style="text-align: right;">\$52</td></tr> <tr><td>Total Book Sales as of</td><td></td></tr> <tr><td style="text-align: right;">7/24/13</td><td style="text-align: right;">\$25,915</td></tr> <tr><td colspan="2" style="text-align: center;">June Totals</td></tr> <tr><td>Book Sales</td><td style="text-align: right;">\$19,797</td></tr> <tr><td>Other Income</td><td style="text-align: right;">\$3,153</td></tr> <tr><td>Total Income</td><td style="text-align: right;">\$22,950</td></tr> <tr><td>Book Sale Expenses</td><td style="text-align: right;">\$15,665</td></tr> <tr><td>Other Expenses</td><td style="text-align: right;">\$1,527</td></tr> <tr><td>Total Expenses</td><td style="text-align: right;">\$17,192</td></tr> <tr><td>Net Income</td><td style="text-align: right;">\$5,758</td></tr> <tr><td>Grant Payments</td><td style="text-align: right;">\$2,543</td></tr> <tr><td>Change in total assets</td><td style="text-align: right;">\$3,215</td></tr> </table>	Main Room	\$11,080	Bargain Room	\$3,338	Children's Room	\$4,728	Outside	\$502	Ephemera	\$653	Amazon/HV	\$4,422	Volunteers	\$1,011	Downtown	\$131	Special (green bags)	\$52	Total Book Sales as of		7/24/13	\$25,915	June Totals		Book Sales	\$19,797	Other Income	\$3,153	Total Income	\$22,950	Book Sale Expenses	\$15,665	Other Expenses	\$1,527	Total Expenses	\$17,192	Net Income	\$5,758	Grant Payments	\$2,543	Change in total assets	\$3,215	 <p>August Sale- 08/10 & 08/11</p> <p>08/09, 12pm- All volunteers are invited to attend Friday pre-sale lunch!!!</p> <p><i>Thanks lunch team!!!</i></p> <p>08/12, 6-8pm Bargain Room- Free Night!!!</p> <p>08/11, 10am Tuesday after sale meeting.</p> <p>09/11, 9am Next board meeting.</p>
Main Room	\$11,080																																										
Bargain Room	\$3,338																																										
Children's Room	\$4,728																																										
Outside	\$502																																										
Ephemera	\$653																																										
Amazon/HV	\$4,422																																										
Volunteers	\$1,011																																										
Downtown	\$131																																										
Special (green bags)	\$52																																										
Total Book Sales as of																																											
7/24/13	\$25,915																																										
June Totals																																											
Book Sales	\$19,797																																										
Other Income	\$3,153																																										
Total Income	\$22,950																																										
Book Sale Expenses	\$15,665																																										
Other Expenses	\$1,527																																										
Total Expenses	\$17,192																																										
Net Income	\$5,758																																										
Grant Payments	\$2,543																																										
Change in total assets	\$3,215																																										
<p style="text-align: center;">-Volunteer opportunities-</p> <p>Buyer Office Supplies - Like to shop? Help keep us stocked with sharpies, post-its, Kleenex, paper towels...</p> <p>Section Managers- Here's an opportunity to create and manage your own mini book store as a FOPAL Section Manager. All books are pre-sorted and ready to be priced and displayed by you! Sections needing managers or assistants: Home & Craft, Psychology / Self-help, Sex & Gender.</p> <p>Sales day volunteer recruiter- Help find and sign up volunteers for monthly sales day opportunities.</p> <p>To help with any of the above contact Janette- jherceg@friendspaloaltolib.org</p>	<p>Welcome new volunteers-</p> <p>Laverne Bornschiegel- Monday sorter.</p> <p>Virginia Delemos- Thursday sorter.</p> <p>Shannon Moran- Bargain Room / Children</p> <p>Rajat Bansal- Online listing</p> <p>Ed Sprague- Section manager in training.</p> <p>Saying goodbye to retiring volunteers-</p> <p style="text-align: center;">Bonnie & Bill Chandler- ☺ A BIG THANK YOU Bonnie & Bill for your many years of community service!!!!</p>																																										

Highlights from board meetings-

Monique le Conge, the Library Director, reported that the patrons using Temporary Main are very pleased with the new collection much of which was provided by a \$160,000 FOPAL grant.

It was reported to the board that there is now a dedicated group of volunteers to work on HV sales. The board looks to HV sales as the major area for revenue increase.

The FOPAL website is in the process of being updated. There are plans to have volunteer login section where volunteers will be able to retrieve the volunteer bulletin, read notes from sorting meetings, read the volunteer orientation material, and find training materials such as Dick Grote's presentation to section managers.

Volunteers will find lists of board members, section managers, and other volunteers in the sorting room to facilitate communication.

The FOPAL Board meets on the second Wednesday of each month.

There are 16 regular Board members, almost all of whom are active volunteers; 14 members attended the July meeting.

The Board agenda for July included, as it does each month, a report from Monique Le Conge, Palo Alto Library Director, a summary of the month's finances from treasurer Ed Walker, and a report from the Book Sale Committee chaired by Nancy Cohen, with participation by Janette.

Much of the focus of this month's Book Sale discussion was how the Board could increase volunteer awareness of the Board's activity and of FOPAL operations in general.

Out of this discussion came the idea of a monthly Volunteer Bulletin, the first issue of which is now in your hands. Your feedback on the first issue is welcome, of course.

Peter Dehlinger, -President.

Reminders for good practice in the sorting room/ section managers-

-Sorters meeting held 7/26/13

Sorters training manual- These can be Found in the sorting room on top of the tall cabinet. This manual has proven to be very helpful to those sorting regularly.

Acceptable Donations at FOPAL- The Book Sale committee created an Acceptable Donations at FOPAL list to help with the question of "what to take" in the donation process. This is posted in the sorting room on the donation door inside & out. Copies are also available for sorters to hand out.

Recycling books- Books in poor condition are candidates for recycling, if you find missing pages/cover, water damage, mold, chewed...

Recycling books can be done in two ways; put in a blue recycling bin or box for "recommended for discard" if you don't feel comfortable making decision yourself.

-Section Mangers meeting held 7/24/13

-Please sort books before you put boxes on hold.

Then send books to H2 rather than holding them until the next month. Sorting room gets very full several days before and during the sale.

-Keeping shelves full for each sale please.

Customers notice empty space and imagine we have fewer books. Try one or two books facing out on lower shelves.

-Books needed for Downtown kiosk, please pull books for the Blue bins. Also books, CDs & DVDs will be needed for new Mitchell Park FOPAL store.

-Reminder- \$1- books for the tent sale should be a better book, condition and value of at least \$1-

07-29-13 FOPAL Volunteer Newsletter

What's new in...?

Main Room- Additional new CD display case.
More floor room in Fiction & Historical Fiction!

Bargain Room- Extra shelf space used to hold more books in the religion, psychology, computers and business sections.

Children's Room- More antiques / collectible books being offered for sale in "dealers corner"

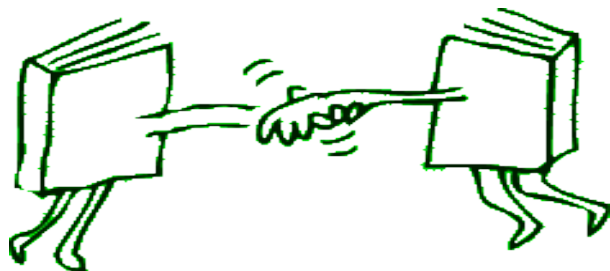
Other News-

Check out what's happening at FOPAL by "liking" Friends of the Palo Alto Library on Facebook. Then ask all your Facebook friends to like us too. Here are two great post made recently-

"[Stan Hutchings](#)- great place to buy books at a bargain price. A truly huge selection."

Ellie Ribbe posted on Friends of the Palo Alto Library's timeline- "Volunteers! Get ready for Friends of the Palo Alto Library to join- The President's Volunteer Service Award organization. <http://www.presidentserviceawards.gov/>"

FOPAL green bags were a hit! Dozens were sold during the sale. We created a bag sale table. Volunteers were selling bags, handing out membership brochures, book marks and sales room maps. This table also ended up acting as an information table. We'll do this again on Saturday for the August sale.



Suggestions or questions from volunteers-

Where is Jerry Stone? And what is he working on? Jerry Stone works Mondays in the Annex managing the on-line book listing team. He's also responsible for maintaining our computers / IT, as well as helping to build the new FOPAL website and selling items on E-Bay.

Jerry Stone spoke at the recent Section Managers meeting on "What he looks for when he's searching the book room for high value books"

-Jerry Stone showed several books as examples of what he'd choose using his "Book Radar" the Friday before a sale. "Book Radar" is acquired after looking at many books over time.

(Considerations are specific/unique subject matter, popular author and quality of book...) Jerry then uses book internet research sites like: Amazon, BookFinder, Abe books, viaLibri and BookScoutPRO.

Jerry is available to train anyone who is interested in learning to do beginner look up researching.

FOPAL PHONE NUMBERS-

Main Room – 650-213-8755
Volunteer Office- 650-494-1266

Look for FOPAL high-value books on Amazon.com -<http://www.amazon.com/shops/grandmabetsybooks>

