


## 09-02-13 FOPAL Volunteer Newsletter

<p style="text-align: center;"><b>FINANCIALS</b></p> <p style="text-align: center;"><b>August Book Sales (to date)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Main Room</td><td style="text-align: right;">\$10,667</td></tr> <tr><td>Bargain Room</td><td style="text-align: right;">\$2,945</td></tr> <tr><td>Children's Room</td><td style="text-align: right;">\$3,952</td></tr> <tr><td>Outside</td><td style="text-align: right;">\$330</td></tr> <tr><td>Ephemera</td><td style="text-align: right;">\$398</td></tr> <tr><td>Amazon/HV/PBA</td><td style="text-align: right;">\$9,079</td></tr> <tr><td>Volunteers</td><td style="text-align: right;">\$597</td></tr> <tr><td>Downtown</td><td style="text-align: right;">\$151</td></tr> <tr><td>Special (green bags)</td><td style="text-align: right;">\$14</td></tr> <tr><td><b>Total Book Sales as of 8/28/13</b></td><td style="text-align: right;"><b>\$28,134</b></td></tr> </table> <p style="text-align: center;"><b>July Totals</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>July Book Sales</td><td style="text-align: right;">\$28,264</td></tr> <tr><td>Other Income</td><td style="text-align: right;">\$2,836</td></tr> <tr><td><b>Total Income</b></td><td style="text-align: right;"><b>\$31,100</b></td></tr> <tr><td>Book Sale Expenses</td><td style="text-align: right;">\$15,696</td></tr> <tr><td>Other Expenses</td><td style="text-align: right;">\$0</td></tr> <tr><td><b>Total Expenses</b></td><td style="text-align: right;"><b>\$15,696</b></td></tr> <tr><td><b>Net Income</b></td><td style="text-align: right;"><b>\$15,405</b></td></tr> <tr><td>Grant Payments</td><td style="text-align: right;">\$14,438</td></tr> <tr><td><b>Change in total assets</b></td><td style="text-align: right;"><b>\$967</b></td></tr> </table>	Main Room	\$10,667	Bargain Room	\$2,945	Children's Room	\$3,952	Outside	\$330	Ephemera	\$398	Amazon/HV/PBA	\$9,079	Volunteers	\$597	Downtown	\$151	Special (green bags)	\$14	<b>Total Book Sales as of 8/28/13</b>	<b>\$28,134</b>	July Book Sales	\$28,264	Other Income	\$2,836	<b>Total Income</b>	<b>\$31,100</b>	Book Sale Expenses	\$15,696	Other Expenses	\$0	<b>Total Expenses</b>	<b>\$15,696</b>	<b>Net Income</b>	<b>\$15,405</b>	Grant Payments	\$14,438	<b>Change in total assets</b>	<b>\$967</b>	 <p style="font-size: 1.2em; font-weight: bold; margin-top: 10px;">-September Sale- 09/14 &amp; 09/15</p> <p style="margin-top: 20px;">09/13, 12pm- All volunteers are invited to attend Friday pre-sale lunch!!!</p> <p style="font-style: italic; margin-top: 10px;">Thanks lunch team!!!</p> <p style="margin-top: 20px;"><b>09/16, 6-8pm Monday Free Night</b></p> <p style="margin-top: 10px;"><b>09/17, 10am Tuesday after sale meeting.</b></p> <p style="margin-top: 10px;"><b>09/11, 9am Board meeting</b></p>
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<p style="text-align: center;"><b>-Volunteer opportunities-</b></p> <p><b>Buyer Office Supplies</b> - Like to shop? Help keep us stocked w/ sharpies, post-its, Kleenex...</p> <p><b>Section Managers</b>- Sections needing managers or assistants: Psychology / Self-help, Sex &amp; Gender, Science fiction/ fantasy, Graphic novels.</p> <p><b>Board officer</b>- Join the FOPAL Board- currently seeking applicants for two year term 2014 Treasurer. If interested contact Jim Schmidt at <a href="mailto:info@friendspaloaltolib.org">info@friendspaloaltolib.org</a></p> <p><b>Sales day volunteer recruiter</b>- Help sign up volunteers for monthly sales day opportunities. To help Email or call Janette Herceg 650-494-1266, <a href="mailto:jhercegpa@friendspaloaltolib.org">jhercegpa@friendspaloaltolib.org</a></p>	<p style="text-align: center;"><b>-Welcome new volunteers-</b></p> <p><b>Joanne Carey</b>- Monday sorter.</p> <p><b>Laverne Bornschiegel</b>- Monday sorter.</p> <p><b>Virginia Delemos</b>- Thursday sorter.</p> <p><b>Rajat Bansal</b>- Online listing</p> <p><b>Linda Suzuki</b>- Saturday sorter &amp; snack buyer!!!!</p> <p style="margin-top: 20px;">Saying goodbye to Retiring volunteers-</p> <p><b>Bonnie &amp; Bill Chandler</b>- ☺ Thanks!!!!</p>																																						

### Highlights from July 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.*

### -No FOPAL Board meeting is held in August-

### Sorters reminders-

#### Materials We Accept:

- Adult and Children's Books (hardcovers and paperbacks, new or gently used, intact and unmarked)
- Textbooks and Computer Books
- Movies (DVDs, Blu-Ray, VHS)
- Audiobooks (CDs, cassettes)
- Music (CDs, cassettes, vinyl records)
- Games (video games, jigsaw puzzles, board games, card games)
- Other (software, console games, sheet music, pamphlets, artwork (framed or unframed, original or prints), posters, greeting cards, bookmarks, postcards, office supplies, maps, eyeglasses, collectibles, working small electronic items)

#### Sorry, We Cannot Accept:

- Encyclopedias
- Reader's Digest condensed books
- Magazines, including National Geographic (with a few exceptions, e.g. Arch. Digest, craft/hobby and cooking) or newspapers
- Conference proceedings, catalogs, legal statutes and casebooks, training or company manuals
- Home-recorded (aka burned) CDs, DVDs, etc.;
- Loose CDs, DVDs, etc. without their cases
- More than 20 copies of the same book
- Dirty, Damaged, Incomplete, Moldy, or Damp Items.

**Section Managers Reminder-** We agreed that when a book is placed in one of your boxes incorrectly, everyone would like that book placed on the floor in the correct section area as an alert to that section manager. Or, place the book in the correct box in the sorting room. Please don't put these books back on the table in the sorting room as we don't want to make extra work for our sorters. Please remember we have thousands of books to sort monthly and our sorters are doing their best.

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What's new in...?

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

**Bargain Room-** Revised floor maps displayed on outside H2 windows to help customers find specific sections & revised shelf labeling in children's area, to help sale day volunteers assist customers finding what they're looking for.

**Children's Room-** Older / collectable books being offered for sale in "dealers corner & red carts" Or to find what's for sale on-line search- [www.amazon.com/shops/grandmabetsybooks](http://www.amazon.com/shops/grandmabetsybooks)

Other News-

See 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 recent posts-

**Posted on Friends of the Palo Alto Library's timeline-**

"I enjoyed volunteering on Saturday...once I got my routine down I was good to go. I am impressed with FOPAL! Thanks" -*Whitney*

"Thanks to Janette for organizing this event - it's always a pleasure to meet up with people who are contributing in a positive way to our community!" - *Kristin Dawson*

**FOPAL green tote bags are a hit!**

**Dozens were sold during the sale!!**

**Look for bag sale table near Main Room!!!**

Volunteers will be selling bags, handing out membership brochures, book marks and sales room maps. This table is also acting as an information station. We'll do this again Saturday for the September sale~

Suggestions or questions from volunteers-  
What's the best way to lift a box of books?

Moving Boxes?

Think **FAST-**

**F**ace the box-

**A**sk yourself-How heavy? Going where?

**S**quat and bend knees-

**T**uck tailbone under-

Too heavy? -Take some out!

Above shoulders? - Ask for help!

*Thanks Virginia Delemos for this great advice.*

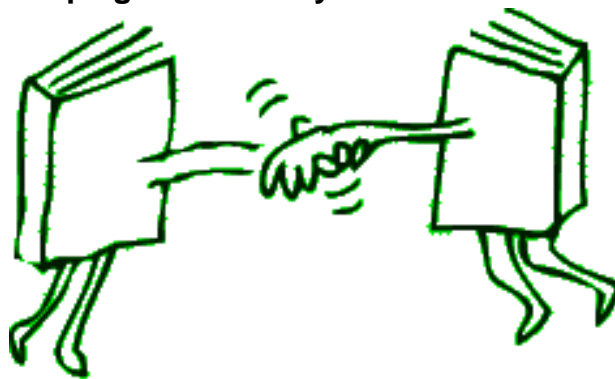
**FOPAL PHONE NUMBERS-**

**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>**



*Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it's the only thing that ever has. -Margaret Mead*

