


December FOPAL Volunteer Bulletin

<p style="text-align: center;">FINANCIALS</p> <p style="text-align: center;">November Book Sales (to date)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Main Room</td><td style="text-align: right;">\$9,578</td></tr> <tr><td>Bargain Room</td><td style="text-align: right;">\$2,388</td></tr> <tr><td>Children's Room</td><td style="text-align: right;">\$4,441</td></tr> <tr><td>Outside</td><td style="text-align: right;">\$301</td></tr> <tr><td>Ephemera</td><td style="text-align: right;">\$364</td></tr> <tr><td>Amazon/HV/PBA</td><td style="text-align: right;">\$4,523</td></tr> <tr><td>Volunteers</td><td style="text-align: right;">\$573</td></tr> <tr><td>Downtown</td><td style="text-align: right;">\$95</td></tr> <tr><td>Special</td><td style="text-align: right;">\$0</td></tr> <tr><td>Total Book Sales as of 11/27/2013</td><td style="text-align: right;">\$22,262</td></tr> </table> <p style="text-align: center;">October Totals</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>October Book Sales</td><td></td></tr> <tr><td>Other Income</td><td style="text-align: right;">\$3,215</td></tr> <tr><td>Total Income</td><td style="text-align: right;">\$26,821</td></tr> <tr><td>Payroll Expense (pay every other Friday)</td><td style="text-align: right;">\$7,320</td></tr> <tr><td>Rental Expense</td><td style="text-align: right;">\$5,286</td></tr> <tr><td>Other Expense</td><td style="text-align: right;">\$5,363</td></tr> <tr><td>Total Expense</td><td style="text-align: right;">\$17,969</td></tr> <tr><td>Net Income</td><td style="text-align: right;">\$8,851</td></tr> <tr><td>Grant Payments</td><td style="text-align: right;">\$67,117</td></tr> <tr><td>Change in total assets</td><td style="text-align: right;">-\$58,266.00</td></tr> </table>	Main Room	\$9,578	Bargain Room	\$2,388	Children's Room	\$4,441	Outside	\$301	Ephemera	\$364	Amazon/HV/PBA	\$4,523	Volunteers	\$573	Downtown	\$95	Special	\$0	Total Book Sales as of 11/27/2013	\$22,262	October Book Sales		Other Income	\$3,215	Total Income	\$26,821	Payroll Expense (pay every other Friday)	\$7,320	Rental Expense	\$5,286	Other Expense	\$5,363	Total Expense	\$17,969	Net Income	\$8,851	Grant Payments	\$67,117	Change in total assets	-\$58,266.00	<div style="text-align: center;">  <p style="font-size: 1.2em; font-weight: bold; margin-top: 10px;">-December Sale- 12/14 & 12/15</p> <p>12/13, 12pm- All volunteers are invited to attend Friday pre-sale lunch!!!</p> <p style="text-align: center;"><i>Thanks lunch team!!!</i></p> <p>12/16, 6-8pm Monday Free Night</p> <p>12/17, 10am Tuesday after sale meeting.</p> <p>12/11, 9am Board meeting</p> </div>
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<p style="text-align: center;">-Volunteer opportunities-</p> <p>Create your own mini book store.</p> <p>Become a section manager -Sections needing managers or assistants: Psychology, Self-help, Sex & Gender, Education & Language.</p> <p>Give Grandma Betsy's Books wings- Learn the fulfillment part of our successful e-commerce (the buying and selling of products or services conducted over electronic systems such as the Internet) enterprise. With our on-line book sale business busier than ever we need volunteers to help filling orders, packing and shipping.</p> <p>To help email Janette Herceg- jherceg@friendspaloaltolib.org or call 650-494-1266.</p>	<p style="text-align: center;"><i>-Welcome new volunteers-</i></p> <p>Catherine Farry- Tuesday children room .</p> <p>Liz & Raiford Storey- Monday on-line listing, sales day cashiers.</p> <p>Josephine Zipkin- Sale day cashier /assistant section manager.</p> <p>Dylan Recker- Sale day cashier.</p> <p>Stella Jaramillo- Sale day cashier</p> <p><i>Saying goodbye to Retiring volunteers-</i></p> <p>Joe Cholko - ☺ Thanks for your many years of service to FOPAL & your community!!!!</p>																																								

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Highlights from November board meeting-

Monique le Conge, the Library Director, reported that Flintco, the contractor for the Mitchell Park Library, has a list of items that they need to complete before the end of November or they will be considered in default and a new contractor would be selected.

Link+ was stopped in anticipation of the new Mitchell Park opening soon but due to the delay the library is looking into restarting Link+ at another branch.

Database use at the library has gone up significantly. Recently there was a presentation to 4th graders on how to research on California Missions using databases to find material.

The annual appeal letters went out at the end of October. Ed noted that the response so far has been \$1495. The final response has usually been around \$6-8 thousand but this may not be achieved until June or July. Our appeal was followed the next week by a mailing from the Library Foundation which may have an affect on our donations.

Peter Dehlinger has been solely responsible for the Foreword for the last couple of years but he is looking for additional contributors and for story ideas.

The Book Sale Committee considered the 12 book limit and how to enforce that rule which people have been ignoring. The bag size limit is that bags be no larger than the FOPAL green book bags. Vern Rice wrote a 12 book limit piece for the book sales newsletter and new signs were posted. The Main Room at the November sale seemed much calmer.

The committee is working to have maps of the rooms online so people can study these before the sale. This is especially important for the Main Room.

It was decided that dogs will not be allowed into the rooms unless the dogs are wearing service vests.

Bob Schwaar will provide feedback to section managers when books are listed for HV if Bob has documentation with the section manager's name. He will put the documentation for the book with the price it has been listed for in the book for the section.

Nigel Jones reported on his analysis of the sales receipt books for the last four months. There was an average of 745 invoices in the Main Room with an average sale of \$14 per invoice. We can increase our income by having more people make purchases and by increasing the income of each sale.

Sorters & Section Managers reminders-

As you may have noticed some changes were made Monday 12/2 to the arrangement of the Sorting Room. We hope Sorters are able to adjust with little discomfort.

There are some new hang-tags:

Psychology-Self Help has been divided and a new hang-tag will be created one for **Psychology, Professional** and one for **Psychology, Self-Help**.

Romance, the flats into which this category used to be put has been by replaced banker boxes.

Academic Yearbooks and Antiques & Collectibles have been moved into alphabetic order. (This necessitated the shifting of most of the rest of the boxes)

Ephemera have been relocated to the west wall where the mail boxes used to be.

Section Mangers - Mail boxes are now on the wooden bookcase.

All the back-logged **High Value** material has been moved out (Thank you, Jerry!) and a new cart has been set up for Section Managers to use to hold the high value material which they (and they alone) put there. New and revised hang-tags and new signs are being made. We expect to put them up Monday December 9th.

Thank you to Marcia Goodman for spearheading this project and to each of you for your participation. THANK YOU!

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What's new in...?

Main Room-

Marcia Goodman has taken on the project of reorganizing the sorting room. She's started by reaching out to all volunteers for suggestions on re-wording for existing hang tags. Also proposed will be moving volunteer boxes to make room for any new sorting boxes as well as creating a High Value book cart to help our on-line sale team access these book easier. We imagine this process will be completed by the end of the year!

Bargain Room-

No brown paper bags have been sold for the past several months for the Sunday bag sale and it's been OK! The BYOB for the \$5- Sunday bag sale is a hit! Bargain Room volunteers have gotten the word out "bring your own bag" to this popular sale. Almost all customers are now bringing their own bags and those that need bags are eagerly buying the FOPAL green bags! A win, win for the Bargain Room and the environment!!

Children's Room-

Look for a book donation basket for our customers to place purchased books destined for Palo Alto's sister city **Palo** in the Philippines. FOPAL is excited to be able to help this devastated area rebuild their destroyed library. Long-time volunteer Joe Mandell is spearheading this effort as well as assisting with shipping our generous book donation. Thanks, Children Room volunteers for your time helping create and promote this deserving endeavor!!!

Other News-

[Posted on Friends of the Palo Alto Library's timeline-](#)

[Safety videos to watch on YouTube. Lifting boxes check out -
www.youtube.com/watch?v=901uQgfiuVk](#)

[Fire extinguisher use-
www.youtube.com/watch?v=2Z2C13gJh-g](#)
[Please review and PASS this info on.](#)

Suggestions or questions from volunteers-

Is there a first-aid kit located in each sale room?

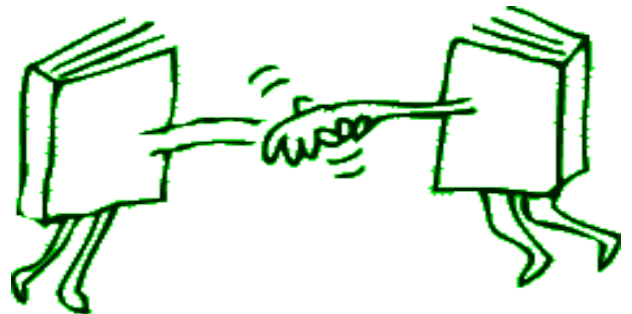
Yes! In the Main Room, it's located in the sorting room inside the top drawer of the metal file cabinet. You can find the first aid kit for the Children's Room facing out on the metal shelves located inside the bathroom. And, in the Bargain Room look a new first aid kit inside the tall wooded closet in the back room next to the VHS tape shelving. All doors, cabinets...are marked with a red and white sign "First Aid-Kit" for easy location / identification.

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