

# January FOPAL Volunteer Bulletin

## FINANCIALS

### December Book Sales (to date)

Main Room \$10,772  
Bargain Room \$2,180  
Children's Room \$4,114  
Outside \$204  
Ephemera \$537  
Amazon/HV/PBA \$11,067  
Volunteers \$916  
Downtown \$81  
Special \$0  
**Total Book Sales as of 12/28/2013**  
**\$29,871**

### November Totals

November Book Sales \$22,305  
Other Income \$8,904  
Total Income \$31,209  
Payroll Expense (pay every other Friday)  
\$7,320  
Rental Expense \$5,506  
Other Expense \$2,363  
Total Expense \$15,189  
Net Income \$16,020  
Grant Payments \$3,030  
Change in total assets \$12,989

**FRIENDS  
OF THE  
PALO ALTO  
LIBRARY**

## -January Sale- 1/11 & 1/12

1/10, 12pm- All volunteers are invited to attend Friday pre-sale lunch!!!

*Thanks lunch team!!!*

**1/14, 6-8pm Monday Free Night**

**1/14, 10am Tuesday after sale meeting.**

**1/08, 9am FOPAL Board meeting**

## -Volunteer opportunities-

**Create your own mini book store!**

**Become a section manager** -Sections needing managers or assistants: Psychology, Self-help, 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.

**Give Grandma Betsy's Books wings!** Learn the fulfillment part of our successful e-commerce. With our on-line book sale business busier than ever we need volunteers to help fill orders, pack and ship...

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

## -Welcome new volunteers-

**Liz & Raiford Storey-** Monday on-line listing, 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.

**Roberta Morgan-** Wednesday sorter

*Saying goodbye to Retiring volunteers-*

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

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## Highlights from December board meeting-

-Library Director Monique le Conge reported that the new assistant director, Eric Howard, will bring his experience with public service in New York to supervising the Palo Alto branches and working with programs for children and adults.

-Circulation has remained steady over the last year in spite of smaller spaces.

-Brew University is returning this month. This was a very popular program in the summer.

-The Board will hold its annual retreat on Wednesday January 8 in lieu of a board meeting. The retreat will consider five components of the monthly revenue to look for possible improvements. The areas are: monthly book sale revenue, high value books, costs, membership and website, and corporate sponsorship.

-Karen Neier, the new treasurer, has a dedicated computer bought by FOPAL that will contain all necessary programs for her work as treasurer.

-The Book Sale Committee is encouraging more book look-up by section managers. Dick Grote ran a training session last month for new section managers for about 20 people. A few people are interested in being assistant managers to help with look-up.

-Marcia Goodman, who was responsible for the original box hang tags, has made some changes to the sorting room. There is now a high value cart with boxes providing better storage for high value items, the mailboxes now occupy the previous high value shelves and ephemera has a better location. There is also a new box for Romance and the Psychology section has split into Psychology Self Help and Psychology Professional.

-Nancy Cohen reported on the FOPAL visit to the SF Friends High Value Book operation especially with regard to their use of Seller Engine software to help manage their Amazon sales. They have been using this for 5 years and are very satisfied. After discussing how this product could benefit FOPAL, the Board approved the acquisition of Seller Engine software for the management of high value books on Amazon at a cost of \$50 a month plus incidental start up expenses. The Board will formally review Seller Engine after a year and there will be a cap of \$1000 for incidental expenses.

-Ann Justice indicated that the FOPAL website is ready for testing by the board. The goal is to launch the new site early in 2014. Frank McConnell has established us on a new host provider which provides free hosting to 501(c)3 organizations. Janette mentioned that we have a new volunteer who will be our webmaster.

## Sorters & Section Managers reminders-

### Section Managers-

Please flat pack boxes of books for H2 and when holding boxes for the next sale. (Books laid flat with covers facing up)

And, please use a lid, this makes moving boxes easier / safer and keeps books free from damage. A bent book is not as valuable...

Also, boxes not full and placed on the floor in the sorting room for holding can cause additional boxes put on top to fall and injury those working in the sorting room during the sale. Put half-full boxes on top of a stack and not higher than 5 boxes.

No flammable liquids allowed in any of our book rooms. You are welcome to use these when working and then store them off-site. Section Managers agreed to keep all flammable liquids off-site / or in their cars, and to use these liquids outside the book rooms. Rubbing alcohol is an exception.

### Sorters-

Please refrain from putting books into the high value/ look-up boxes for research before the section manager sees it. If you feel a book merits looking up you may do so and if need be leave a print out or note in/on the book and leave the book in the appropriate box for the section managers to process it as they see fit.

### 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-

Marcia Goodman had taken on the project of reorganizing the sorting room and the project is now completed! Check out the new shelf units for Ephemera and next to it is the location for volunteer boxes. She's also made room for new sorting boxes as well as created a High Value book cart to help our on-line sale team access these book easier. As anticipated this project is now completed, on time and within budget!! Great job Marcia and all her helpers!!!

### H2- Bargain Room-

Look for more books in the H2-Children's Room & a new Computer Station!  
FOPAL Board member/ assistant treasure Camille Sorrant has added more wall shelves and a new book gondola, opening up the children's room and creating more space for our customers! This freed up a long narrow table and wall space in an H2 storage room, allowing FOPAL Board member and webmaster Frank McConnell to set up an on-line work station for book research / look-ups in the H2-Bargain Room. Great job Camille & Frank!!

### Children's Room-

The Annex (a room inside the children's room, home of the old BBB) is now being used for research of high-value / collectable children books. The CR-LOOK-UP Gang, comprised of volunteers: Nancy Hurxthal, Tyler Vinciguerra and Lessa Bouchard have created a new revenue source for FOPAL. Through research and Amazon listing they've discovered there's more money to be made from our older children book donations. These collectable kids books are netting excellent sales for FOPAL's e-commerce operation. CR-LOOK-UP Gang Rocks!

### Other News- PACL power-point presentation-

Save the date...1/29/14...2pm- CCC, Rm A7  
Cheryl Lee, Community Engagement/Outreach Librarian and Jenny Jordan Children's Library Youth Service Manager, Palo Alto City Library will be presenting an overview of programming made possible through funding from FOPAL!!! Please plan on joining us to hear the highlights of how your volunteering for FOPAL in 2013 made a difference in the community.

-Refreshments will be served- Evite to follow-

## Suggestions or questions from volunteers-

### What does it mean when a book gets sent to PBA?

FOPAL has been selling high value books through Pacific Book Auction (PBA) for several years. In general PBA likes books to be greater than \$150 in value; but they will sell books lower than this. In the sorting room there is a box labeled PBA. Feel free to put any book in this box which you feel might be a candidate for PBA. PBA sells "rare and fine books" and most of the books we take up are older books. If you are interested in seeing what they sell, visit PBA website:

<http://www.pbagalleries.com/content/>

Our sales were down somewhat this year over previous years, but we still sold 19 books through PBA for for a little over \$3600 or an average of \$190 per book. The big winner was a first edition "*Farewell to Arms*" which netted FOPAL over \$1500. Posted in the sorting room is list of books PBA sold for us in 2013. - Dick Grote

## 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>

