

## Friends of the Palo Alto Library - Section Managers' Meeting Winter 2014

Date: January 22, 2014  
10:30pm CCC- H-1

Welcome & thank you - Janette Herceg

Introductions - What section you manage? New section managers. ---Linda Suzuki- Writing/Education. Updated Section Manager List, please take a copy if you really need one. Will post in SR. 18 section managers in attendance, new section manager list attached and posted in sorting room near the water cooler.

Changing positions, taking over a section, need assistant, leave of absence? Please plan on find your own substitute for a leave of absence or long vacation. Try asking another volunteer that has helped in your section before. Please list your vacation time in the sorting room. ---No big/long trips planned by attending section managers. We are looking for a (2) month assistant section manager for the Drama section. Dates not yet known, but please see Janette if you can fill in.

Book pricing- Price every book for sale in the Main Room. Be careful not to damage book, pressing too hard. Please make prices visible for cashiers... BSC & PA-Library is suggesting we price our books in the Main room for \$2- or more. Books valued for \$1- or less can go to the Tent sale or the bargain room. ---Section managers are asking for soft led pencils, not mechanical for pricing. A 1.5 led would be desirable. Janette will ask supply purchasing volunteer to buy these when shopping next. Janette demonstrated on the board how book pricing should look inside first white page. Cashiers/section managers in attendance request that if using a sticker for pricing those books should be priced inside as well. Higher priced books should have both a numerical pricing and written pricing. Ex. 15- & Fifteen. And, a story about a stamp book priced outside with a diagonal strip for \$100- was attempted to be bought for \$1-. Althea Andersen priced this stamp book for \$100- and it will be high-lighted in the Feb. before sale newsletter.

Requesting looking up as many books as possible. We receive a lot of valuable books many worth more than \$1- or \$2-. Books with ISBN & barcode can be looked up on Amazon using a scanner, or by typing in the ISBN number. Books without ISBN/barcodes can be looked up by title, author, publication year and or publisher. Use, Amazon first, then Book-finder. All on computer tool bars. A discussion was had about the idea of asking a minimum of \$2- for all hard-back books in the Main Room. ---While customers may complain at first if the pricing stays at \$2- , over time they will come to expect desirable books in good condition to be offered for at least \$2- . And \$1- nice books going to the Tent Sale and less desirable \$1- books are sent to the Bargain Room where they may be sold for as little as .50cents on "sale day" Sunday. A mention was made that a Librarian from the PA Downtown Library is suggesting we change our prices for books being sold on the "gondola" to \$1- for paper backs & \$2- for hard backs. This idea will be up for future discussion.

You are encouraged to seek out Jerry Stone or Dick Grote both open to scheduling 1 on 1 with anyone who would like to get more comfortable with using the internet as a pricing tool. ---Contact info for Jerry Stone is [jpstone@gmail.com](mailto:jpstone@gmail.com) or at 650-518-5005, for Dick Grote email him at [dick\\_grote@yahoo.com](mailto:dick_grote@yahoo.com) or call at 650-804-4105. Scottie Zimmerman also offered to do 1 on 1 training as well and can be reached via email at [bigwheel.spot@gmail.com](mailto:bigwheel.spot@gmail.com) . Both Jerry and Scottie can be found Mondays in Annex A and are able to schedule time for training.

Share- PBA results for 2014 & New cart for books for the HV team to research- ---(See attached list of Peninsula Book Action Sale for FOPAL) Also, a copy of the list of books sold at the Peninsula Book Auction has been posted near the computers in the sorting room. Janette asked that section managers share this information as inspiration for recruiting more on-line listers and why it's important for section managers to look up as many books as possible.

Timing on culling your section. With donation a bit down during the winter months, try cull your section after you see how many / what type of books you receive. Please avoid sending books to H-2 after the Wednesday before the sale weekend. ---It's suggested / recommended that culling be done while shelving new books and before the Wednesday before the sale. Another suggestion was to consider shelf space for books that arrive later in the month in subsections that are low in inventory. Pricing these a day or two before the sale can help your section look fuller/ more inviting.

Follow your books to the Bargain Room. If you're available you can help by shelving your books in the Bargain Room. Please let me know if you can help the BR. ---Many sections are being shelved by dedicated Bargain Room volunteers. Sections needing shelving are: Asian languages, European languages, Political Science, Writing/education/language, Law, Judica, large format & large print. If you are interested in "following your books" check with Janette

Photo ready shelves – If you'd like to have your section photographed for the newsletter your shelves need to be ready by the Tuesday night before the sale. It need be do only the first two shelves and let Frank know which shelves are ready.

Pop Corn Style discussion- Best suggestion for new section managers & questions and answers. ---Dick Grote sent an email request for a reminder to all volunteers to not buy books facing out on the top two shelves after the Tuesday before the sale. His sections (The West &TV/Movies) available before for purchasing only. Another reminder will appear in the up-coming Volunteer bulletin.

End time 11:40am---Next Section Managers' Meeting- Wed. 10:30am - April 23, 2014---