

Friends 2nd Quarterly Meeting – April 22, 2025

- Meeting called to order 11:05 a.m.
- Eleven members in attendance. (List on File)
- First quarter minutes placed in file.
- Treasurer's Report presented. Highlight was the Spring Book Sale total, which was \$6,171—the second highest total ever recorded. A daily breakout of the sale was also presented. Total in April budget is \$11,781. (Both reports placed on file)
- The Spring Silent Auction raised \$356. Thirty-four items were sold. A review of the last 6 auctions revealed that the average number of items sold was 38 and the average amount made per sale was \$443. This was primarily due to one sale selling two \$100 items and one sale selling two \$50 items. This year's sale had no big-ticket items. A suggestion was made to try increasing the length of the bidding process to three weeks. Andrea will be asked about the feasibility of doing this before a decision is made. A majority of those present felt this might be worth a try since we rely mostly on foot traffic to attract potential bidders.
- President presented the Spring 2025 Book Sale Summary and congratulated all of the Friends for their hard work in making the Sale such an overwhelming success. (Summary on file). Overall, the volume of items was down, particularly mystery, fiction, paperbacks and games. However, children's, science fiction and puzzles were up. Since sales were up, this meant that fewer books needed to be dropped off at the Goodwill. 116 bags were sold on bag day. \$350 in memberships was taken in. The following suggestions were discussed and agreed to be implemented at the Fall Book Sale:
 - Order 10 extra sign holders. Have Phillips head screwdriver available.
 - Make a "\$5 minimum on all credit card purchases" sign for cash table.
 - Raise the price of Young Adult trade and hardcover books to \$2.00. Revise signage.
 - Pull out large hardcover Children's Books. Price at \$1.00 and place in box on Special's Table.
 - Make new signs for DVD and CD table: "ALL DVD's are \$2.00 each". "ALL CD's are \$1.00 each".
 - Secure 125 brown Kroger bags for Bag Day.
 - Review supply of price stickers.
 - Conduct concerted effort to secure volunteers for specific time slots.
 - Provide "Job Descriptions" to volunteers so they know what is expected of them.
 - Appoint Monday Sorting Room Supervisor(s) to oversee the following:
 - Assign tasks to volunteers. Be sure one volunteer places category signs on the tables in the non-fiction room.
 - Ensure tables are in proper locations. (Refer to Guidelines and Diagrams).
 - Direct distribution of boxes.
 - Make sure all boxes (except Specials) are distributed, including Children's.
 - Stack lids in corner of sorting room.
 - In addition to regular Tuesday box unpackers, assign specific tasks:
 - Four people to price and organize Specials.
 - One person to organize puzzle and game tables.

- One person to ensure students have organized Children's and Young Adult sections properly.
- Two people to cover tables with plastic sheets.
- One person to gather everything needed for Sales Table (preferably a person who is working on Wednesday night):
 - 4 chairs
 - Signage: price, line forms here. Booksalefinder, etc.
 - Pens, post-it notes, scotch tape, trash bag, bags, giveaways, donation jug, clipboards, new member forms.
- On Wednesday Advance Sale Day:
 - Require all volunteers to arrive at 4 p.m.
 - Have one-two people set up all items needed for the sale table.
 - Have Treasurer set up the membership table (Square reader, cash box, seed money, membership list, stickers, money envelopes).
 - Assign a "Greeter" to the line of customers/resellers. Ask if they are new or want to renew, pass out clipboards and membership forms, answer questions, keep line organized, direct next in line to the membership table.
 - Remove plastic covers.
 - Open sale at 5 p.m.
 - Remember to put out all "Book Sale Today" signs at 4 p.m. on Wednesday, along with the large Sandwich Sign.
- On Sales Days: assign specific responsibilities; ensure adequate number of volunteers for each shift.
 - Money takers:
 - Responsible for taking cash, credit cards and checks.
 - Pair experienced volunteer with newbie.
 - Become familiar with Square reader. Minimum charge is \$5.
 - Become familiar with price lists.
 - Assist with counting.
 - Do not interrupt counters while they are in the process of counting.
 - A last shift worker should count out \$100 in seed money for the next morning's shift and place the proceeds from the day's sale in the safe.

NOTE: no more than \$400 should be kept in the money box at any given time and the box should never be left unattended.
 - Book Counters:
 - Become familiar with price lists.
 - Count items. Make note of Special items.
 - In the instance of large orders, use post-it notes to keep track of quantities.
 - Separate Children's soft and hard cover books for easier counting.
 - Bag items.
 - Floaters:
 - Roam around library to answer questions, offer assistance.
 - Straighten books and condense boxes as needed,

- Offer assistance at sales table when requested.
- Reprice special items if they are not moving (or notify Sue or Jane)
- Refill carousel and rolling book cart on Friday before closing.
- Revise Volunteer sign-up sheets to reflect positions needed. Add Iris, Dan, Terry and Sohini to volunteer contact list. Jean and Melissa to provide contact info.
- When filling metal Specials bin, be sure to put potential Silent Auction items in “Auction” box. Also put potential “Holiday Package” Items in the Holiday Package boxes.
- President reviewed History of Gifts report. Since the Friends of the Library was organized in 1978—when a grand total of \$191.67 in items was purchased for the Library—the amount now stands at \$271,805.00, as of December 31, 2024. Last year’s total of \$14,714 (raised primarily through Book Sales, Silent Auctions, Holiday Packages and Memberships) was used to fund programs for adults, children and young adults, equipment, instruments, licensing fees, and aquarium maintenance. (Report placed on file)
- The Library Director’s April 2025 Request was submitted. It totaled \$6,429. Melissa moved it be accepted, seconded by Jean. Approved by all attendees. (Detailed Request on file)
- Treasurer reviewed dues paid by all “Active” volunteers who have been sorting books, volunteering for Sales and Auctions, and paying annual dues for more than five years, and recommended that these people be designated as Lifetime members. The recommendation was approved.
- President read an article appearing in the next issue of Crossroads, primarily directed to the recruitment of new members. It was suggested that we try and get more mileage out of it (i.e. social media flyers, etc.). Jane will discuss further with Andrea.
- Meeting adjourned at 12:10 p.m.

Respectfully submitted by Kathy McLaurin and Jane Kleban, 4/30/25