



**Friends of the
Grand Prairie
Library Inc.**

Who are the Friends of the Grand Prairie Library, Inc. & What Do We Do

The Friends of the Grand Prairie Library, Inc. [FGPL] is a 501(c)(3) nonprofit organization that is located at 901 Conover Drive in Grand Prairie, TX 75051.

The organization's mission is support the libraries in Grand Prairie, to expand the educational, cultural and the outreach programs.

1. The organization solicits dues paying individuals who desire to support and stimulate interest in our libraries;
2. Our membership works with the library staffs to define their volunteer, special program, and financial needs;
3. We fund library programs and activities that are over and above those funded by the city's library budget.

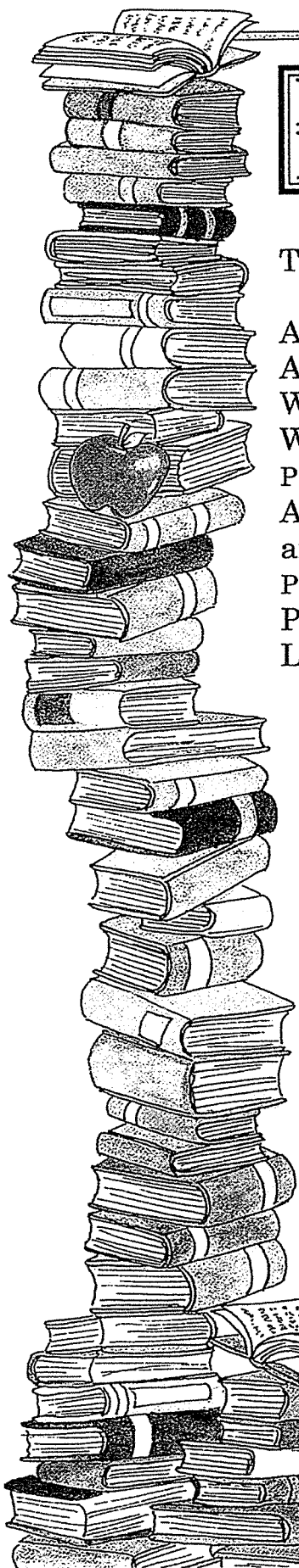
Our money raising consists of:

1. Six day book sale in April and October;
2. One day clearance book sale in January and July.
3. Silent auction in October
4. Tote bag sales year around
5. Kroger Neighbor to Neighbor Program all year

The books in our sales are 90% donated by citizens and 10% withdrawn from our libraries. Donated books may be deposited at any of our libraries [during hours of operation], or citizens may call for a book pickup.

Volunteer process books all year long; processing involves pricing, sorting by subject, boxing as required and relocating the box to a storage facility. This activity takes place on Monday morning in the Meeting Room at the Main Library. Books that are believed to have extra sale value are researched on the internet.

Our organization receives no financial support from the city; we are not the same organization as the Grand Prairie Memorial Library Foundation.



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The Library needs you as a Friend!

As a Friend you will be:

Able to support the libraries of G P with your time and money.

Working on the sorting of books.

Working at the book sales.

Participating in the set up and tear down in the Sales Room.

Attending the Member's Only Night that precedes the Spring and Fall public book sale.

Participating in the October basket quiet auction.

Participate in all Library support activities.

Learn new skills and make new friends

Please complete and return the attached survey. The data will be used by the Friends to match volunteer interest to better accomplish our goals; the data will not be sold nor released to anyone.

Type of membership:

Individual/ Family at \$10 per year

Corporate, club or organization at \$25 per year

Sponsor at \$50 per year Donation \$ _____

Please complete the attached survey.

Thank you. Please mail or return to the below address.

Friends of the Grand Prairie Library, Inc.

901 Conover Drive

Grand Prairie, TX 75051

Phone: 972-262-8015

E-mail: fgpltx@aol.com

Dear Friends:

Your help in completing this survey form will allow us to contact you only for specific volunteer efforts you are interested in.

First Name _____ Last Name _____

Spouse name _____

Address _____ Apartment # _____

City _____ State _____ Zip Code _____

Home phone # _____ Work Phone # _____

Cell # _____ e-mail Address _____

Survey information: **DATE:** _____

I am interested in none of the below, but I want to support the Friends of the Library.

Host meetings/special events. For our meeting and special events we have one or more members that arrange for food, decorations, set-up and tear down following the event. This is generally in the Library Meeting Room.

Book pick-up. From time to time we receive request to pick up books at a home or business. A truck or van is an advantage but not necessary. For the larger quantities, help is available.

Book sorting. We receive donations year around. We must price and sort the books by category for boxing. This effort is in the workroom area of the Meeting Room at the Library

Research book pricing on the Internet. Access to a computer is a must. The Library has numerous computers available for our use, so long as a patron is not waiting for us to vacate a terminal. We have classes to teach a novice or an experienced computer operator. Cases of books can be checked out from the workroom for home research.

Donate use of truck/trailer/van to move books. We move books from and back to storage. At other times of the year assistance could be requested for donated book pick up.

Maintain membership files on the computer Microsoft Access files. There are changes to the membership file each month where due paid are recorded. Queries to the system will be made to locate a specific interest or skill of a member. Mailing list will be requested for the News Letter and other mailing.

Prepare mailings. This can require the use of a supplied master to run copies for mailing, applying address labels, stamps, return addresses to the mailings and do mailing. Purchasing of stamps with Friends check could also be involved

Would you be an officer/director? The Friends has officers and directors that plan the future of our organization. We currently have three regular meeting of less than 80 minutes per meeting. Directors' meetings are scheduled as required and prior to a regular meeting.

Book sale set-up. About one week prior to a sale, we will remove all books from storage to the saleroom; books will be removed from the boxes and placed on the sale tables.

Book sale worker. During each sale we need members to straighten the sale tables, put out additional books, add up sale purchases, run the register, pass out mailers, etc. There are positions for most all skill levels and degrees of physical limitations.

Book sale teardown. The reverse of the set-up.

Phoning members. This is to contact the members to establish work hours or to remind a member of a Friends' function that they may have previously signed up for.

Donate baskets and/or items for our Spring and Fall Auctions.

Preferred work time (check any that apply)

Weekdays am (8a-12p)	<input type="checkbox"/>	Weekdays pm (1p-5p)	<input type="checkbox"/>
Weekdays evenings (6p-9p)	<input type="checkbox"/>	Weekends	<input type="checkbox"/>
Anytime	<input type="checkbox"/>		

We try to limit working to 2-4 hours per session, except prior to and after a book sale

**Please complete this form and mail to
Friends of the Grand Prairie Library, Inc.
901 Conover Drive
Grand Prairie, TX 75051
or
return to either Library with your membership fee.**

Thank you.