

FOLL Book Sale Chairperson Job Description

The Book Sale Chairperson:

Once a year make reservations for the community room with the library for Friday & Saturday bi-monthly sales.

Is the contact person with the library for any changes to book sale times or days.

Collaborate with Publicity on advertising for each sale, focusing on special sale or holiday items.

Coordinates volunteers for the bi-monthly book sales, sends out email recruitment, bring sign-up sheets to Monday book sort.

Make sure outside signs are placed 1 week before sale dates.

Make sure Treasurer can retrieve cash box from safe at the beginning of sale day and count money at the end of each sale day.

Assures adequate supplies of materials necessary to accomplish sale tasks; bookmarks, tape, signs of various sizes and use, calculators, pens & paper for cashiers, dots for marking books to keep.

Supervise sale set-up morning of sale.

Supervise after sale give away to partners collecting free books.

Supervise take down of sale the Monday after coordinating with Inventory Manager on books to keep or books to give away.

Is a member of the Friends of Lacey Library Board, attend board meetings, give report on sales and any issues impacting sales.

Is a member of the Sort/Sale Team, coordinate with the Sort Chairperson, help with the Monday sort in any way needed, partner in organizing training for volunteers.