

FRIENDS OF THE DAVIS PUBLIC LIBRARY

JOB DESCRIPTION

May 7, 2017

TITLE: Second Vice-President, Book Sale Coordinator

TERM: Elected for 1 term annually

DUTIES:

- Book Sale (see detailed timeline/checklist below)
 - Recruit cashiers for all shifts; email/publish assignments
 - Confirm reminder postcards are being mailed
 - Confirm flyers are printed and distributed to local businesses
 - Obtain volunteers (e.g., Key Club, CSF)
 - Post sale on Book Sale Finder
 - Organize and supervise sale including set-up and tear-down.
 - Co-ordinate sale cash with Treasurer
- Serve on the Executive Committee
- Serve on the Finance Committee
- Attend all Board meetings and report on book sales
- Assume all duties of the President in the absence of both the President and the First Vice-President
- Other duties as designated by the elected officers

BOOK SALE CHECKLIST TIME LINE

2 wks prior

- All volunteers: Email shift requests with blank library shift form
- Dianne/Arlene: Confirm postcards are mailed to members announcing sale & discount
- Call Arlene (756-2299) to confirm fliers are printed & distributed to local businesses
- Call Nancy (219-5656) and Ken Utley (916-417-1818, 758-5515) for any special information about sale books
- Call Carla Pion (681-6394) with book sale information for newspapers
- Call Davis Key Club (D7nDaviskeyclub@gmail.com) and Davis CSF (dhscsf@gmail.com) for student volunteers to straighten books during sale (max of 2 per shift per club)
- E-mail Book Sale Finder (booksalefinder.com) to list sale. See old copy

1 wk prior

- Call Becky at Davis Community Meals for 5-6 volunteers to move boxes Thursday from 6-7:00p for \$20 per person
- Susan Ragsdale (758-3628, scragdale63@gmail.com) will provide water for book moving and during sale for volunteers
- Sue Billing (Sue.billing@yolocounty.org) will provide BWB boxes and shipping labels

- Complete shift schedule and email completed schedule to all volunteers

1 day prior

- Obtain and charge iPad from Library front desk
- Confirm volunteers from Davis Community Meals, DHS Key Club, and/or DHS CSF. Obtain \$120 cash
- Confirm Margo will be labeling BWB boxes Sunday afternoon for leftover books
- 5:30p: set-up tables and book category signs. Gino Greene (753-4466) should be there to help
- 6:00p: Volunteer group arrives to move boxes from sorting room to Blanchard Room. Pay volunteers \$20 cash each when finished

Day 1

- **Set-up**
 - 8:15a: with key card, alarm deactivation information, and charged iPad, access main entrance and deactivate alarm
 - Deactivate Blanchard Room alarm and activate lights
 - 8:30a: open Blanchard Room outside door for volunteers to set-up and complete 11:00am
- **Before opening**
 - 2 cashiers, cash box, and iPad near back door
 - 2 cashiers, cash box, and iPad at front door
 - 1 person checking membership at front door (members only noon-2:00p)
- Scanners not allowed on Day 1 of the sale
- Open for members at noon; non-members at 2pm
- Be at shift changes to assure proper staffing and instruct volunteer students
 - on stocking tables/keeping book spines up and in order
- 5:00p: Close. Treasurer will pick-up cash boxes. Lock up and recharge iPad

Day 2

- 10:00a: Open
- Be at each shift change to answer questions and instruct student volunteers
- Close at 5:00p. Treasurer will pick-up cash boxes. Lock up. Recharge iPad

Day 3

- 10:00a: Open per Day 2. Better books half-price; all others \$5:00 per bag
- Check for adequate number of BWB boxes/labels
- 3:00p: Close and box leftover books. Cart BWB boxes to sorting room. Place in southeast corner - 5 boxes high and about 6 boxes wide
- Break down tables, put in closet, turn off lights, lock door
- Return Library iPad to front desk