

Kent Memorial Library Book Sale

The Library Director is in charge of all KML operations.

The Book Sale Committee oversees the operation of the book sale. Whenever changes are proposed or problems arise, a meeting of the book sale committee is called to make decisions.

Managers are responsible for the day-to-day operations. **GENERAL DESCRIPTION OF DUTIES:** This position is responsible for making certain that all volunteers and materials are in place to operate the Kent Library Association's book sale each weekend; managing, training and delegating work to volunteers. The Book Sale is the major fundraiser for the KLA. The manager works in coordination with the Book Sale Committee to determine openings and closings based on weather conditions. The position is part time, 20+ hours each week, from late May until October 31 working Fridays 11:30- 5:30 (6), Saturdays 9:30-5:30 (8), Sundays 11:30-5:30 (6), Monday holidays 9:30-5:30 (8) such as Memorial Day, Independence Day, Labor Day and Columbus Day, plus some hours during the week doing telephone work from home. There may also be a need for one or two meetings during the winter to prepare for the spring opening. If two candidates show interest in job sharing the position, the hours would be split accordingly.

Book Sale Manager -- Specifics

Duties include:

- Arrange for coverage by the cashiers and tarpers.
- Be at the book sale during all opening hours and arrive promptly at least half an hour before the planned opening time.
- Take care of any problems that might arise in a calm manner.
- Make sure there is adequate cash on hand for the cashiers and in the reserve envelope.
- Count the money at the end of each day and secure it as arranged.
- Pick up water and ice as needed.
- Be knowledgeable of the current pricing system in order to price books when needed.
- Each morning, put up the signs and neaten the tables. Check for and remove any wet or damaged books. Continue neatening throughout the day.
- Make sure all signs are made, are in good condition, and are in the correct place.
- Check for gaps in the outside inventory each day and replace books as needed. This is one of the most important parts of the job and requires the ability to be on one's feet and move large quantities of books.
- Supervise and pay the tarpers.
- Check the booksale at the end of the day to ensure that all tarps are secured correctly and the book sale area is neat and tidy. If the library is not open, check to make sure that all doors are closed and locked. Make sure the firehouse doors are secured and all items are inside that need to be removed from the sale area. The manager should be the last person to leave.
- At the start/end of the weekend, put up/take down the cashier tent.
- Ensure that on a daily basis the discarded boxes are broken down and taken to the dumpster by the tarpers if there is room and that the garbage is emptied by the tarpers
- Assist in keeping the firehouse relatively clean and orderly.

- Assist as needed with new donation deliveries during book sale hours.
- Assist with bringing book donations over from the library.
- Interact with customers, volunteers, and staff in a positive and friendly manner.
- Take over the job of tarping if a tarper or volunteer is not available.
- Take over the job of cashier if there are no cashiers or volunteers available. The manager should only be at the cashier's table if assistance is needed. If down time is needed during hot days, the manager can price books in the firehouse while keeping eyes on the sale.
- The manager is entitled to a half hour lunch break, but must remain on the premises to supervise.
- Be alert to the changing weather, check the radar frequently when needed, and open/close in a timely manner depending on weather conditions. If a decision is made to close the sale due to weather conditions, notify volunteers, tarpers, and the library.
- Prepare an agenda after consulting with members and run committee meetings.
- Consult with the Library Director as needed. Report any information required. Notify the director of any problems or needs for the sale.
- Follow the directives of the sale committee. Follow established book sale routines. Bring all suggested changes in routine to the committee meetings for discussion and a decision.

Tarpers – Job Description

Duties include:

- Arrive 30 minutes prior to the official opening time. Check in with the book sale manager before beginning any tasks and before leaving. Plan to work for 1 hour.
- Uncover tables and place tarps by each table for easy and recognizable access, as determined by the sale manager. Handle tarps in a careful manner in order to prolong their life. If there is water on the top of the tarps, handle the tarps in such a manner as to avoid getting the books or tables wet. Place PVC pipes carefully under the tables. Use extra time to break down boxes, empty garbage, and put discarded books in the dumpsters.
- Arrive 15 minutes prior to the closing time. Plan to work for 1 hour. Use this initial time to break down boxes and put them in the dumpster and to empty garbage containers and to move discarded books into the recycle dumpster. Place signs flat on the tables near each category. Replace the PVC pipes carefully. Tarp the tables, etc., making sure to carefully cover everything. Check to make sure the tarps are centered properly, fastened securely, and corners are pulled down. Tarpers should check with the book sale manager before leaving.
- If time allows after the above primary tasks are done, tarpers may be asked to carry books to restock the tables or to move boxes of books to a variety of locations. Tarpers may be asked to move wet books to the dumpster. Tarpers may need to move tables or chairs. Tarpers may be asked to do some cleaning or other tasks as requested by the book sale manager.