

**FOSAPL Membership Workshop**  
**September 22, 2019**

**Book Sale Roundtable**

1. Planning
  - a. How often
    - (1) Semi Annual Small sales if there is no storage in library
    - (2) Large Annual Sale if you have lots of storage
    - (3) Texas Comptroller rules - only two 24 hour days tax free a year.
  - b. Setting a Date  
In Combination with Craft Fair or Library Program
  - c. Request Donations
  - d. Determining Pricing
2. Marketing
  - a. SAPLINGS Newsletter
  - b. Local Magazines – Example: “Welcome Home” – Stone Oak
  - c. “Coffee News”
  - d. <https://www.booksalefinder.com>
  - e. Facebook
  - f. Nextdoor.com
  - g. Book Marks
  - h. Posters in Library and at Starbucks and other local businesses with community bulletin boards
  - i. Big Banner on Library (no date) hang the Sunday before the Sale – “Book Sale Saturday” \$135
  - j. Yard Signs along the road – Place by the San Antonio Library Signs the night before. \$30 each
3. Preparation the day before
  - a. Set up Friends purchased Tables
  - b. Sort Books by Type
  - c. Label tables and shelves
4. Sale
  - a. Friends preview must be within the 24 hour period to be tax free
  - b. Using the Square for Credit Cards and cash
  - c. Selling Water
  - d. 2 people accepting payment
  - e. 1 person to man Friends sign up desk
5. Clean Up
  - a. Sort Books – keep and discard
  - b. Box Books that will not be kept
    - (1) PTA Book Sale
    - (2) Book Cellar

Carla Pomager, Friends of Encino Library, cpomager@aol.com