



**F.O.L.K.**  
FRIENDS OF THE  
LIBRARIES, KONA

75-138 Hualalai Road, Kailua-Kona, HI 96740  
Contact us at <https://folkhawaii.com>

F.O.L.K. is a 501(c)(3) non-profit organization supporting the Kailua-Kona and Kealakekua libraries.

### **Mission Statement:**

1. Strengthen the Kailua-Kona and Kealakekua communities by enhancing library services and programs to improve literacy.

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After an assessment of our 2026 Board of Directors, we are recruiting for the following positions:

### **Secretary**

Keeps accurate records as well as responding to and initiating correspondence.

1. Performs duties as assigned by the President.
2. Schedules meetings as required.
3. Creates Board minutes and records other meeting results.
4. Updates organizational documents (By-Laws, Standing Rules and other governing documents). Places them on the Shared Drive.
5. Posts Monthly Reports on the Shared Drive (in the Board folder) at least one week prior to the Board meeting.
6. Prepares welcome packets for new Board members.
7. Tallies election results and communicates these results.
8. Distributes meeting agenda if appropriate and distributes the previous month's minutes to the Board of Directors in advance of each Board meeting.

## **Director of Sales**

Manages monthly, lobby, and online book sales.

1. Works with Kailua-Kona Branch Manager to schedule book sale dates for the year.
2. Designs and approves printing of bookmarks with book sale information.
3. Coordinates monthly book sales.
4. Creates and maintains all signs used at the book sales (e.g. price lists, category signs, special books, etc.).
5. Works with volunteer director to ensure book sales are properly staffed.
6. Oversees the Library Back Bay and sorting of donated books weekly.  
Ensure discards are taken to the landfill.
7. Sets aside special books to be priced accordingly.
8. Oversees books taken to Kealakekua library for their ongoing lobby book sale.

## **Publicity**

Shares information about F.O.L.K. and library events.

1. Creates and distributes a monthly newsletter to members and friends and uploads it to the Shared Drive.
2. Works with Board members to promote and publicize F.O.L.K. events and activities.
3. Submits public service announcements to media and radio to publicize activities and sponsored programs.
4. Designs posters, flyers, banners, and signs for the organization.
5. Manages flyer posting around town.

Another opportunity is that of **Online Sales** of our higher priced books often wanted by collectors. This is not a Board position and has several components to it.

1. **Researcher:** Volunteer(s) will be trained to recognize valuable and rare books to determine the price, write a brief description and post on the books on the online website.
2. **Availability:** Volunteer(s) will check all online inquiries and correspond with buyers.
3. **Lister:** Volunteer(s) will post books on the online website including author name, quality of the book, photos and monitor the website to ensure inventory is current.
4. **Fulfillment:** Once a book is sold, volunteer(s) will put the order together, package the item(s) and bring it to post office for mailing.