Attachment

Specific questions or requests for information are pulled from audience feedback with responses provided in italics below.

1. Is there language somewhere that donated materials are donated first to the library, not to the FOL groups?
   Yes, there is language in Policy M of the Library Board of Trustees that materials are donated to the Library, which may choose to give those materials not added to the collection to the Friends groups. Therefore, books that are donated via, for example, the collection bins on the Library premises are donations to the Library, not to FOL groups.

2. The Library Handbook needs updating. Should the update of the Handbook come before the update of the MOU?
   Yes, the Handbook needs updating to reflect procedural changes as well as Library Board of Trustee policy changes. The current Handbook can be found at http://www.fairfaxcounty.gov/library/friends/friendshandbook/ and it is anticipated that it will be updated in the coming fiscal year.

3. How can the Friends work with the County to see how much large projects might cost?
   Friends groups should work with their Branch on concepts for large projects. The Branch Manager will provide information to Library Administration to get in the queue for the County’s Space Planning division and other appropriate County agencies.

4. Why are FOL groups prohibited from purchasing certain items for their library?
   The County does not typically allow external groups to purchase items that have recurring costs, such as technology that needs regular updating, repairs, maintenance or staffing. This is because the County does not want to incur those ongoing operational expenses if the external group is no longer able to afford them and once purchased, must be maintained if the group no longer supported the item. Almost all other items/projects/programs are fundable.

5. How can the FOL groups account for monies that do not go through the Library’s Financial Services Division (FSD)?
   With a few exceptions, all gifts from the Friends groups should be routed through FSD to ensure compliance with the County’s financial policies, procurement requirements, and vendor insurance needs. Exceptions include items like food for a volunteer luncheon. One suggestion that came up from the committee meeting was a “self-reporting” of these types of expenses, so that they could be added into the Library’s recording of FOL funds that are routed through FSD.

6. If the proposed three times holding limit were put into place, where would the excess funds be deposited? Would there be exceptions to the three times holding limit, if something like that were put in place?
   The idea behind the holding limit is to ensure that monies raised through the sale of Library donated material, or efforts by the Friends on behalf of the Library, are spent for the FOL branch, or the Library as a whole, in a timely manner or dedicated to a specific future plan or project for the Library, rather than be held by a FOL group for an indefinite period of time. The
goal of transparency of the use of monies donated to the Library through the FOL groups would be served in this way. The idea of a holding limit included the concept that if a FOL group had a longer term project planned, it could share that plan with the Library to support holding funds above the proposed three times limit for a longer period of time. The question of how the holding limit would work was raised by several people and will require further work and consideration from the committee, but there is no intention for FOL funds to be diverted away from the Library.

7. What does the word “appropriate” mean in the context of the PowerPoint presentation?
   In the presentation, “appropriate” is applied only to the following: “maintain appropriate fiscal records.” Appropriate fiscal documentation can be found via the IRS compliance document related to 501(C)3 groups.

8. Where is a list of the fiscal documents that are recommended to be retained by 501(c)3 entities?

9. How would smaller Friends groups handle the costs of general liability or D&O insurance?
   Some smaller FOL groups are worried about the costs of general or Director and Officer insurance for their groups. It was suggested at the meeting that maybe an umbrella FOL group could negotiate group contracts for insurance.

10. How does the Library account for FOL funds that are given to the Foundation, and which are not routed through FSD?
    This could be accomplished through self-reporting, as noted in question 6 above.

11. How are FOL office expenses accounted for (tape, boxes, etc)?
    This could be include in self-reporting as an expense or administrative costs.

12. Why would the FOL groups indemnify the County but not have the County indemnify the FOL groups?
    It is standard practice for an indemnification clause to be included in County contracts and MOU. It is not clear for what the County would need to indemnify the FOL groups, but further discussion can be had.

13. Does the County support the Summer Reading Program (SRP) or is it solely supported by the FOL?
    While generous donations from multiple Friends groups do support programming during the Summer Reading Program (SRP), the Library and Fairfax Library Foundation also contribute to the SRP. Staff time, publicity, materials, marketing, printing, books and other programs are all paid for by Library monies and Library Foundation donations.

14. Does the County have fiscally responsibly practices in place, similar to what is being asked of the FOL groups?
    Yes, the County has many checks and balances to ensure that its fiscal business is being practiced appropriately and transparently. The County ensures a segregation of duties, written policies and procedures, conflict of interest documentation and processes, appropriate job descriptions and checks for employees handling fiscal assets, and regular reviews and audits.