

**FRESNO FOL BRANCH HOW-TOS: A QUICK OVERVIEW**  
**Compiled by Sam Retton, Executive Assistant**

**Sending Documents**

**When mailing documents:**

Friends of the Fresno County Public Library  
P.O. Box 4523  
Fresno, CA 93744

**When emailing documents:**

[fresnofol@gmail.com](mailto:fresnofol@gmail.com)

**Check Requests**

All check requests must be accompanied by the appropriate receipts, invoices, and, if necessary, W9s. (We must have a W9 on file if someone is providing a service, no matter the dollar amount.) You can send these documents by mail or email. The request must be signed by two people (but if this is impossible for one reason or another, please get in touch and we can discuss it on a case-by-case basis) and the person receiving the reimbursement may not be one of the signees. We cannot send checks to the library branches, so please provide us with the address of the individual receiving the check. Check requests and related supporting documentation for **reimbursements must be received no later than 60 days** from when the reimbursable expense was incurred. This relates to making sure our reimbursements meet the IRS rules for an accountable plan.

**Deposit Slips**

You can send physical deposit slips via mail or library courier, or you can just send scans or photos to the email address above. Deposit slips should be sent as soon as possible, but **by the 10<sup>th</sup> of the following month** at the latest so that we no longer have the issue of mystery deposits going unclaimed for months. If you notice a missing deposit in your monthly branch report, please let us know ASAP and provide any support you may have.

## **Petty Cash**

If your branch has petty cash, petty cash reports should be sent to FOL Main at either the email address above or by mail, **no later than the 10<sup>th</sup> of the following month**. Petty cash can be replenished at any time via a check request, which must be accompanied by all the necessary receipts detailing what you've spent.

## **Reporting Changes**

If your branch has any changes in leadership, please let us know ASAP! Email is preferable. This will allow us to keep our website and board roster updated and ensure that we're contacting the right people about the right things.

## **Meeting Minutes and Treasurer Reports**

All branches are expected to meet at least once per quarter. Feel free to copy [fresnofol@gmail.com](mailto:fresnofol@gmail.com) on any agenda emails you send out. Please email minutes and treasurer reports to FOL Main as soon as possible, but within the month.

## **Requesting Event Promotion or Fliers**

The Library is happy to make fliers for FOL events, but they do require a 6-8 week turnaround. If you'd like Sam to put something together in a shorter amount of time, email the details to [fresnofol@gmail.com](mailto:fresnofol@gmail.com). The turnaround will be 1-2 business days. If you have an event (program, sale, et cetera) that you'd like posted to the website, Facebook, and Instagram, please email us the information as soon as possible so we can ensure that we can give you ample promotion time.

## **Requesting Marketing Materials for Tabling and Events**

FOL Main has purchased bookmarks, magnets, notepads, and balloons with FOL branding to be given out as marketing materials. If you'd like any, let us know when you need them and how many people you think you might reach (so we know how much to send) and we'll do our best to accommodate based on what we have on-hand or can order in time. There is also a branded table covering we can send via courier, provided it isn't out at another branch. Please let us know at any time if you need FOL Bookshop bookmarks or membership brochures and we'll send them to your branch via courier.