



A WORKSHOP FOR LIBRARY TRUSTEES AND LIBRARY DIRECTORS/MANAGERS

GOOD FINANCIAL STEWARDSHIP

OR WHAT EVERY TRUSTEE SHOULD KNOW ABOUT MANAGING LIBRARY FUNDS

Catherine Bentzoni, MPA, Ontario County Director of Finance and former Walworth-Seely Public Library Board Treasurer, will cover a variety of topics surrounding the sound fiscal management of libraries, including:

- How to implement and maintain a good system of checks and balances at the library;
- Creating an efficient and effective system of posting, reconciliation and reports;
- The role of the Library Board Treasurer (vs. the library director/bookkeeper).

There will also be time for Q&A on individual library issues.*

*Please submit individual library financial questions at least 1 week prior to the workshop to Jeanne Hayes, jhayes@pls-net.org

Thursday, May 10, 2012

6:00–8:00 pm

A light supper will be served at 5:30 pm

Please register:

- online by going to the PLS website at <http://www.pls-net.org>
Click on the Calendar link located on the right, and select *Good Financial Stewardship*.
You can also scan the QR code at the top of this flyer with your smartphone to register.

OR

- using the tear sheet below. Send via mail, fax or e-mail to:
Jeanne Hayes, Pioneer Library System, 2557 State Route 21, Canandaigua, NY 14424
phone: 585-394-8260 fax: 585-394-1935 email: jhayes@pls-net.org

Yes, I will be attending the Trustee/Director Workshop: *Good Financial Stewardship on Thursday, May 10, 2012*

Name _____

Address _____

Phone _____ Email _____

Your Library _____