

**Pioneer Library System**  
**Good Financial Stewardship: A Trustee/Director Workshop**  
**May 10, 2012**

**Responses:** 59 out of 68 attendees

**1. Overall I would rate the workshop as**

20 Excellent      31 Very good      8 Good      \_\_\_ Fair      \_\_\_ Poor

2.	Strongly Agree	Agree	Disagree	Strongly Disagree	Blank
The presenters were knowledgeable.	49	10	0	0	0
Information was well organized.	41	18	0	0	0
Information was clearly presented.	38	20	0	0	1
Handouts were useful.	32	24	0	0	3
The workshop has direct application to my responsibilities.	44	15	0	0	0

**3. What did you find most helpful? (For example: information, activity, handout, discussion, etc.)**

- It was all good information. The speaker, handouts & discussions.
- There are resources at State Comptrollers site.
- Most of information, discussion
- The information that was presented.
- Info on policy vs. procedure; board responsibilities
- Handout
- The presenters experience and examples.
- Description of internal controls
- Discussion – especially about audits
- Information, discussion
- Discussion & presenters expertise
- Speaker's explanations
- Explaining the internal audit, and what is expected of the Board
- Good job!
- Information, discussion
- Fiscal oversight
- Listening to the presenter & listening to the presenter answer questions from the audience.
- Information about treasurer responsibilities
- Needed policy information
- Subject matter was very important
- Information
- Discussion
- Really the whole presentation gave me useful info.
- Pointing out the details that may only come up when we are audited
- Handout was great – it will be easy to share info with the trustees that did not come to the meeting
- Her presentation (verbal) – great explanations
- Discussion
- Power point presentation with in-depth explanation. I wish the whole board was here.
- Information & discussion

- This workshop clearly sets up (via slides, handout & presentation) an entire financial overview for libraries. – our responsibilities; as well as what we're not doing, but we should be doing
- Handout
- Confirmation that what we are doing, from a financial perspective, is on track
- What policy and procedures need to be developed.
- Discussions
- Second half of workshop info/discussion
- Internal audit; review of accounting for non-profits; break out of financial categories/terms – good presentation for new comers to the field
- Answers to questions
- Explanation of handouts was very useful
- Information presented
- Budget & fiscal responsibility
- Everything – accounting terms very helpful
- Fiduciary responsibilities of trustees
- Q & A's very helpful

#### 4. The least helpful?

- A list of specific websites would be helpful
- First 45 minutes – role of Trustee, Conflict of Interest, etc.
- Lots of repetition; not as much specifics
- Less information – more focused, a lot to swallow all at once
- County examples
- Early overview of trustee responsibilities
- Stay within the time
- Some info was contrary to information we rec'd in past from other experts (OSC, etc.)
- How it really affects association libraries
- Handout was least helpful, but still great to have
- This is unclear: Is the Treasurer a board member? Or someone outside the organization?
- Lengthy examples, especially from county. Sometimes repetitions
- Overall, very basic material – but helpful.
- Overwhelming
- Need more help translating/using rules for county finances (200million?) to our modest 180,000 budget; big difference in size...
- Basics in the beginning
- Analogy to government units – not sure that libraries need to be run like the county.
- It was a lot of information to take in

#### 5. As a result of this workshop—

##### **I am more knowledgeable about:**

- Financial awareness. Jobs that should be done by board membership. How to protect the library
- Internal control, budget Procedure: more trustee/Director workshops are needed on this trustees change with term limits
- Responsibilities of board – what we are doing right, what we aren't doing that we should
- The role of trustees and their part in managing the budget.
- Available resources
- What I need to do
- Internal control & Audit
- Need for policies
- Fiscal responsibility
- Fund accounting, conflict of interest, internal control
- Policies (financial) that need to be developed
- The trustees responsibilities

- Roles of the board re: fiduciary responsibilities
- I'm happy to see that our board follows a lot (if not all) of the recommendations!
- The necessity of fiscal policies
- Internal audits
- Financial responsibility
- Fund balances & how they can be used, Internal audits
- Adding more policies for internal controls
- The Board financial responsibilities
- My responsibilities as a trustee
- Board responsibilities
- Trustee duties
- Being a Trustee
- As above, the greater details of my duty as a trustee
- Internal controls
- Trustee duties & responsibilities
- Need for specific policy & internal controls
- The need for policies. Trustee and Board responsibilities
- Importance of more internal control/auditing by board
- Level of fiduciary responsibility
- Policies needed, internal controls needed
- How "loosely" some of the other Libraries run things.
- My responsibilities
- Internal controls
- Internal audits, conflict of interest
- Comptroller policies
- Internal controls
- Fund balancing, budgets
- Duties as treasurer, internal auditing
- Policies needed; internal audits
- My fiscal responsibilities as a trustee
- Trustee duties (newly elected)
- Various responsibilities – fiduciary steps. Didn't know we had to vote on approving monthly bills – we just had to sign them.

**I still need to know more about:**

- What line items should be included on budget.
- Policy Development on Financial Aspects
- Sample Financial Procedures – Is there a State Clearinghouse specific for library policy.
- Specific policies
- Specifics of policies, reports, etc.
- Motivating the Board to spend the money
- Policies
- Audits
- Writing fiscal policies
- Policies that need to be developed!
- Internal controls as relating to small libraries
- Fiscal policies
- Accounting procedures
- It's a very complex subject – accounting, legal requirements, so there will always be a need for more knowledge
- Being a trustee – always need to be growing
- Internal controls relative to a very small library
- Municipal
- Lots
- General laws (NYS)

- Which is better for the Eagle Free Library to help ensure future fiscal security? Endowment Funds & Bequests
- How our Endowment was originally established.
- Policy writing
- State required reporting
- Association libraries – specific issues & resources. There seems to be a lot in the Education Law and Regents rules & Regs about other types, not association. How much freedom/leeway do association libraries have or must they try to conform to rules of public libraries.
- More on specific policy creation
- Review current policies to see if we need to add more
- Would like to have her back to go into depth of some parts
- Treasurer’s responsibilities if you have accounting firm do books. Who reports to board? Does Treasurer or secretary keep in touch with accountant?

**6. Future workshop topics that would be helpful:**

- Workshops by type of library – we have many issues being a relatively young school district public library that info specific to us and others like us would be helpful (especially on finances/treasurer)
- Policies
- Policy writing & what (policies) is needed/required
- Writing fiscal policies
- Personnel policies – Civil Service Law
- Financial auditing
- More on finances, legal governance
- Making policies, Internal controls
- You’re doing great on topics
- Anything on policy writing or even though I realize there’s a wealth of info from other sources – so I can see why you wouldn’t want to spend time & \$ on this kind of workshop.
- Fundraisers (esp. for small libraries)
- “Best Practice” sharing on innovative New programs being offered to communities.
- How to move board operations up to current times. We operate as if it was 50 yrs. ago.
- [Re: state required reporting] would be helpful to see examples of year end reports within a group of like libraries, i.e. legislative, association
- More on financial subjects
- Would it be worth looking into presenting future workshops as web meetings that would allow more members to participate from home or their member libraries & would it be cheaper?

**7. \*\*A Question for Trustees only:**

**In an effort to contain costs, the Pioneer Library System is exploring the creation of a member library trustee e-mail list to promote events such as tonight’s workshop. We might also consider publishing our 2x/year Trustee Talk newsletter electronically.**

**Would you be willing to share your e-mail with us for this purpose?     \_\_\_30\_\_\_ Yes     \_\_\_3\_\_\_ No**

**Your preference for receiving communications from the Pioneer Library System?**

**\_\_\_6\_\_\_ U.S. Mail                   \_\_\_27\_\_\_ e-mail**

**\*\*one preference marked as *either*  
one Yes qualified with *but only for this purpose*  
comment – Bulk mail items take a long time to reach Bliss!**

**Other comments:**

- Supper was very good. Thank you for the variety offered!
- Trustee Talk (publication) good idea