



Kentucky Public Library Trustee Certification

Kentucky Department for
Libraries and Archives

Continuing Education Section
2022

Being a Trustee

- Attend all board meetings; participate in discussion; support board decisions.
- Advocate for the library in the community and advocate for the community as a member of the library board.
- Secure adequate funds for the library.
- Hire a qualified and competent library director and delegate all management responsibilities.



- Create a written strategic plan and annual plans derived from the strategic plan.
- Monitor and evaluate:
 - the finances;
 - the director's performance;
 - the library's progress toward its goals; and
 - the board's performance.
- Establish policies for the library.
- Comply with all laws and regulations pertaining to public libraries.

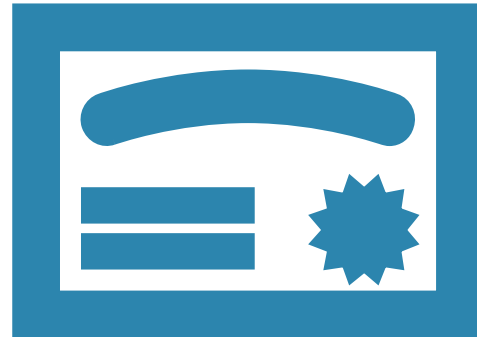


A photograph of three individuals—two men and one woman—standing together and smiling. They are holding framed certificates from the Commonwealth of Kentucky. The man on the left is wearing a light purple shirt and glasses. The woman in the center is wearing a light purple top. The woman on the right is wearing a patterned jacket. The certificates they are holding are from the Commonwealth of Kentucky and appear to be for a library board or similar organization. The background is a blurred indoor setting.

Why Certification?

- Employ and supervise a qualified director
- Learn skills for the board to function effectively
- Learn about library finances and advocating for library needs
- Assess and adopt policies for effective operation of the library
- Learn about strategic planning and assessing community needs

GETTING CERTIFIED



Getting Certified



About Certification

- It's voluntary
- Helps obtain a higher ranking in the KPLA Standards

Types of Certification

- Temporary
- Initial
- Renewal

Temporary Certification

- ✓ Complete a Director's Orientation
- ✓ Complete a Regional Orientation
- OR
- ✓ Complete two courses:
 - Library Trustee and Director Roles*
 - How to Conduct a Board Meeting*
- ✓ Mail the application and \$20 fee to KDLA
- ✓ Valid for two years

Initial Certification

- ✓ Complete a Director's Orientation
 - ✓ Complete a Regional Orientation, if you so choose
- ✓ Complete all five courses
- ✓ Mail the application and \$20 fee to KDLA
 - (if you obtained Temporary you do not have to pay this fee again)
- ✓ Valid for four years



Application for Kentucky Public Library Trustee Certification

Kentucky Department for Libraries and Archives
Kentucky Public Library Association

APPLYING FOR: Temporary Certification Initial Certification

INSTRUCTIONS: (Please check the appropriate boxes)

- Complete Director Orientation
- Complete Regional Orientation
- OR
- Complete the two Orientation courses
- Keep copies for your files
- Enclose the required fee of \$20.00 made payable to the
Kentucky State Treasurer
- Mail original form with original signatures to:
Continuing Education Consultant- Trustee Certification
KY Dept. for Libraries & Archives
300 Coffee Tree Rd.
P. O. Box 537
Frankfort, Kentucky 40602-0537

For State Certification Use Only:

Approved _____

Certificate _____

Certificate Number: _____

Valid from: _____ to _____

Name: _____ E-mail: _____
Last First

Home Address: _____
Street City State Zip

Library: _____

Library Address: _____

City State Zip County

As the applicant, I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate. As the Director or Board President, I have reviewed this application and certify that the answers are correct so far as they pertain to this library.

Applicant Signature (Trustee)

Signature of Library Director or President of Board

Date

Date

Core Skills Courses



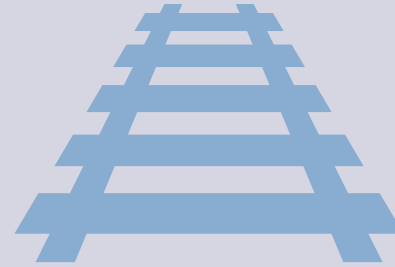
Library
Trustee and
Director
Roles



Conducting a
Library Board
Meeting



Governance
of Kentucky
Public
Libraries



Strategic
Planning and
Library
Advocacy



Fiscal
Responsibility

A photograph of four people (three men and one woman) sitting around a long wooden conference table in a meeting room. They are looking at documents and papers on the table. The image is dimmed and has a white border. The text 'Certification Renewal' is overlaid in the center in a large, white, sans-serif font.

Certification Renewal

Certification Renewal

- Complete eight contact hours of training in any of the Core Skills areas
- Complete an LAR for each activity
- Renewal is valid for four years



Trainings for Renewal

- Face-to-face trainings at board meetings by an approved speaker
- Workshops provided by Regional Consultants or other libraries



- Statewide or national conference or pre-conference sessions
- Online workshops or webinars produced for libraries
- Video recordings produced for libraries



Renewal Application for Kentucky Public Library Trustee Certification

Kentucky Department for Libraries and Archives
Kentucky Public Library Association

INSTRUCTIONS:

- *Keep copies for your files.
- *Enclose the required fee of \$20.00 made payable to the
Kentucky State Treasurer
- *Mail original form with original signatures to:
Continuing Education Consultant- Trustee Certification
KY Dept. for Libraries & Archives
300 Coffee Tree Rd.
P.O. Box 537
Frankfort, Kentucky 40602-0537

<p>For State Certification Use Only:</p> <p>Approved _____</p> <p>Certificate _____</p> <p>Certificate Number: _____</p> <p>Valid from: _____ to _____</p>

Name: _____ E-mail: _____
Last First

Home Address: _____
Street City State Zip

Library: _____

Library Address: _____

City State Zip County

As the applicant, I hereby certify that the above information is true and correct to the best of my knowledge. As the Director or Board President, I have reviewed this application and certify that the answers are correct so far as they pertain to this library.

Applicant Signature (Trustee) _____

Signature of Library Director or President of Board _____

Date _____

Date _____



Kentucky Public Library Trustee Certification Continuing Education Learning Activity Report

Kentucky Department for Libraries and Archives
Kentucky Public Library Association

INSTRUCTIONS:

*Complete after each continuing education activity.

*Keep copies for your files.

*Mail original form with original signatures to:
*Continuing Education Consultant
Trustee Certification
300 Coffee Tree Rd.
P.O. Box 537
Frankfort, Kentucky 40602-0537*

I hereby certify that the information below,
including attachments, is true and correct
to the best of my knowledge.

Signature of Applicant

Date

Name: _____ E-mail: _____
Last First

Library: _____

Address City State Zip County

Date of Activity	
Topic/Title	
Presenter	
Sponsor	
Location	
Total Contact Hours Awarded	

Give a brief description of activity:

Finding Resources



Resources

- Trustee Certification website
 - Guidelines
 - Forms
- Initial Certification training
 - KDLA Online Learning Portal
 - YouTube
- Renewal Certification training
 - CE Events Calendar
 - Archived webinars
- Trustee Listserv



Thank you to
IMLS for
sponsorship
of this
webinar.



**Thank you
for attending!**



Alicia McGrath

Charly Taylor

KDLA Continuing Education
Consultants

KDLA.Certification@ky.gov

502-564-1727