

What will you learn in the program?

- ◆ How to hire, supervise, and evaluate your library's director.
- ◆ How to create and assess effective library policies.
- ◆ How to help your board function effectively.
- ◆ How to oversee your library's finances and advocate for its needs.
- ◆ How to create a strategic plan and assess your community's needs.



For more information

For more information and links to all forms, please visit:

kdla.ky.gov/librarians/trustees/Pages/TrusteeCertification.aspx

This program provides you, the trustee, with tools to help you fulfill your legal responsibilities to your library and your community.

**A program of the Kentucky
Department for Libraries
and Archives**

**Participation in this program
is voluntary**

Kentucky Public Library Trustee Certification Program



***Kentucky Department for
Libraries and Archives
kdla.ky.gov***

How do you become a certified trustee?

1. Obtain a Temporary Certificate

- ◆ Complete orientations led by your library director and regional consultant. Two orientation videos may be substituted for the regional's orientation.
- ◆ The Temporary Certificate is valid for two years.



2. Obtain the KY Public Library Trustee Certificate

- ◆ Complete KDLA's training program on the Public Library Trustee Core Skills.
- ◆ The Trustee Certificate is valid for four years.

3. Renew Your Certificate

- ◆ Complete eight hours of training in the Core Skills categories.
- ◆ A renewed Certificate is valid for four years.

Trustee Core Skills

- ◆ Library Trustee and Director Roles
- ◆ Conducting a Library Board Meeting
- ◆ Fiscal Responsibility
- ◆ Governance of Kentucky Public Libraries
- ◆ Strategic Planning and Library Advocacy

