



Trustee Certification

Kentucky Dept. for Libraries & Archives



Why and Goals

Why Certification?

- ▶ When a community member becomes a public library trustee, he/she must assume these general duties and responsibilities:
 - ▶ Attend all board meetings; participate in discussion; and 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.





Why Certification?

- ▶ When a community member becomes a public library trustee, he/she must assume these general duties and responsibilities:
 - ▶ Plan for the future with a written strategic plan not to exceed three years' coverage 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 federal, state, and local laws and regulations that pertain to public libraries.

Goals of Certification



- ▶ to enable trustees to employ and supervise a qualified library director and evaluate their performance;
- ▶ to teach trustees the skills necessary for enabling the library board to function effectively;
- ▶ to teach trustees about library finances and how to advocate for the library's needs;
- ▶ to enable trustees to assess and adopt policies that will result in the effective operation of the library; and
- ▶ to teach trustees about the process of strategic planning and assessing their community's future needs.



How To Get Started

Temporary & Initial Certification

To Certify or Not To Certify . . .

- Voluntary
- Helps with the KPLA Standards for public libraries
- Can choose Temporary Certification or Initial Certification
- Procedures depend on appointment date - July 1, 2011



The Process

1. Apply for Temporary Certification (valid for two years)

- ✓ Mark on the application that you have completed a Director's Orientation AND a Regional's Orientation or watched the first two core skills webinars: *Library Trustee and Director Roles* and *How to Conduct a Board Meeting*, and mail it with the \$20 certification fee.

2. Apply for Initial Certification (valid for four years)

- ✓ Watch the five core skills webinars, fill out Learning Activity Reports for each.
- ✓ Mark on the application that you have completed a Director's Orientation AND a Regional's Orientation or watched the first two core skills webinars: *Library Trustee and Director Roles* and *How to Conduct a Board Meeting*, and mail it with the \$20 certification fee and the core skills Learning Activity Reports.
- ✓ If you obtained Temporary Certification you do not need to pay the \$20 fee again.



Application for Kentucky Public Library Trustee Certification

Kentucky Department for Libraries and Archives
Kentucky Public Library Association / Kentucky Library Trustee Roundtable

APPLYING FOR: Temporary Certification Initial Certification

INSTRUCTIONS:

Please check the appropriate boxes

- Complete Director Orientation
- Complete Regional Orientation OR
- Watch two Orientation videos
- 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.

X _____
Applicant Signature (Trustee)

_____ Date

X _____
Signature of Library Director or President of Board

_____ Date



Kentucky Public Library Trustee Certification Continuing Education Learning Activity Report

Kentucky Department for Libraries and Archives

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, are 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:



Five Core Skills

What a Trustee Needs To Know-At First!

Public Library Trustee Core Skills

1. Library Trustee and Director Roles
2. Conducting A Library Board Meeting
3. Fiscal Responsibility
4. Governance of Kentucky Public Libraries
5. Strategic Planning and Library Advocacy





Certification Renewal

Learning Activity Reports

Certification Renewal

- ▶ The certificate may be renewed upon completion of eight (8) additional contact hours of continuing education credit in any of the Public Library Trustee Core Skills.
- ▶ The certificate is valid for four (4) years.





Certification Renewal

- ▶ Training accepted for recertification includes, but is not limited to:
 - ▶ face-to-face educational sessions provided at local library board meetings by an approved speaker;
 - ▶ Regional workshops provided by the Regional Consultants or other libraries;
 - ▶ a statewide library conference or pre-conference;
 - ▶ a national library conference or pre-conference;
 - ▶ online workshops or webinars produced for libraries; or
 - ▶ video recordings produced for libraries.



Renewal Application for Kentucky Public Library Trustee Certification

Kentucky Department for Libraries and Archives
Kentucky Public Library Association / Kentucky Library Trustee Roundtable

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

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. 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



Where To Find It

Forms, Website, Listserv, CE Opportunities



Trustee Certification Program – KDLA Website

<http://kdla.ky.gov/librarians/trustees/Pages/TrusteeCertification.aspx>

- Guidelines
- Forms
 - Applications
 - Learning Activity Report
- Initial Certification Training
 - Five Kentucky-specific core skills videos
- Renewal Certification Training
 - CE Calendar
 - Archived Webinars

Thank you for attending!

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502-564-1727

Charly Taylor
502-564-8371

