

# **Kentucky Public Library Trustee Certification Program**

## **Trustee Certification Committee members:**

Jim Stoops, William B. Harlan Memorial Library trustee, committee chair

Buzz Carmichael, Lexington Public Library trustee

Bessie Gray-Knox, KDLA Regional Consultant

Deborah Johnson, Boyd County Public Library trustee

Karen Kasacavage, Woodford County Public Library director

Jim McDuffee, Breathitt County Public Library trustee

Beth Milburn, KDLA Continuing Education Consultant

JC Morgan, Campbell County Public Library director

Wayne Onkst, State Librarian

Paul Poland, Scott County Public Library trustee, KLTRT chair

Lisa Rice, Warren County Public Library director

Lois Schultz, Kenton County Public Library former trustee

Sharon Shanks, Nelson County Public Library director

Kristi Tucker, Marshall County Public Library director

Mindy Woods, Carter County Public Library trustee, KLTRT secretary

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## Kentucky Public Library Trustee Certification Program

The Kentucky Public Library Trustee Certification Program has been created to provide trustees with the tools that will enable them to fulfill their legal responsibilities to the library and their community. 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.
- Support the library director, but also demand accountability for a quality library.
- 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.

The goals of the certification program are:

- 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.

Participation in the program is voluntary. There are two (2) ways to get started in the program.

Public library trustees whose appointment begins **on or after** July 1, 2011:

- Participate in an orientation program conducted by the library director and regional consultant.
- Apply for temporary certification once the orientation program is completed.

Public library trustees whose appointment began **before** July 1, 2011:

- Apply for temporary certification.

Temporary certification will be valid for two (2) years.

Once temporary certification is achieved, public library trustees may begin work toward the Kentucky Public Library Trustee Certificate.

- Trustees will need to complete a prescribed training program that will consist of one (1) contact hour of continuing education credit in each of the 5 Public Library Trustee Core Skills.
- One (1) contact hour is equal to 50-75 minutes of training.

### **Public Library Trustee Core Skills**

Within each of the five core skills, there are specific topics that can be pursued. Other topics will be accepted if they fall within one of the five areas.

Trustee Core Skill One: The Board and the Director's Position

Trustee Core Skill Two: Effective Board Organization

Trustee Core Skill Three: Budget and Finance

Trustee Core Skill Four: Creating Effective Library Policies

Trustee Core Skill Five: Planning and Advocacy

After the training is completed, the Kentucky Department for Libraries and Archives will issue a Kentucky Public Library Trustee Certificate. This certificate will be valid for four (4) years.

Public library trustees may renew their certification.

- 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.

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.

### **Procedure for Certification**

To participate in the Kentucky Public Library Trustee Certification Program, trustees must:

1. Mail a completed Certification Application form for temporary certification or certification renewal, and include a \$20.00 check with the form, made payable to "Kentucky State Treasurer."
2. Submit Learning Activity Report forms immediately following all training activities.

Trustees will be notified when certification is close to expiring.

Mail Applications and Learning Activity Reports\* to:

Continuing Education Consultant  
Trustee Certification  
Kentucky Department for Libraries and Archives  
300 Coffee Tree Rd.  
P.O. Box 537  
Frankfort, Kentucky 40602-0537

\*Learning Activity Reports may be sent by email or email attachment to [KDLA.Certification@ky.gov](mailto:KDLA.Certification@ky.gov).

# Public Library Trustee Core Skills

**Trustee Core Skill One: The Board and the Director's Position:** Trustees shall be able to employ and supervise a qualified library director and periodically evaluate the director's competence.

## **Board/Director Roles**

**Hiring a New Director**

**Evaluating the Director**

**Conducting an Exit Interview with the Director**

**Dismissing the Director**

**HR Issues**

**Trustee Core Skill Two: Effective Board Organization:** Trustees will have the skills to enable the library board to function effectively through good board organization, good documentation and new trustee orientation.

## **Recruitment and Selection of Trustees**

**Orientation of New Trustees**

## **Effective Documentation for Library Board Business**

Bylaws

Library Board Meeting Minutes

Library Board Financial Reports

## **Effective Board Meetings**

**Trustee Core Skill Three: Budget and Finance:** Trustees shall be knowledgeable about the library's annual budget.

## **Development of Good Budget Support**

The Library Board's Authority  
Segregation of duties

Public Funds  
Tax Rates  
Audits

State Aid

Good Practices  
Cash Management

Budget Issues for Trustees

Library Fundraising

**Trustee Core Skill Four: Creating Effective Library Policies:** Trustees shall be capable of assessing policies that will result in the effective operation of the library, in accordance with state and local laws and with full respect for the Library Bill of Rights.

**Library Policy Management**

**Library Policy Areas from the Annual Report**

Personnel Policies

Library Operation Policies

Board Policies

**Trustee Core Skill Five: Planning and Advocacy:** Trustees shall facilitate an ongoing process of strategic planning for the library and will determine their community's future needs for library facilities, collections and information access. Trustees shall be skilled in advocating for the library's needs with local government, community leadership and state government.

**Introduction to Strategic Planning**

**The Internal Scan – Studying the Library**

**The External Scan – Studying the Community**

**Networking with the Community**

**Implementing Major Projects**

**Marketing to Local Government for Effective Support**

Building a Relationship

Budget Advocacy

Advocacy