

## What will you learn in the program?

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- ◆ 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

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

[kdla.ky.gov/librarians/trustees/Pages/TrusteeCertification.aspx](http://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.

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

**Participation in the program  
is voluntary**

# Kentucky Public Library Trustee Certification Program

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***Kentucky Department for  
Libraries and Archives  
[kdla.ky.gov](http://kdla.ky.gov)***

## How do you become a certified trustee?

### 1. Obtain a Temporary Certificate

- ◆ Complete an orientation led by your library director and regional consultant.
- ◆ 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 CE in the Core Skill 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

