



Trustee Development Resources

ESSENTIALS:

- *Virginia Public Library Trustee Handbooks*
 - Serve as a comprehensive resource for what it means to serve as a Trustee for a Virginia Public Library, either in an Advisory or Governing capacity. Covers information regarding governance, policy making, financial development, planning, advocacy, the board as an employer, public relations, and a variety of resources and sample documents.
 - [Advisory Boards](#) (2020)
 - [Governing Boards](#) (2019)
- [Planning for Library Excellence: Standards for Virginia Public Libraries](#) (2023)
 - Contains comprehensive information for public library standards in Virginia, inclusive of a section dedicated to governance, funding, and administration (i.e., library boards)
 - [Checklists for the 16 Standards sections](#) - download and use to assist you in your library's assessment.
- [Trustees, Friends, & Foundations page - InfoCenter, Library of Virginia](#)
 - Trustee, Friends, and Foundation resources compiled by the Library Development division at the Library of Virginia
- [United for Libraries](#)
 - A division of the American Library Association is dedicated to Trustee and Friends support, education, and resources.
 - Virginia has a [statewide membership](#) that allows all library staff and stakeholders within the Commonwealth to access additional content.
- *Books:*
 - [The Complete Library Trustee Handbook](#) (2010)
 - [The Successful Library Trustee Handbook, 2nd Ed.](#) (2010)

GENERAL RESOURCES:

- [Board Roles & Responsibilities](#) - National Council of Nonprofits
 - More general information regarding a board member's role - non-library specific
- *Books:*
 - [Expect More: Demanding Better Libraries for Today's Complex World](#) (2014)

- [The Nonprofit Board Answer Book: A Practical Guide for Board Members and Chief Executives](#) (2011)
- [Library Board Strategic Guide: Going to the Next Level](#) (2007)

BOARD RECRUITMENT:

- [Board Recruitment](#) - BoardSource
 - Comprehensive overview of how to find, evaluate, and develop your Trustees
- [Developing a Board Recruitment Process](#) - WildApricot
 - Walks you through a step-by-step examination of how your process should go
- [Finding the Right Board Members for Your Nonprofit](#) - Council of Nonprofits
 - Great look into how one should be thinking of potential board members, regardless of whether you're a nonprofit or not
- Books:
 - [All Ages Welcome: Recruiting and Retaining Younger Generations for Library Boards, Friends Groups, and Foundations](#) (2020)
 - [Board Recruitment and Orientation: A Step-By-Step, Common Sense Guide, 3rd Ed.](#) (2008)
 - [The Imperfect Board Member: Discovering the Seven Disciplines of Governance Excellence](#) (2006)

BOARD EDUCATION:

- [WebJunction](#)
 - Free one-stop shop for a great deal on online library-specific training. Containing current and recorded webinars, topics are for a range of library stakeholders from staff to trustees.
 - Includes a dedicated section for [Friends, Trustees & Volunteers](#)
- [Board Academy - Center for Nonprofit Excellence](#) (Charlottesville, VA)
 - Non-library specific, but a dedicated three-month course on being a board member. Additionally, becoming a member of the Center for Nonprofit Excellence provides access to consultants, additional training, and resources.
- [Educational Programs - BoardSource](#) (Online and in-person in Washington, D.C.)
 - A general site for non-library specific resources, offering non-profit boards a better understanding of various topics. Includes best practices, webinars, onsite training, and articles for discussion. Some items require purchase.
- Books:
 - [Boards That Make a Difference: A New Design for Leadership in Nonprofit and Public Organizations](#) (2006)
 - [John Carver on Board Leadership](#) (2002)

HUMAN RESOURCES:

- [*Public Library Trustee Toolkit: Hiring a New Library Director - COSLA \(2015\)*](#)
 - Includes a timeline for hiring and samples for job ads, interviewing questions, etc.
- *Books:*
 - [*The Public Library Director's HR Toolkit \(2022\)*](#)
 - [*Human Resource Management*](#) - ALA Publishing
 - A list of a variety of titles related to human resource management in public libraries

ADVOCACY:

- [*Virginia Library Association - Legislative Committee*](#)
 - Resource for ongoing legislation as it relates to Virginia libraries
- [*Advocacy - Public Library Association*](#)
 - National resource for advocacy on a variety of library topics
- [*EveryLibrary*](#)
 - A national political action committee devoted specifically for libraries. Great resource for voter engagement and funding campaigns. Also tracks various pro- and anti-library legislation across the US.
- *Books:*
 - [*The Nonprofit Board Members' Guide to Lobbying and Advocacy \(2007\)*](#)
 - [*Advocacy*](#) - ALA Publishing
 - Multiple titles related to advocacy in public libraries

POLICIES:

- [*Library Policy Development: General*](#)
 - An American Library Association Resource Guide
- [*Guidelines for Library Policies*](#)
 - Assists with ensuring that policies developed also adhere to the law
- [*Library Policy Database - Virginia Public Libraries*](#)
 - Policies collected from the various public libraries in Virginia

OTHER:

- [Public Libraries Online](#)
 - Online location for the Public Library Association magazine. There is a physical publication as well—an excellent source for the latest news and trending topics for discussion.

ADDITIONAL:*Approaches for Online Learning with Others*

- [Best Practices for Cohorts Attending Online Events](#)
- [Online Event Viewing Party Guide](#)
- [Learning Together: Penfield Public Library Team and WebJunction Webinars](#)
- [The WebJunction Experience: Find Your Learning Flow](#)
 - This webinar provides a good overview of all the different ways to experience learning at WebJunction and to help you meet your learning goals.