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)

Updated: 9.4.25

- 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.