

Reaching for Excellence: Kansas Library Trustee Certification Program

The goal of the Kansas Trustee Certification Program is to enhance library service for all Kansans through knowledgeable public library trustees.

Developed by the State Library of Kansas and the Kansas Library
Trustee Association

Sponsored by the State Library of Kansas

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Kansas Trustee Certification Program

INTRODUCTION

In April of 2005, the State Library of Kansas called a meeting of representative librarians and trustees to begin planning for a coordinated program of statewide continuing education. Five areas of concern were identified at the Continuing Education Summit and five continuing education task forces were created to study the issues and make recommendations to the State Library of Kansas. Following are three of the recommendations included in the final report:

1. Core competencies should be developed for Kansas librarians in order to provide a benchmark of service and a blueprint for needed continuing education.
2. Kansas library leaders should have access to continuing education that is easily accessible and available where they want it, when they want it and in the format that best meets their needs.
3. A certification program for public library trustees should be developed to document levels of education and training.

In the spring of 2006, the Continuing Education Committee of the Kansas Library Trustee Association, including Joan Hughes, Leah Krotz, Ellen Miller and Sandra Thomas, initiated research in order to identify core skills for trustees and to consider the possibility of trustee certification. For the first draft of the program, information was gathered from other states and input was solicited from system directors, library directors and trustees. The second draft was built on the first with additional review and editing by State Library staff. The result is the Kansas Trustee Certification Program.

The goal of the program is to enhance library service for all Kansans through knowledgeable public library trustees. Participation in this program is completely voluntary. Trustees wishing to be certified will complete one contact hour of continuing education credit (defined for Trustee Certification as 15-60 minutes of education) in each of the five areas of core skills for trustees. After the training is completed, the State Library of Kansas will issue a Kansas Public Library Trustee Certificate. The certificate is valid for three years and may be renewed upon completion of five additional hours of continuing education in any area or areas of the core skills for trustees within the three year certification period.

CORE SKILLS FOR LIBRARY TRUSTEES

The Trustee Certification Program has been built around five core skills that were identified by the State Library of Kansas and the Board of the Kansas Library Trustee Association.

The five core skill areas for Kansas public library trustees are:

Core Skill One: Trustees shall be able to employ and supervise a qualified library director and periodically evaluate the director's competence.

Core Skill Two: Trustees shall have the skills to enable the library board to function effectively through good board organization, good documentation and new trustee orientation.

Core Skill Three: Trustees shall be knowledgeable about the library's annual budget and skilled in advocating for the library's needs with local government, community leadership and state government.

Core Skill Four: Trustees shall be capable of assessing and adopting 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.

Core Skill Five: 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.

EXAMPLES OF EDUCATION TOPICS FOR CORE SKILLS

Within each of the five core skill areas, there are a number of specific topics that can be pursued in a variety of training programs. Below are some sample topics that can be studied by trustees or library boards. Other topics will be accepted for certification if they fall within one of the five core skill areas.

Part One: Working with the Library Administration

- Roles and responsibilities of trustees
- Hiring a new director
- Supervising the director
- Evaluating the director
- Conducting an exit interview with the director
- Dismissing a director

Part Two: Skills for Effective Board Organization

- Good board organization
- Effective board meetings
- Documentation of board business and projects
- Orientation for new trustees

Part Three: Building Support for the Library

- Budget and legal knowledge for Kansas trustees
- Library advocacy
- Marketing the library to the community

Part Four: Creating Effective Library Policies

- How library policies protect the board, the staff and the public
- Assessing and adopting library policies
- Library policies for:
 - Personnel and volunteers
 - Intellectual freedom
 - Collections
 - Information access
 - Public services
 - Trustees
 - Emergency preparedness

Part Five: Creating and Using a Strategic Plan

- Evaluating the library's present programs and services
- Determining the community's future needs for library facilities, collections and information access
- Partnering with the community to achieve library goals

PROCEDURE FOR CERTIFICATION

To participate in the Kansas Trustee Certification Program, trustees will need to:

1. Send an Enrollment Form to the State Library of Kansas. A continuing education record in the CE database will be established for a trustee when the Enrollment Form is received at the State Library. The Enrollment Form is attached to this publication and is also available on the State Library website at <http://www.skyways.org/KSL/development/trusteecertification.pdf>.

2. Use the Credit Request Form for all requests for training that will apply to the trustee certification. This form is attached to this publication and is also available on the State Library website at <http://www.skyways.org/KSL/development/trusteecertification.pdf>.

The continuing education credit for library trustees will be documented in the database of continuing education records at the State Library of Kansas. Trustees will be notified when their record shows that they have qualified for Trustee Certification and they will be sent an Application for Kansas Trustee Certification to return to the State Library.

Credit requests should be mailed to:

Certification Program
State Library of Kansas
Room 343N, State Capitol
300 SW Tenth Ave.
Topeka, KS 66612-1593

Credit requests may be sent by email or email attachment to shanroy@kslib.info if all the requested information is carefully included.

PROCEDURE FOR CERTIFICATE RENEWAL

The Kansas Public Library Trustee Certificate is valid for three years from the date it is issued. It may be renewed if the training requirement is met and documented. The training requirement is five contact hours of trustee training within the three year certification period. The hours needed for re-certification may be taken in any area or areas of the five trustee core skills.

Trustees will be notified when their trustee certification record shows that they have qualified for re-certification and they will be sent an Application for Kansas Trustee Re-Certification to return to the State Library.

Ongoing credit requests to document re-certification requirements should be mailed to:

Certification Program
State Library of Kansas
Room 343N, State Capitol
300 SW Tenth Ave.
Topeka, KS 66612-1593

Credit requests may be sent by email or email attachment to shanroy@kslib.info if all the requested information is carefully included.

State Library staff will review application materials and renew the certificate. Any concerns, disputes or requested exceptions will be referred to the State Library of Kansas Board.

TRAINING GUIDELINES

For the purpose of the Kansas Trustee Certification Program, one contact hour is defined as 15-60 minutes of education. Education must be taken in the subject areas of the five Core Skills for Public Library Trustees.

All training events used for certification and certificate renewal must be documented with a Credit Request Form sent to the State Library.

Training accepted for certification and certificate renewal includes, but is not limited to:

- Educational sessions provided at the local library board meeting
- Workshops sponsored by regional systems, library organizations or libraries
- A statewide library conference or pre-conference
- A national library conference or pre-conference
- Online or desktop training events
- Training credit will also be given for teaching a workshop or online event but that credit will be limited to presentation time.

Coursework will qualify for trustee certification if it takes place after July 1, 2007.

If you have questions or concerns about the Certification Program, please call Shannon Roy at 785-296-2148 or send email to shanroy@kslib.info.

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ENROLLMENT FORM

Before a Continuing Education Record can be established in the continuing education database at the State Library, the Trustee Certification Program must receive an enrollment form from a trustee who wishes to participate.

Please send this enrollment form to:

Certification Program
State Library of Kansas
Room 343N, State Capitol
300 SW Tenth Ave.
Topeka, KS 66612-1593
Or
Email to shanroy@kslib.info

Please keep copies of everything you send.

Last name _____ First _____

Library _____

Library Director _____

Library Address _____

City _____ KS Zip _____ Library Phone _____

Email address (optional) _____

Signature of Library Trustee
[Name may be keyed in lieu of a signature]

Date

KANSAS TRUSTEE CERTIFICATION PROGRAM

CREDIT REQUEST FORM FOR CERTIFICATION TRAINING

This form must be used for all requests for all Trustee Certification or Re-Certification credit.

Name: _____

Library: _____

Trustee Address: _____

City: _____ Zip: _____

Name of training event: _____

Date(s) of event: _____

Provider or sponsor of the event: _____

How long did the training event last? _____

Is this your first request for trustee certification credit? _____

Trustee Certification will require one hour of training in each of the five core skill areas of the Kansas Trustee Certification Program. Areas of training are listed in the Program Plan. The State Library of Kansas will keep the trustee certification record and notify the trustee when they qualify for their initial certification. The initial certification will be valid for a three year period. The certificate may be renewed after three years if the trustee has documented five additional hours of trustee training within the three year certification period. The hours for re-certification may be in any area or areas of the trustee core skills. A training hour is defined as 15-60 minutes of trustee training. Trustee training topics can be covered in many ways. These may include, but are not limited to:

- Training sessions at local board meetings
- Regional system workshops and assemblies
- Online or desktop training sessions
- Sessions at KLA or KLTA conferences
- Sessions at national or regional library conferences

If you have questions or concerns related to credit for the Kansas Trustee Certification Program, please call Shannon Roy at 785-296-2148 or send email to shanroy@kslib.info. Please mail all requests for certification credit to:

Shannon Roy
Kansas Trustee Certification Program
State Library of Kansas
Room 343N, State Capitol
300 SW Tenth Ave.
Topeka, KS 66612-1593

Credit requests may be submitted by email or email attachment if all information requested on the form is carefully included.

APPLICATION FOR KANSAS TRUSTEE CERTIFICATION

Kansas Trustee Certification Program Sponsored by the State Library of Kansas and the Kansas Library Trustee Association

This form is being sent to you because your Trustee Continuing Education Record indicates that you have completed the requirements to become a Certified Kansas Public Library Trustee.

Instructions

Please complete all the required fields and attach your Kansas Trustee Certification Program continuing education record. Send the application and the required documentation to:

Certification Program
State Library of Kansas
Room 343N, State Capitol
300 SW Tenth Ave.
Topeka, KS 66612-1593

Please keep copies of everything you send.

Last name _____ First _____

Library _____

Library
Director _____

Library Address _____

City _____ KS Zip _____ Library Phone _____

Email address (optional) _____

Signature of Library Trustee

Date