

Annotated Resource List

Associations, Continuing Education & Web Resources

ALA (American Library Association), 50 Huron Street, Chicago, IL 60611; 1-800-545-2433; www.ala.org. ALA is the national professional association for librarians. See especially Issues and Advocacy Section, <http://www.ala.org/ala/issuesadvocacy/index.cfm>.

ALTAFF (Association of Library Trustees, Advocates, Friends, and Foundations), a division of the American Library Association, 50 Huron Street, Chicago, IL 60611; 1-800-545-2433; resulted from the merger of ALTA (American Library Trustee Association) and FOLUSA (Friends of Libraries USA) in February 2009. Website is still under construction at <http://www.ala.org/ala/mgrps/divs/altaff/index.cfm>. See ALTA and FOLUSA entries for more information.

ALTA (American Library Trustee Association), see entry for ALTAFF above. ALTA is a former division of the American Library Association, 50 Huron Street, Chicago, IL 60611; 1-800-545-2433; <http://www.ala.org/ala/mgrps/divs/alta/index.cfm>. Site offers publications (some free online) and a discussion list. Programs oriented toward trustees offered at the annual American Library Association conference.

Board Café, <http://compasspoint.org/boardcafe/index.php>. Board Café is a free electronic newsletter exclusively for members of nonprofit boards of directors. Short enough to read over a cup of coffee, Board Café offers a menu of ideas, information, opinion, news, and resources to help board members give and get the most out of board service.

BoardSource, <http://www.ncnb.org/>; 1828 L Street NW, Suite 900, Washington, DC 20036; 877-89BOARD (877-892-6273). Formerly the National Center for Nonprofit Boards, offers practical information, tools and best practices, training, and leadership development for board members of nonprofit organizations worldwide. Especially helpful are the Frequently Asked Questions (FAQ) and the free "ask our consultant" features.

Carl Vinson Institute of Government, <http://www.cviog.uga.edu/>; 201 North Milledge Avenue, Athens, GA 30602-5482; 706-542-2736. Services aimed primarily at local elected officials, but also offers publications, training, and more for community boards.

FOGL (Friends of Georgia Libraries), <http://www.georgia-friends.org/>; Join FOGL to get legislative alerts and opportunities for advocacy at the state level, as well as support for developing Friends of the Library groups.

FOLUSA (Friends of Libraries U.S.A.), see entry for ALTAFF above. FOLUSA's excellent fact sheets, available free online at <http://folusa.org/>, provide information about starting and maintaining Friends of the Library groups.

Georgia Center for Nonprofits, <http://www.gcn.org/>, Hurt Plaza SE, Suite 845, Atlanta, GA 30303; 678-916-3000 / 800-959-5015 (outside Atlanta). Offers workshops for nonprofits and their boards.

Georgia General Assembly, <http://www.legis.state.ga.us/>. Gives information about state senators and representatives as well as the current legislative session.

GLA (Georgia Library Association), <http://gla.georgialibraries.org/>; P. O. Box 793, Rex, GA 30273. Holds an annual fall conference for librarians that often includes sessions for trustees.

GPLS (Georgia Public Library Service), <http://www.georgialibraries.org/>, 1800 Century Place, Suite 150, Atlanta, GA 30345-4304; 404-982-3560. Training opportunities at <http://www.georgialibraries.org/lib/training/>.

Nonprofit Good Practice Guide, <http://www.npgoodpractice.org/>, Preferred practices and pitfalls, glossaries, resources, trends and Web site profiles within ten topic areas.

North Georgia Community Foundation, Nonprofit Network, <http://www.ngcf.org/Page.aspx?pid=243>; 615 F Oak Street, Gainesville, GA 30501; 770-535-7880. Provides training for nonprofits and boards.

Official Code of Georgia Lookup, <http://www.lexis-nexis.com/hottopics/gacode/default.asp>. Find the current Georgia law by citation or search term.

PLA (Public Library Association), <http://www.ala.org/ala/mgrps/divs/pla/index.cfm>; 50 Huron Street, Chicago, IL 60611; 1-800-545-2433. A division of the American Library Association, sponsors a biennial conference for public librarians.

University of Georgia, Terry College of Business, Non-Profit Management and Community Service Program; 706-542-3750; nonprofit@terry.uga.edu. Excellent (and free!) one-day seminar for nonprofit board members offered several times a year. Seminar information is at <http://www.terry.uga.edu/management/nonprofit/seminars.html>.

Books

Your library may have some of these titles or be able to get them for you through PINES or interlibrary loan.

The Board Development Planner: A Calendar of Nonprofit Board Initiatives. Washington, DC: The National Center for Nonprofit Boards, 2001.
Strong, effective governance does not happen by chance. This booklet provides a tool for incorporating board training and development throughout the year, and includes a CD-ROM with checklists and calendars.

The Board Team Handbook: The Board Member's Guide to Visionary Leadership. Hawarden, IA: Cain Consulting Group, 1999.
A workbook for board team-building.

The Board Team Planning Manual: A Complete Guide to Long-Range Planning for the Board Team of the '90s. Hawarden, IA: Cain Consulting Group, 1997.
An action-oriented, results-oriented, step-by-step procedure manual to lead the board through a planning process, from preparing for the planning retreat to measuring results.

Breighner, Mary, and William Payton; Managing Editor Jeanne M. Drewes. *Risk and Insurance Management Manual for Libraries.* Chicago: American Library Association, 2005.
Helps reader understand the importance of risk management in preventing loss because of acts ranging from natural disaster to terrorism. Includes sample policies and checklists.

Broholm, Richard, and Douglas Johnson. *A Balcony Perspective: Clarifying the Trustee Role.* Indianapolis, IN: Robert K. Greenleaf Center, 1993.
A three-part essay for trustees of non-profits, including "The Role and Power of Trustees," "Mentoring through Process," and "Trust as the Cornerstone of Trusteeship."

Chait, Richard P., Thomas P. Holland, and Barbara E. Taylor. *The Effective Board of Trustees.* Phoenix, AZ: Oryx Press, 1993.
A study of what characteristics define effective boards and the relationship between board effectiveness and institutional performance. Based on interviews of board members and presidents at independent colleges.

Cole, Jack A. *Selecting a Library Director: A Workbook for Members of a Selection Committee.* St. Paul, MN: Friends of the Office of Library Development and Services Library, 1996.

- Corson-Finnerty, Adam, and Laura Blanchard. *Fundraising and Friend-Raising on the Web*. Chicago: American Library Association, 1998. The science and the art of virtual fundraising. Includes CD-ROM with web links to outstanding fundraising sites.
- Detroit Suburban Librarians' Round Table Succession Planning Committee. *A Library Board's Practical Guide to Finding the Right Library Director*. Chicago: Public Library Association, 2005.
- Dietel, William M., and Linda R. Deitel. *The Board Chair Handbook*. Washington, DC: The National Center for Nonprofit Boards, 2001. A 35-page booklet with diskette to help the board chair--or someone considering whether to accept the job of chair--understand his or her job.
- Dolnick, Sandy, ed. *Friends of Libraries Sourcebook*. 3rd ed. Chicago: American Library Association, 1996. How-to information plus inspirational success stories foster Friends' enthusiasm and give them tools to excel.
- Flynn, Outi. *Meet Smarter: A Guide to Better Nonprofit Board Meetings*. Washington, DC: BoardSource, 2004. A comprehensive guide for achieving meeting success.
- George, G. Worth. *Fearless Fund-Raising For Nonprofit Boards*. Washington, DC: The National Center for Nonprofit Boards, 1996. A discussion of the board's role in fund-raising and specific fund-raising instruction for board members, including 42 concrete examples of opportunities.
- Herman, Melanie L., and Leslie T. White. *Leaving Nothing to Chance: Achieving Board Accountability Through Risk Management*. Washington, DC: The National Center for Nonprofit Boards, 1998. Risk management doesn't begin and end with the purchase of property or liability insurance. This booklet offers 10 steps for exercising board accountability and risk management.
- Herring, Mark Youngblood. *Organizing Friends Groups: A How-To-Do-It Manual for Librarians*. New York: Neal-Schuman, 1993. Nuts and bolts of organizing a Friends of the Library group, including pitfalls, finding leadership, and ensuring continuation.
- Hirzy, Ellen Cochran. *The Chair's Role in Leading the Nonprofit Board*. Washington, DC: The National Center for Nonprofit Boards, 1998. This booklet identifies the personal characteristics, roles and responsibilities of a good board chair.

- Ihrig, Alice B. *Decision Making for Public Libraries*. Hamden, CT: Library Professional Publications, 1989.
Emphasizes the decision making role of library boards of trustees, and provides guidance for boards and library administrators in making quality decisions and helping move the library forward.
- Manley, Will. *For Library Trustees Only: Living With Your Director/For Library Directors Only: Talking About Trustees*. Jefferson, NC: McFarland, 1993.
Gets the important messages across with liberal dose of humor, and includes cartoon illustrations.
- Masaoka, Jan. *The Best of the Board Café: Hands-On Solutions for Nonprofit Boards*. St. Paul, MN: Amherst H. Wilder Foundation, 2003.
Gathers the most-requested articles from the e-newsletter and includes a broad range of topics from board structure to fundraising.
- Miller, Ellen G. and Patricia H. Fisher. *Library Board Strategic Guide: Going to the Next Level*. Lanham, MD: Scarecrow Press, 2007.
A strategic guide for trustees, covering important topics such as risk management, local values and First Amendment rights, diverse funding sources, and community leadership. A companion website offers downloadable forms and other resources.
- Moore, Mary Y. *The Successful Library Trustee Handbook*. 2d rev. ed. Chicago: American Library Association, 2009.
If you can only read one book during your tenure as a library trustee, make it this one! This is a succinct, practical guide to your job as a board member and includes checklists and summary reviews.
- Nelson, Sandra. *The New Planning for Results: A Streamlined Approach*. Chicago: American Library Association, 2001. A step-by-step approach to public library planning.
- Reed, Sally Gardner. *The Complete Library Trustee Handbook*. New York: Neal-Schuman, 2009.
Reed guides readers through important issues including sustainable fundraising and advocacy, hiring and evaluating a library director, strategic planning, director-trustee collaboration, and policy development. There is also an extensive examination of the library director's role.
- Reed, Sally Gardner. *Making the Case For Your Library: A How-To-Do-It Manual*. New York: Neal-Schuman, 2001.
Demonstrates how to help libraries not just survive, but thrive, by developing pervasive public relations materials. Helps the reader communicate not just *what* the library is doing, but *why* it matters.

- Reed, Sally Gardner, and Beth Nawalinski. *Making Our Voices Heard: Citizens Speak Out for Libraries*. Philadelphia, PA: Friends of Libraries U.S.A., 2004.
- Rubin, Renee. *Avoiding Liability Risk: An Attorney's Advice to Library Trustees and Others*. Chicago: American Library Association, 1994.
An excellent overview of liability and risk management, including conflicts of interest, indemnification, employment, library meetings and records, and library access.
- Saulmon, Sharon A., ed. *Sample Evaluations of Library Directors*. Chicago: American Library Association, 1997.
Samples from 14 libraries, gathered from a survey of 210 public libraries by the American Library Trustee Association Publications Committee.
- Sparks, John D. *Lobbying, Advocacy, and Nonprofit Boards*. Washington, DC: The National Center for Nonprofit Boards, 1997.
Just the essentials in 15 pages, including preparing for advocacy, shaping the message, how lobbying and advocacy differ, and other practical topics.
- Steele, Victoria, and Stephen D. Elder. *Becoming a Fundraiser: The Principles and Practices of Library Development*. 2d ed. Chicago: American Library Association, 2000.
This award-winning resource helps you bring your development and fundraising skills up to the level necessary to lead an effective campaign.
- Swan, James. *Working Together: A How-To-Do-It Manual for Trustees and Librarians*. New York: Neal-Schuman, 1992.
This practical, easy to read, manual covers the basics and includes workforms and sample documents.
- Wade, Gordon S. *Working with Library Boards: A How-To-Do-It Manual for Librarians*. New York: Neal-Schuman, 1991.
Provides tips for effective working relationships with boards of trustees from a public library director's point of view.
- Williams, Lorraine M. *The Library Trustee and the Public Librarian: Partners in Service*. Metuchen, NJ: Scarecrow, 1993.
A Canadian trustee's perspective on building a successful partnership between librarian and library board.
- Young, Virginia G. *The Library Trustee: A Practical Guidebook*. 5th ed. Chicago: American Library Association, 1995.
The classic text on library trusteeship, with chapters on almost every topic of concern to board members, and helpful appendices.

Articles

Biggs, Mary, and Glenna Kramer. "We Have Been There, Too: Library Board Essentials for Effectiveness." *Wilson Library Bulletin*, May 1994, p. 32-35.

Cain, Dan. "Director Evaluation—A Communication Tool." *Indiana Libraries* 1998, p. 30-32.

Helms, Cathy Harris. "Children's Internet Protection Act (CIPA) and Public Libraries." *Georgia Library Quarterly*, Spring 2004, p. 21-26.

Helms, Cathy Harris. "Copyright Laws and Public Libraries." *Georgia Library Quarterly*, Fall 2004, p. 16-23.

Helms, Cathy Harris. "Georgia's 'Open Meetings' Act and Public Libraries." *Georgia Library Quarterly*, Fall 2003, p. 7-10.

Helms, Cathy Harris. "Georgia's 'Open Records' Act and Public Libraries." *Georgia Library Quarterly*, Winter 2004, p. 12-15.

Helms, Cathy Harris. "Internet Safety Policy Guidelines." *Georgia Library Quarterly*, Summer 2003, p. 19-23.

Helms, Cathy Harris. "Lessons Learned from the *Gay Guardian* Newspaper vs. Ohoopsee Regional Library System – Or, What You Need to Know About Your 'Free to the Public' Area." *Georgia Library Quarterly*, Summer 2004, p. 12-16.

Hill, Nanci Milone. "Whose Job is it Anyway?: The Relationship Between Trustees and Directors." *Public Libraries*, September/October 2008, p. 26-29.

Hilyard, Nann Blaine. "Our Trusty Trustees." *Public Libraries*, July/August 2003, p. 220-223.

Howell, Donna W. "The Politics of Public Library Boards." *Rural Libraries*, 2004, p. 15-24.

Miller, David. "The Board's Role in Hiring, Disciplining and Firing Staff." *Rural Library Services Newsletter*, vol. 18, issue 2, p. 3.
A State Library of Ohio Board member emphasizes that "board and director need to be on the same page in how they view personnel management."

- Miller, David. "Tips for Hiring a New Director." *Rural Library Services Newsletter*, vol. 15, issue 6, p. 3, continued on 6.
Miller enumerates critical considerations for hiring a new director and includes questions that candidates might ask in the interviews.
- Miller, Ellen G. "Advocacy ABCs for Trustees." *American Libraries*, September 2001, p. 56-59.
- Raymond, Chadwick T. "The Executive Search: Recruiting the Library Director." *Public Libraries*, March/April 1989, p. 114-118.
- Sager, Don. "Evolving Virtues: Library Administrative Skills." *Public Libraries*, September/October, 2001, p. 268-272.
Tips from a library executive recruiter about significant new skills that employers are seeking in candidates for library administrative positions.
- Van Bramer, James G. "Tightrope Walk: Advocate for Funding While Winning Friends, Influencing People." *Public Libraries*, July/August, 2009, p. 39-43.
An excellent article on finding the balance between effectively advocating for libraries and inadvertently creating an adversarial relationship with elected officials.

Other Trustee Manuals

A growing number of trustee manuals and resources from other states are available online.

California <http://www.library.ca.gov/lrs/docs/toolkit.pdf>

Kentucky <http://www.kdla.ky.gov/organizations/KLTA/trusteemanual.pdf>

Indiana <http://www.in.gov/library/3274.htm>

Iowa <http://www.statelibraryoflowa.org/ld/Trustees/trustee-handbook>

Massachusetts

http://mbic.state.ma.us/advisory/trustees/trustees_handbook/index.php

Minnesota

<http://education.state.mn.us/mdeprod/groups/Library/documents/Manual/003584.pdf>

Montana <http://msl.state.mt.us/slr/trustee.pdf>

Nebraska

<http://www.nlc.state.ne.us/libdev/neboardmanual/NebraskaLibraryBoardManual.11.2006.pdf>

Nevada

<http://nevadaculture.org/nsla/dmdocuments%5Ctrusteehandbook2006.pdf>

New York <http://www.nysl.nysed.gov/libdev/pltrust/handbook/>

Pennsylvania

http://www.statelibrary.state.pa.us/libraries/lib/libraries/sjs1_Trustee_Manual.pdf

Rhode Island

<http://www.olis.ri.gov/pubs/trustees/trustee3rev.pdf>

South Dakota

<http://library.sd.gov/forlibrarians/development/SDPLTrusteesManual1994.pdf>

Tennessee <http://www.tennessee.gov/tsla/lps/trustee%20manual.pdf>

Washington

<http://www.secstate.wa.gov/library/libraries/libDev/publications.aspx>

Wisconsin <http://dpi.wi.gov/pld/handbook.html> (also available in pdf)

Trustee Training Materials on the Web

Pennsylvania training toolkit, including PowerPoint presentations, at <http://www.statelibrary.state.pa.us/libraries/cwp/view.asp?A=15&Q=114992>

"Trustee Trouble: The Misadventures of a New Library Board Member."
Wyoming State Library, 2008.

<http://www.wyominglibraries.org/trusteetrouble.html>

Short video clips.