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](http://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](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](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](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](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/](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/](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/](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.

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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 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.


PLA (Public Library Association), http://www.al.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.

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Books

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

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.

A workbook for board team-building.

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.

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.

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.”

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.


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Corson-Finnerty, Adam, and Laura Blanchard. *Fundraising and Friend-


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.


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.


Articles


Helms, Cathy Harris. “Georgia’s ‘Open Meetings’ Act and Public Libraries.” Georgia Library Quarterly, Fall 2003, p. 7-10.


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.”

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**Other Trustee Manuals**

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

California [http://www.library.ca.gov/lds/docs/toolkit.pdf](http://www.library.ca.gov/lds/docs/toolkit.pdf)


Indiana [http://www.in.gov/library/3274.htm](http://www.in.gov/library/3274.htm)


Minnesota [http://education.state.mn.us/mdeprod/groups/Library/documents/Manual/003584.pdf](http://education.state.mn.us/mdeprod/groups/Library/documents/Manual/003584.pdf)

Montana [http://msl.state.mt.us/slr/trustee.pdf](http://msl.state.mt.us/slr/trustee.pdf)

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Nebraska

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


Pennsylvania

Rhode Island
http://www.olis.ri.gov/pubs/trustees/trustee3rev.pdf

South Dakota


Washington

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.”
http://www.wyominglibraries.org/trusteetrouble.html
Short video clips.