

The seal of the State of Tennessee is centered behind the title. It is a circular emblem with a dotted border. Inside the border, the words "SEAL OF THE STATE" are at the top, "XVI" is in the center, "AGRICULTURE" is below the center, and "COMMERCE" is at the bottom. The year "1796" is at the very bottom. The word "TENNESSEE" is written vertically on the right side of the seal.

# *Tennessee Trustee Certification Program*

**"Lighting the Way for Your Library"**



**Tennessee State Library and Archives**  
Secretary of State Tre Hargett

## **The Why, What, When, Where, and How of the Program**

### **Why do I want to participate in such a program?**

You, as trustees, are the legal managers of the libraries in the Tennessee Regional Library System. You hold the “purse-strings” and lobby to fill the purse of your community’s library. There is a need for such a program to make sure all board members have the same information and the most current information that will enable them to do their jobs more efficiently and effectively. Also, without the proper training, it is easy for a board to get off track and perhaps make a mistake in policy or budget that could result in a public outcry or even a lawsuit.

A good, solid education in how to be an effective trustee is made available to you in such a convenient manner. There will be an incentive for your library if you complete the certification program. We’ll keep you posted on this.

### **What is this program?**

It is a program (series of classes/sessions) that will be offered to all trustees under the Tennessee Regional Library System. These sessions will strengthen your knowledge of the inner workings of a library board, thus making you an even better board member. Topics will include: Finance, Policies & By-laws, Planning, Personnel and Advocacy.

### **When does this opportunity take place?**

Beginning fiscal year 2015-2016 or July 1, 2015

### **Where do I go to enroll and take the classes offered?**

Most classes (sessions) are offered online. This is great as you can work at your own pace.

### **How does this benefit me as a library trustee? How does it benefit the library I serve?**

Stronger knowledge of all areas of library operations, i.e. finance, policies & by-laws, etc. Knowledge gained in this program could keep trustees from making an error that would result in bad publicity or, at worst, a legal problem. Even seasoned board members may have missed changes in laws or library ethics, and need to have their knowledge refreshed.

Personal recognition after completion of the program – Listed in local newspaper, receive some type of certificate, etc.

After completion of this program, you can be an even stronger advocate when meeting with funding bodies. You will be prepared and feel ready for the task of making your library an even more vital, viable, and vivacious part of the community. You will also be prepared to lead a 21<sup>st</sup> century library.

# Tennessee Trustee Certification Program

## Registration Form

### Contact Information

|                |  |
|----------------|--|
| Full Name      |  |
| Street Address |  |
| City, ST, ZIP  |  |
| Home Phone     |  |
| Cell Phone     |  |
| E-Mail Address |  |

### Library Board Information

|            |  |
|------------|--|
| Board Name |  |
|------------|--|

Please list the library or libraries over which your board presides.

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### Instructions

Please fill out the application as fully as possible. An email address is required for participation in the Program.

Return this form to your Regional Director, and you will receive instructions from the Program Contact via email. The Program Contact will also periodically email you with updates on new training sessions, progress toward certification, reminders about term expiration dates, and requests for current or updated contact information.

Thank you for completing your registration and for your interest in the Tennessee Trustee Certification Program.

## “Lighting the Way for Your Library”

The Regional Library System of the  
Tennessee State Library & Archives  
Invites you to participate in  
The Tennessee Trustee  
Certification Program

Registration begins July 1, 2015

- Online, self-directed training
- Relevant Topics Including
  - 21<sup>st</sup> Century Libraries
  - Planning
  - Finance
  - Advocacy

Contact your local or regional library

Or visit us at:

<http://tsla.libguides.com/trusteecert>

Register Today!