

## Trustee Training Sign Up:

### 2025 Trustee Training

Date	Name	Topic
2/2025		
3/2025		
4/2025		
5/2025		
6/2025		
7/2025		
8/2025		
9/2025		
10/2025		
11/2025		
12/2025	none	None
1/2026		

Please place your initials next to your topic so others know it has been taken. Preparing for the Trustee Essential (TE) training topic should take about 30 minutes. Webinars will be a time commitment of 1 hour.

Done      [TE 1](#): The Trustee Job Description

Done      [TE 2](#): Who Runs the Library

\_\_\_\_\_ [TE 3](#): Bylaws—Organizing the Board for Effective Action

\_\_\_\_\_ [TE 4](#): Effective Board Meetings and Trustee Participation

\_\_\_\_\_ [TE 5](#): Hiring a Library Director

Done      [TE 6](#): Evaluating the Director

Done      [TE 7](#): The Library Board and Library Personnel

\_\_\_\_\_ [TE 8](#): Developing the Library Budget

\_\_\_\_\_ [TE 9](#): Managing the Library's Money

Done      [TE 10](#): Developing Essential Library Policies

Done      [TE 11](#): Planning for the Library's Future

## Trustee Training Sign Up:

<u>Done</u>	<a href="#">TE 12</a> : Library Standards
<u>Done</u>	<a href="#">TE 13</a> : Library Advocacy
<u>Done</u>	<a href="#">TE 14</a> : The Library Board and the Open Meetings Law
<u>Done</u>	<a href="#">TE 15</a> : The Library Board and the Public Records Law
<u>      </u>	<a href="#">TE 16</a> : Ethics and Conflict of Interest Laws Applying to Trustees
<u>Done</u>	<a href="#">TE 17</a> : Membership in the Public Library System
<u>      </u>	<a href="#">TE 18</a> : Library Board Appointments and Composition
<u>      </u>	<a href="#">TE 19</a> : Library Director Certification
<u>Done</u>	<a href="#">TE 20</a> : The Library Board and Building Accessibility
<u>Done</u>	<a href="#">TE 21</a> : The Library Board and Accessible Services
<u>Done</u>	<a href="#">TE 22</a> : Freedom of Expression and Inquiry
<u>Done</u>	<a href="#">TE 23</a> : Dealing with Challenges to Library Materials or Policies
<u>      </u>	<a href="#">TE 24</a> : Library Friends and Library Foundations
<u>      </u>	<a href="#">TE 25</a> : Liability Issues
<u>      </u>	<a href="#">TE 26</a> : The Public Library System Board—the Broad Viewpoint
<u>Done</u>	<a href="#">TE 27</a> : Trustee Orientation and Continuing Education

### TRUSTEE TRAINING WEEK WEBINARS

<u>      </u>	August 2024: Robert’s Rules Refresher
<u>      </u>	August 2024: Organization and Governance Best Practices for Boards
<u>Done</u>	August 2024: Making Each Other Look Good: The Library Board and the Library Director
<u>      </u>	August 2024: Everything You Want to Know about Book Challenges...and a Bit You Probably Don’t.
<u>Done</u>	August 2023: Elected Officials are People, Too
<u>      </u>	August 2023: LGBTQ-Inclusive Trusteeship

## Trustee Training Sign Up:

Done	August 2023: Nurturing Your Library Culture
_____	August 2023: Wisconsin Library Law
_____	August 2023: No More Neutral: How to Use Marketing to Position Your Library in Challenging Times
_____	August 2022: From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding
Done	August 2022: Making Sense & Cents of a Library Building Project: The Library Trustee Role
_____	August 2022: Effective & Efficient Meetings: Parliamentary Procedure
Done	August 2022: Here to Stay: Recruiting & Retaining Dedicated Library Workers
_____	August 2022: Materials Challenges and Your Library from the Trustee Table
_____	August 2021: Wisconsin Library Ecosystem
_____	August 2021: Departures & Arrivals: Transitions and Succession Planning
_____	August 2021: Self-awareness for Social Justice Ally-ship
_____	August 2021: Library Ethics 101: What Would You Do?
_____	August 2021: Trustee Leadership: Bringing it All Together
_____	August 2020: Walk the Line: How Trustees Can Best Lead Their Libraries Without Overstepping Their Authority
<u>Done</u>	August 2020: Equity, Diversity, Inclusion: What Library Trustees Need to Know
_____	August 2020: Public Library System Redesign (PLSR) Implementation Update
_____	August 2020: Recruiting and Engaging Friends and Trustees Under Age 40
_____	August 2020: Core Values of Librarianship
_____	August 2019: Recruiting and Retaining Library Directors and Staff
_____	August 2019: What Does Inclusivity Look Like at Your Library?
<u>Done</u>	August 2019: Effective Library Advocacy
_____	August 2019: Free is Key: Ensuring Your Library is Meeting its Mission
_____	August 2019: Governing Libraries that Inspire Investment

## Trustee Training Sign Up:

_____	August 2018: Crafting Your Library's Story with Data
_____	August 2018: Wisconsin Public Library Standards, 6 <sup>th</sup> Edition for Trustees
_____	August 2018: From Advocate to Activist
_____	August 2018: Effective Boards Have Effective Meetings!
_____	August 2018: Orientation for New Library Board Trustees
_____	August 2017: The Beginnings, Current Status, and Next Steps of PLSR
_____	August 2017: Everyday Advocacy
_____	August 2017: Engaging Your Board, Staff, and Community in Strategic Planning
_____	August 2017: Policies for Results
_____	August 2017: How to Turn Your Library Board into an Effective Team
<u>Done</u>	CITY HANDBOOK - GRIEVANCE PROCEDURES