

APPENDIX 1E
Trustee Education Self-Assurance Form

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually.

Please use this self-assurance form if a certificate of completion is not available from the approved education provider. Please complete and submit a copy of this form to the Library Board Secretary.

I give the following assurance that I attended the following trustee education activity.

Trustee Name

Approved Education Provider (e.g. OWWL, NYLA, ALA)

Title of Activity

Topic/Content (e.g. oversight, fiduciary responsibilities, general power & duties of trustees)

Format (e.g. lecture, workshop, webinars, course, educational program, association conference)

Date and Time/Hours

Reason why certificate of completion was not available.

Trustee Signature and Date Signed