# **Bibliography**

The following bibliography covers board basics, library management, marketing, public relations, advocacy, building and construction and fundraising. These titles are available through the Maine State Library.

### **Budget/Finance**

- Dropkin, Murray, Jim Halpin, and Bill La Touche. *The Budget-Building Book for Nonprofits: a Step-by-Step Guide for Managers and Boards*. San Francisco: Jossey-Bass, 2007.
- Hallam, Arlita W. and Teresa R. Dalton. *Managing Budgets and Finance: A How-To-Do-It Manual for Librarians and Information Professionals*. New York: Neal-Schuman Publishers, 2005.
- Rounds, Richard S. *Basic Budgeting Practices for Librarians*, 2<sup>nd</sup> ed. Chicago: American Library Association, 1994.
- Snyder, Herbert. Small Change, Big Problems: Detecting and Preventing Financial Misconduct\_in Your Library. Chicago: American Library Association, 2006.

## **Buildings/Space Planning**

- Barclay, Donald A., and Eric D. Scott. *The Library Renovation, Maintenance, and Construction Handbook*. New York: Neal-Schuman Publishers, Inc., 2011.
- Brown, Carol R. *Interior Design for Libraries: Drawing on Function and Appeal*. Chicago: American Library Association, 2002.
- Bryan, Cheryl. *Managing Facilities for Results: Optimizing Space for Services.* Chicago: American Library Association, 2007.
- Fortriede, Ateven Carl. <u>Moving Your Library: Getting the Collection from Here to There.</u> Chicago: American Library Association, 2010.
- Lushington, Nolan. *Libraries Designed for Users: a 21st Century Guide*. New York: Neal Schuman Publishers, 2002.
- Lushington, Nolan. Libraries Designed for Kids: Bricks, Mortar, Memories, and Magic! Create Children's and YA Spaces That Work and Welcome Youth into the World of Knowledge.

  New York: Neal-Schuman Publishers, 2008
- McCarthy, Richard C. *Managing Your Library Construction Project: A Step-by-Step Guide.* Chicago: American Library Association, 2007.
- Piotrowicz, Lynn M., and Scott Osgood. *Building Science 101: A Primer for Librarians*. Chicago: American Library Association, 2010.
- Sannwald, William W. *Checklist of Library Building Design Considerations.* 5<sup>th</sup> ed. Chicago: American Library Association, 2009.

- Schmidt, Aaron and Amanda Etches. *Useful, Usable, Desirable: Applying User Experience to Your Library*. Chicago: American Library Association, 2014.
- Woodward, Jeannette. *Countdown to a New Library: Managing the Building Project.* 2<sup>nd</sup> ed. Chicago: American Library Association, 2010.
- Woodward, Jeannette. *Creating the Customer-Driven Library: Building on the Bookstore Model.*Chicago: American Library Association, 2004.

#### **General**

- Doyle, Robert P. and Robert N. Night. *Trustee Facts File.* 4<sup>th</sup> ed. Chicago: Illinois Library Association, 2012.
- Hopkins, Bruce. *The Legal Responsibilities of Nonprofit Boards; a Guidebook for Board Members.* 2<sup>nd</sup> ed. Washington: BoardSource, 2009.
- Hopkins, Bruce R. Nonprofit Law Made Easy. Hoboken, NJ: John Wiley & Sons, 2005.
- Fisher, Patricia H., and Ellen G. Miller. *Library Board Strategic Guide: Going to the Next Level*. Lanham, MD: Scarecrow Press, 2007.
- Ingram, Richard T. *Ten Basic Responsibilities of Nonprofit Boards*. 2<sup>nd</sup> ed. Washington: BoardSource, 2009.
- Kennedy, James R., Lisa Vardaman, and Gerard B. McCabe, eds. *Our New Public, a Changing Clientele: Bewildering Issues or New Challenges for Managing Libraries.* Westport, CT: Libraries Unlimited, 2007.
- Kissman, Katha. Taming the Troublesome Board Member. Washington, D.C.: Boardsource 2006.
- Minow, Mary, and Thomas A. Lipinski. *The Library's Legal Answer Book*. Chicago: American Library Association, 2003.
- Moore, Mary Y. *The Successful Library Trustee Handbook*, 2<sup>nd</sup> ed. Chicago: American Library Association, 2010.
- Reed, Sally Gardner and Jill Kalonick. *The Complete Library Trustee Handbook*. New York: Neal-Schuman Publishers, Inc., 2010.
- Stoesz, Edgar. *Doing Good Better: How to Be an Effective Board Member of a Nonprofit Organization*. Good Books, 2001.
- Young, Virginia C. *The Library Trustee: a Practical Guidebook*, 5<sup>th</sup> ed. Chicago: American Library Association, 1995.

## **Hiring/Evaluation**

- A Library Board's Practical Guide to Finding the Right Director. Chicago: American Library Association, 2005.
- Assessing and Supporting Your Chief Executive; A BoardSource Toolkit. Washington: BoardSource, 2010.

#### **Planning**

- Lankes, R. David. Expect More: Demanding Better Libraries for Today's Complex World.

  CreateSpace Independent Publishing Platform, c 2012. Free download available at <a href="http://quartz.syr.edu/blog/?page\_id=4598">http://quartz.syr.edu/blog/?page\_id=4598</a> (2/2015)
- Hernon, Peter and Robert E. Dugan, and Joseph R. Matthews. *Getting started with evaluation*•Chicago: American Library Association, 2014.
- Matthews, Joseph R. *The Evaluation and Measurement of Library Services*. Westport, CT: Libraries Unlimited, 2007.
- Matthews, Joseph R. *Research-Based Planning for Public Libraries: Increasing Relevance in the Digital Age.* Westport, CT: Libraries Unlimited, 2013.
- Matthews, Stephen A. and Kimberly D. Matthews. *Crash Course in Strategic Planning.* Libraries Unlimited, 2013.
- Nelson, Sandra. *Implementing for Results: PLA Results Series.* Chicago: American Library Association, 2008.
- Nelson, Sandra. *Managing for Results: Effective Resource Allocation for Public Libraries*. Chicago: American Library Association, 2000.
- Nelson, Sandra. *Strategic Planning for Results: PLA Results Series.* Chicago: American Library Association, 2008.
- Singer, Paula M. and Gail Singer. Succession Planning in the Library: Developing Leaders, Managing Change. Chicago: American Library Association, 2010.

## **Policy**

- Larson, Jeanette and Herman L.Totten. *The Public Library Policy Writer: A Guidebook with Models on CD-Rom*. New York: Neal-Schuman Publishers, 2008.
- Nelson, Sandra and June Garcia. *Creating Policies for Results*. Chicago, American Library Association, 2003.

## **Advocacy**

Avner, Marcia. *The Nonprofit Board Members Guide to Lobbying and Advocacy*. St. Paul, MN: The Wilder Foundation, 2004.

## PR/Marketing

- Pollen, Ned. The Library Marketing Toolkit. Facet Publishing, 2012.
- Smallwood, Carol, Vera Gubnitskaia, and Kerol Harrod. *Marketing Your Library: Tips and\_Tools that Work\_* North Carolina: McFarland and Company, 2012.

# **Fundraising**

- Panas, Jerold. *The Fundraising Habits of Supremely Successful Boards: A 59-Minute Guide to Assuring Your Organization's Future*. Medfield, MA: Emerson & Church, Publishers, 2006.
- Panas, Jerold. Asking: A 59-Minute Guide to Everything Board Members, Volunteers, and Staff Must Know to Secure the Gift. Medfield, MA: Emerson & Church, Publishers, 2008.
- Grace, Kay Sprinkel. Fundraising Mistakes That Bedevil All Boards (And Staff Too): A 1-Hour Guide to Identifying and Overcoming Obstacles to Your Success. Medfield, MA: Emerson & Church, Publishers, 2004.