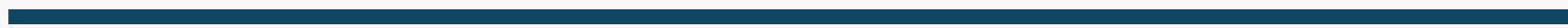


# *Who Runs the Library System?*

NFLS Trustee Training

June 2025



# *Board Responsibilities*

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Under Wisconsin law, the Board has the authority to hire, supervise and fire the director.

Consult with director regarding major personnel issues and decisions.

Approve recommended library & personnel policies.

Set compensation and staff duties.

# *Director Responsibilities*

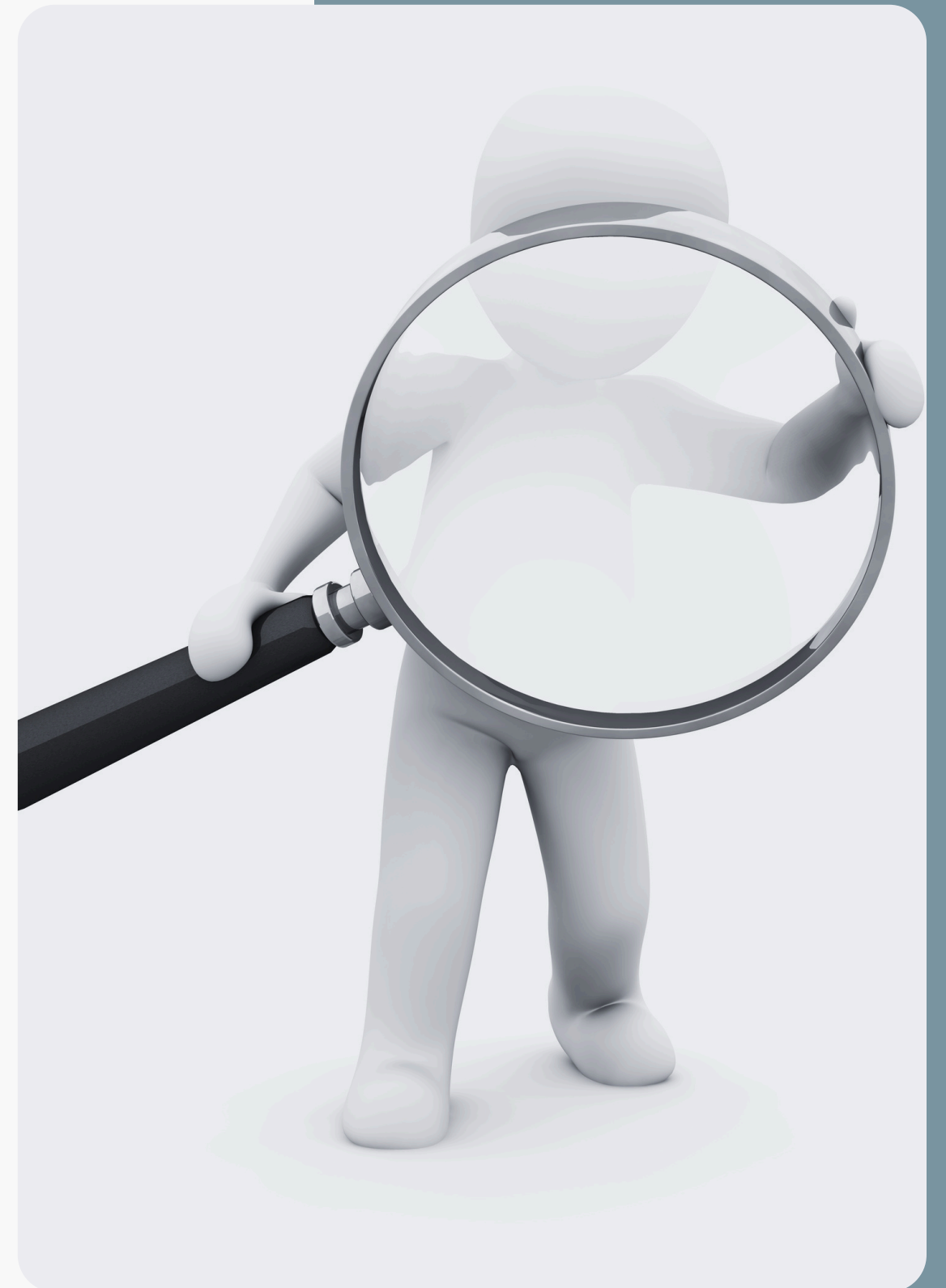
Personnel management of system staff

Inform the board of major personnel issues and decisions

Recommend appropriate library and personnel policy changes to the Board

Establish procedures to carry out policies

Assigns day-to-day staff duties and responsibilities



# *Hiring the Director*



**Avoid discrimination**



**Reasonable accommodation**



**Qualified candidates**



# *Onboarding the Director*



**Introductions**



**Orientation**



**Responsibilities, Goals,  
Objectives**



# Director Certification

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## Certification is Required

- to ensure that all libraries in the state receive a high-level of professional management and administration
- after certification, ongoing professional development is required (100 hours every 5 years)

## Certification Requirements

- Grade I – population of 6,000+
  - Requires MLIS
- Grade II – population 3,000 – 5,999
  - Bachelor’s Degree
  - 12 credits (library administration & collection development)
- Grade III – population under 3,000
  - Associate’s Degree
  - 12 credits (library administration & collection development)

# *Director Evaluation*

Occurs annually

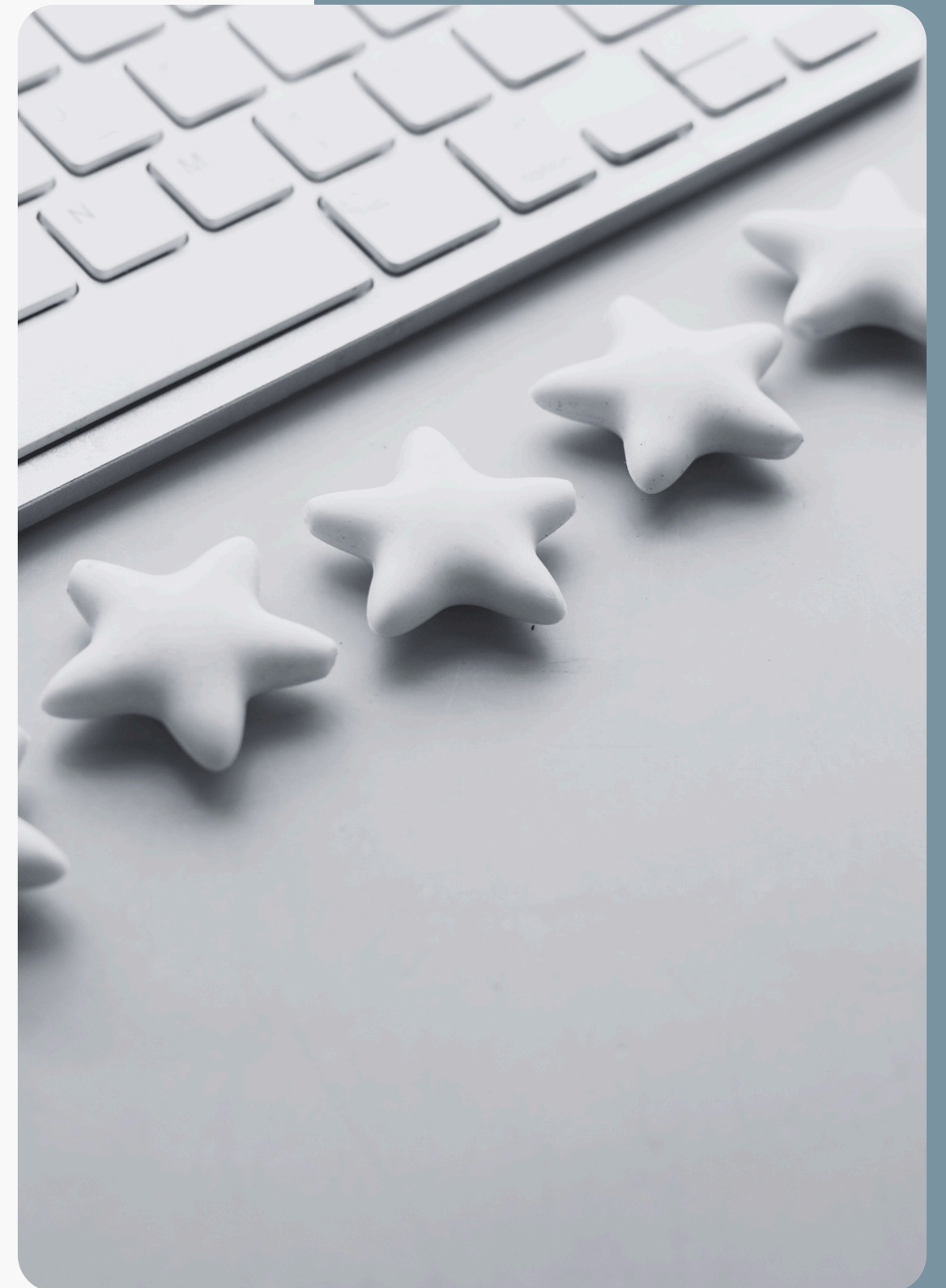
Provide feedback

Reflect on previous accomplishments

Set goals

Set clear expectations

Measurable and quantifiable





*Thank you*

