



Executive Director Job Description

Northern Lights Library Network(NLLN) is one of Minnesota's seven multicounty multitype library systems serving all types of libraries in a 23-county area in North-central, North-west, and West-central Minnesota. NLLN member libraries include public libraries, academic libraries, school libraries, and special libraries. NLLN facilitates cooperation among libraries, advocates for all types of libraries, and provides communication to all members of the library community. The Executive Director reports directly to the Governing Board of Northern Lights Library Network. The main NLLN office is located within the 23-county region.

Primary Areas of Responsibility:

A. Program Planning, Development and Implementation

- Provide leadership to initiate, plan, implement, manage, and evaluate NLLN projects, programs, and services efficiently, on time, and within budget parameters.
- Initiate programs and services in the five areas required by state law (Minnesota Statute Section 134.351, Subdivision 3):

(a) Sharing of resources among all participating libraries: Provides materials, data, expertise and information among member libraries that benefit library patrons. This includes but is not limited to activities such as interlibrary loan, document delivery, contract for delivery services and databases licensed either in whole or in part by the multicounty multitype system for the use of its members and their patrons.

(b) Long-range planning for cooperative programs: Determining the feasibility of either regional or statewide cooperation among libraries for a specific goal or activity.

(c) Development of a delivery system for services and programs: Providing services and programs to meet member libraries' needs and facilitating opportunities for staff of member libraries to gain expertise and learn best practices. This responsibility includes continuing education, defined as providing library staff, advisory boards and boards of trustees with information and skills to enhance performance in present responsibilities and to prepare them for evolving roles.

(d) Development of bibliographic database: Creating a set of online electronic records that differentiate among materials that comprise one or more libraries' collection(s).

(e) Communications system among all cooperating libraries: The multiple methods by which information is shared among member libraries' directors, staffs, governing boards and auxiliary groups, such as Friends of a Library.

- Collaborate effectively with diverse populations, including members of the NLLN library community, the NLLN Governing Board, other multitype system colleagues, and the broader library community.
- Possess the ability to work independently as well as in collaboration.
- Possess the ability to stay current with technological developments, including computer software and Internet tools/applications, to effectively manage NLLN.



- Working with Governing Board and Committees.
- Report to, and be responsible to, the NLLN Governing Board.
- Work with the committees of the NLLN Governing Board.
- Review and recommend revisions to NLLN operations, policies, and long-range plan.
- Arrange and attend all Governing Board and Committee meetings.
- Prepare and distribute meeting notices, agendas, minutes, and supporting documents to the NLLN Governing Board in a timely manner.
- Provide a bi-monthly written/electronic report of activities to the NLLN Governing Board.

B. Administrative

- Prepare the annual NLLN budget for approval by the Governing Board.
- Prepare NLLN's annual Minnesota Multitype System Operating Grant application, and the NLLN Report of Activities Accomplished, for approval by the Governing Board.
- Recruit, hire, supervise, and evaluate NLLN support staff.
- Assume responsibility for overall supervision of NLLN office and program management, including oversight of all financial processes.
- Present accurate monthly financial reports to the Governing Board for review and approval.
- Arrange for NLLN's annual financial audit and present it to the Governing Board for approval.
- Arrange for the preparation of the IRS Form 990 information return and present it to the Governing Board for approval.
- Assume an active role in the statewide Multicounty Multitype Library Systems Directors' Council.
- Assume additional responsibilities and duties as set forth in the NLLN Bylaws and NLLN policies.
- Maintain open communication between the NLLN Governing Board, the NLLN members, and the larger library community.

C. Initiating and Developing Relationships

- Maintain multiple and interactive communication channels with the NLLN membership.
- Assume responsibility for NLLN's electronic and print communication, including maintenance of the NLLN Web site, social networks, and email lists.
- Assume an active role advocating for all types of libraries with other governmental units and boards, professional organizations, and partner agencies/organizations on the local, regional, state, and national levels.
- Maintain a positive relationship with the Minnesota Office of State Library Services.
- Publicize and promote NLLN programs and services to the NLLN community.
- Take an active library leadership role at the local, regional, state, and national levels.

Preferred Qualifications:



- A master's degree in library or information sciences from an ALA-accredited institution or an equivalent.
- A minimum of four years of library administrative experience with demonstrated ability in administration, budgeting, planning, and grant writing.
- Work experience in two or more types of libraries.
- Working knowledge of contemporary library management systems and information technology.
- Knowledge of current library trends and actively engaged in personal professional development.
- Exceptional written, oral and interpersonal communication skills in English
- Good driving record, current driver's license, and ability to provide own vehicle for job-related travel.
- Established residency in the NLLN region.

Terms of Employment

This is a full-time, exempt position under the Fair Labor Standards Act. The normal work period shall consist of eighty (80) hours of work within a two (2) week payroll period. Flex schedule and flex time arrangement is available where variations in start and departure times do not alter the total number of hours or days worked in a work week. Remote work and flex space is available, but office hours must also be maintained at the main NLLN office located within the 23-county region.

The Executive Director is employed by, reports to, and serves at the direction of the NLLN Governing Board pursuant to Article V of the NLLN Bylaws. The Governing Board sets the Executive Director's compensation and conducts the Executive Director's annual performance review. The Executive Director's employment is subject to the NLLN Personnel Policies.

Adopted by the Northern Lights Library Network (NLLN) Governing Board September 19, 2026