



Arrowhead Library System

EXECUTIVE DIRECTOR

SALARY: \$124,259 TO \$149,052



NORTHEAST MINNESOTA



Welcome to Northeast Minnesota, where you can discover the beauty of scenic rivers, stunning lake views, flowing waterfalls, and marvellous woods wherever you look. The Iron Range mining towns are full of history, character, and traditions. The shores of Lake Superior, the Boundary Waters Canoe Area, and Voyageurs National Park connect people of all ages to the wonderful wilderness that this area has to offer. Don't forget to visit the Headwaters of the Mississippi, Gooseberry Falls State Park, Split Rock Lighthouse State Park, Lutsen Mountains, the historic Gunflint Trail, the Grand Portage National Monument, and Duluth's famed Canal Park.

Whether you are on a day trip or taking a week to unwind, you will find thousands of options for relaxation or thrilling adventures everywhere you turn. With outdoor opportunities for cross-country skiing, mountain biking, surfing, boating, hunting, camping, and fishing, or indoor activities like visiting heritage museums, art galleries, or tasting delicious food and craft beer, you can be sure to fill up your time exploring. The North Country of Minnesota really has its own culture. With deep roots from residents in the communities, the area proudly promotes its heritage.

The area is also filled with good educational opportunities with a University of Minnesota campus, the College of St. Scholastica, and Lake Superior College all in Duluth, Fond du Lac Tribal & Community College in Cloquet, and Minnesota North College with campuses in Hibbing, Grand Rapids, Virginia, Eveleth, International Falls, and Ely. You will also find a number of great hospitals found in Virginia, Hibbing, and Duluth. If you are looking for a place to call home with low cost of living, less crime, and access to amazing amenities, look no further than Northeast Minnesota!



THE ORGANIZATION

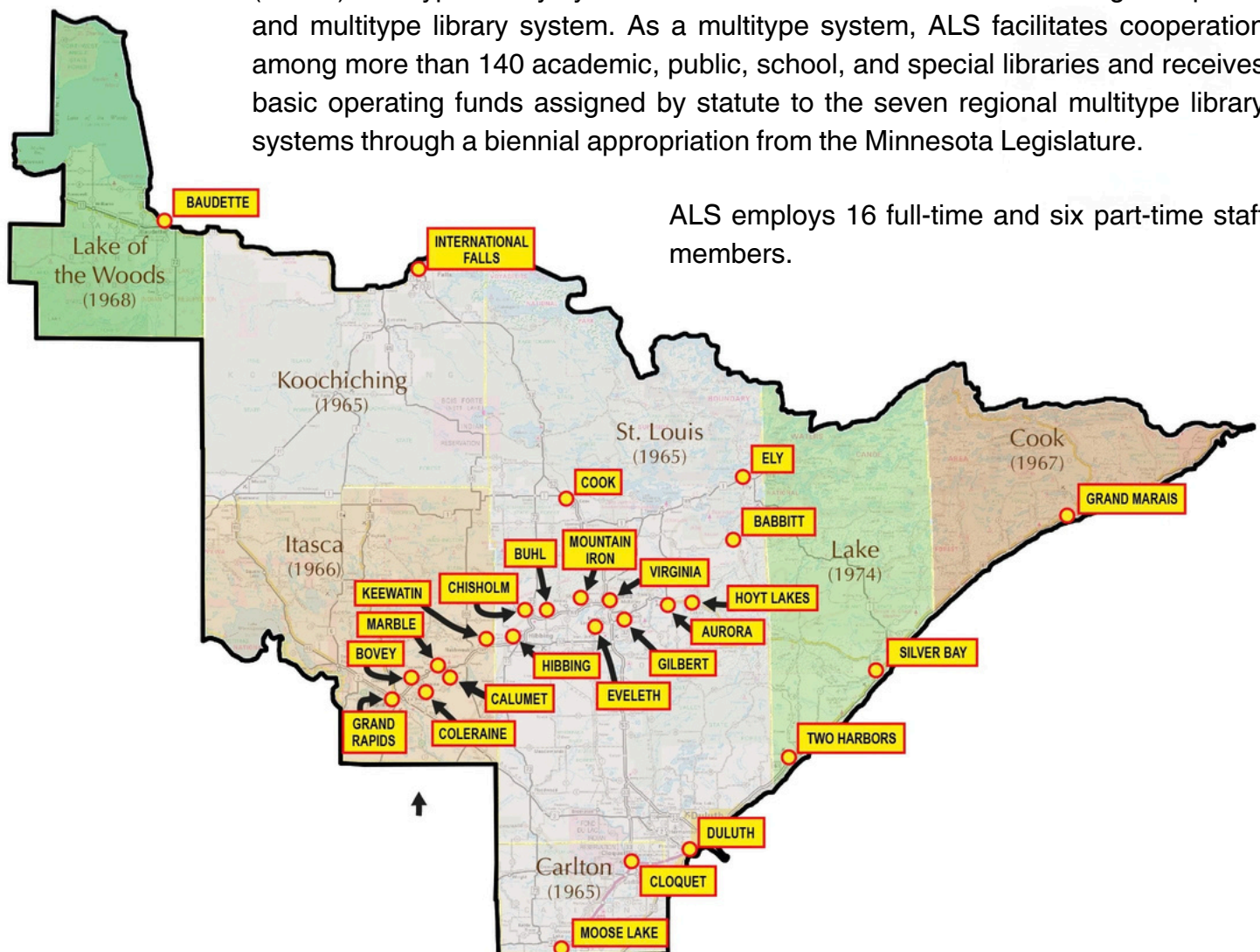


The Arrowhead Library System (ALS) traces its roots to the Arrowhead Area Library Study Committee formed in 1964. This group, which involved 61 people over a two-year period, was directly responsible for the formation of the System in 1965. Carlton, Koochiching, and St. Louis Counties were the first members, followed by Itasca County in 1966, Cook in 1967, Lake of the Woods in 1968, and Lake in 1974. ALS now serves 27 public libraries in seven counties (Carlton, Cook, Itasca, Koochiching, Lake, Lake of the Woods, and St. Louis).

Original services offered by the new Arrowhead Library System included reciprocal borrowing, library consultant service, interlibrary loan, and centralized registration of borrowers. In 1967, bookmobile service was initiated, and in 1972, books by mail began. A print shop was founded in 1975. Today, a wide variety of services are offered including delivery van service, video/audio formats, online newspaper and magazine databases, downloadable audiobooks and e-books, and a regional online catalog.

Arrowhead Library System merged with the North Country Library Cooperative (NCLC) multitype library system in 2012 to become the state's first regional public and multitype library system. As a multitype system, ALS facilitates cooperation among more than 140 academic, public, school, and special libraries and receives basic operating funds assigned by statute to the seven regional multitype library systems through a biennial appropriation from the Minnesota Legislature.

ALS employs 16 full-time and six part-time staff members.



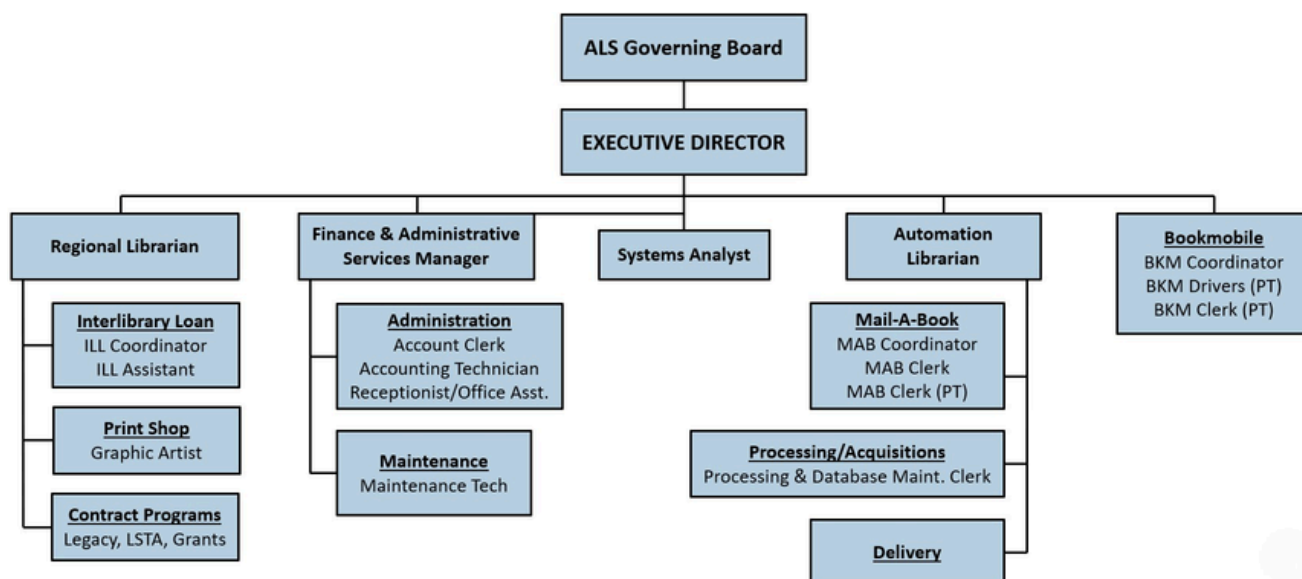
GOVERNANCE



Charged with the responsibilities of fiscal oversight and policy-setting, the Governing Board of the Arrowhead Library System consists of thirteen representatives of the region's citizens and member libraries. Public libraries, school libraries, academic libraries, and special libraries each elect one member for a total of four local trustees to the ALS Board. The Board of Commissioners from each of the seven participating counties appoint a total of nine citizens to the ALS Board. Under Minnesota Statutes, terms of office are three years, with a limit of three consecutive terms. Terms start January 1st of each year.

The ALS Governing Board has an Executive Committee consisting of the President, Secretary, and Chairs of the Budget and Personnel Committees. Officers are elected at the Annual Meeting in December of each year. Much of the work of the Governing Board is delegated to four standing committees: budget, executive, governance, and personnel.

ORGANIZATIONAL STRUCTURE



SERVICES



In addition to the following services that are provided to member libraries, the Arrowhead Library System also provides direct access to books, videos, audio books, music, video games, and e-books for people who do not live in a community with a public library and homebound patrons through the Bookmobile and Mail-A-Book Services.

- Online library catalog with access to materials at all 27 public, one special, and 16 school libraries within the system
- Internet access and the ability to search statewide library holdings via MnLink
- Rotating large print collections
- Brainfuse Homework Help & Job Help
- Interlibrary loan service for materials not available at local libraries, searching statewide and beyond
- Delivery service to facilitate the sharing of resources and the routing of materials
- Summer and winter reading programs for all ages
- Access to downloadable audiobooks and e-books
- Consulting, continuing learning programs, and workshops for library staff
- Graphic design and printing services for visual and promotional materials
- Access to digital newspapers and online databases



THE POSITION



POSITION SUMMARY

The Executive Director is responsible for establishing and directing the program of library services for the Arrowhead Library System, both a regional public library system and a multicounty, multitype library cooperative, and providing services to member libraries and other participating agencies. The promotion and development of standards and the determination of policies are vital elements of the work. Program policy and guidance are received from the Arrowhead Library System Governing Board with wide latitude provided in directing professional activities.

CORE DUTIES OF THE POSITION

- Plans, organizes and directs the activities of the System. Maintains an effective relationship and communicates regularly with the Board in developing the programs and services of the System.
- Provides direct supervision of the work of the professional staff and other staff as needed. Indirectly supervises all ALS staff and may give direction to any personnel.
- Interviews, ranks, and hires professional and support staff.
- Advises and gives general library management and operations assistance to member libraries.
- Works with professional staff to develop the budgets for both ALS and the Multitype, submits budget actions to the Board for approval, and monitors System expenditures.
- Visits member libraries and confers with librarians, library boards, and local officials on local issues.
- Attends and participates in regular meetings of the Council of Regional Public Library System Administrators (CRPLSA).
- Accountable for the preparation of all reports on System activities.
- Anticipates the need for, and recommends, policies to the Governing Board.
- Communicates with and reports to the Governing Board on a regular basis.
- Confers with local (city, county, state) governmental bodies, including regular communication concerning funding issues.
- Responsible for promotional programs of the System, including representing the System to outside agencies and the public.
- Coordinates development of a strategic plan for the System in cooperation with ALS staff and/or ALS Board members; provides leadership in implementing and attaining goals and objectives, and in the improvement of library services; collaborates with other partners to achieve organizational mission.
- Responsible for compliance with the provisions of applicable state and federal laws and rules and regulations.

DESIRED ATTRIBUTES



- Value and seek out opportunities to collaborate with Library Directors and elected officials
- Strong knowledge and experience in finance, budgeting, and short/long-range planning
- An innovative leader to take advantage of opportunities and creatively resolve challenges
- Knowledge about technology and the important role it plays in delivery of library services
- Experience in human resources, public relations, and grant writing
- A resilient leader able to assume a wide range of responsibilities and delegate tasks
- A proven ability to assist the Board in managing meetings and research information for decision-making
- Outstanding interpersonal skills to build trusting relationships
- Strong communication skills to keep the Board, staff, member libraries, and legislative members informed of ALS priorities
- Strong organizational and system awareness to identify and recommend improvements
- Create a positive organizational culture where management is flexible, staff are valued, and Board goals are achieved
- Recognize and appreciate the similarities and differences in school, university, public, and special libraries
- A leader who is transparent and committed to the success of libraries
- Experience and knowledge working with unions and collective bargaining agreements
- Effectively manage, develop, and empower staff to achieve the Board's strategic goals
- A leader who will visit member libraries and be a valued partner in providing services
- An understanding of how small libraries operate and current trends in providing library services
- Knowledge about the role and structure of a multicounty multitype library system
- Knowledge of the legislative process and engagement with local politicians to advocate for libraries
- An appreciation and understanding of small-town, rural living and community



POSITION ANNOUNCEMENT

ORGANIZATION: Arrowhead Library System

POSITION: Executive Director

SALARY: \$124,259 to \$149,052

APPLICATION DEADLINE: October 27, 2026



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MINIMUM QUALIFICATIONS:

Completion of a four-year degree plus an ALA-accredited master's degree in Library Science and broad, extensive experience in all phases of professional library work, including at least five years of professional library experience and at least three years in a responsible administrative/supervisory capacity.

PREFERRED QUALIFICATIONS:

Ability to adapt to the needs and demands of member institutions and regional stakeholders. Demonstrated success in advocacy, policy, and legislative efforts at the local, county, and state levels. Financial experience with diverse public revenue streams and effective management of taxpayer funds. Experience working in a system or consortium with a shared integrated library system.

APPLY:

Visit <https://daviddrown.hiringplatform.com/433601-arrowhead-library-system-executive-director/1629944-application-form/en> and complete the application process by October 27, 2026. Finalists will be selected on November 16, 2026, and final interviews will take place on December 8, 2026.

Please direct any questions to Pat Melvin at pat@daviddrown.com or 612-385-7162.



DDA

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