



Northern Lights Library Network Proposal Executive Leadership & Governance Projects

Executive Summary

This proposal outlines three strategic projects designed to strengthen governance, modernize policy infrastructure, and ensure a successful Executive Director transition. The projects will be executed in phased coordination from April through year-end, with defined deliverables, structured timelines, and budget transparency.

Project 1: Executive Director Annual Performance Review

Timeline: April 1 – May 31, 2026 (Delivered on June 20, 2026, Board Meeting)

Scope of Work:

- Design and implement confidential board survey evaluation tool
- Collect and analyze quantitative and qualitative data based on current Executive Director Job Description
- Prepare formal summary report and development recommendations

Resource Needs:

- Board of Directors names and email addresses

Project Investment:

- Estimated Professional Hours: 25-30
 - Estimated Cost Range: \$2500-\$3000 (based on *discounted hourly consulting rate)
- *20% Non-Profit Client Discount*

Project 2: Governance & Policy Modernization

Timeline: May – August 1, 2026

Scope of Work:

- Comprehensive review and update of NLLN Policy Manual
- Review and update of approximately 20 policies/Bylaws
- Modernization and formatting alignment
- Policy gap analysis and legal compliance review by licensed employment attorney

Project Investment:

- Estimated Professional Hours: 40–55 hours
 - Estimated Cost Range: \$4000-\$5500 (based on *discounted hourly consulting rate)
- *20% Non-Profit Client Discount*

**Legal review is TBD on final number of policies/pages but approximate cost \$500-\$750*



Project 3: 2027 Executive Director Recruitment & Transition

Timeline: 6-12 Month Recruitment + 2 Month Consultive Transition Overlap

Scope of Work:

- Develop position profile and recruitment strategy
 - Including legal rubric of structured interview questions and process
- Coordinate candidate screening and interview process
- Facilitate board selection and offer process
- Develop onboarding and structured 90-day plan
- Support 2-month consultative transition plan

****A detailed proposal can be submitted for review by December 31st, 2026***

Strategic Value to the Organization

- Strengthens governance oversight and accountability
- Reduces operational and compliance risk exposure
- Ensures leadership continuity and organizational stability
- Positions the organization for long-term sustainability