



## **Northland Library Cooperative Director**

**About the Position:** The Northland Library Cooperative is seeking a collaborative, service-oriented, and forward-thinking leader to serve as its next director. Serving 24 member libraries across spectacular northern Michigan with an annual budget of over \$500,000, this role provides a meaningful opportunity to guide a broad-reaching organization committed to strengthening and supporting diverse libraries.

**Hours/Schedule:** Part-time, self-directed position averaging 20 hours or more per week that may require occasional evening and weekend work as needed.

**Compensation:** Starting salary range: \$45,000-\$50,000 dependent upon experience and qualifications.

**Benefits:** Health care reimbursement, retirement contribution, and short-term disability.

### **Minimum Required Qualifications:**

- Master's Degree in Library Science (or other named library science program) from an American Library Association Accredited School
- 5 years' professional library experience, with at least 3 at the managerial level.
- Librarian's Permanent Professional Certificate issued by the Library of Michigan.
- Must have a vehicle and valid Michigan driver's license
- Must live within Michigan; residence within the Northland service area is preferred.

### **Knowledge, Skills, and Abilities:**

- Thorough knowledge of all types of libraries including funding sources.
- Ability to work effectively with member libraries and other library organizations.
- Possess excellent oral and written communication skills and superior organizational habits/abilities/skills.
- Strong interpersonal communication and leadership skills.
- Vision and the desire to drive the Cooperative forward.
- Able to maintain confidentiality when advising and consulting with libraries.
- Experience in project management.
- Knowledge of technology, especially as it relates to libraries.

### **Performance Responsibilities:**

- Holds full responsibilities for administration of NLC within the framework of the Plan of Service, Bylaws, Board Policies, Budget, and applicable laws.
- Coordinates NLC Services: <https://www.nlc.lib.mi.us/services/>
- Organizes, prepares, and attends NLC Board/Advisory Council Meetings

- Proposes improvements to NLC Services and recommends plan for NLC's growth.
- Prepares annual budget; supervises allotment and accounting of funds; completes cost analysis when needed; ensures adherence to standard accounting practices.
- Keeps and maintains the NLC files stored at the Charlevoix Public Library.
- Maintains member communications via instruments such as a newsletter and/or meetings concerning relevant library issues.
- Provides consulting for NLC members and their boards and may visit member libraries, as needed.
- Manages necessary technologies and or works with technology management firm or organization to manage technologies such as cooperative website, listservs (Up North Digital, Pac2, cataloging, circulation, and cooperative wide list), and any other technologies necessary for the effective and efficient functioning of the cooperative.
- May coordinate, apply for, and administer shared grants, e-rate funding, or other collaborative services.
- Represents the interests of NLC and its members at state and national conferences and the Cooperative Director Association meetings.
- May perform other related duties and responsibilities as assigned or appropriate.

### **About the Region**

The Northland Library Cooperative serves libraries across northern lower Michigan as well as one member library in the eastern upper peninsula. Member libraries are predominantly located in small, rural communities but the service area also includes the Traverse Area District Library in bustling Traverse City. For more information about the cooperative visit: <https://www.nlc.lib.mi.us/>

### **How to Apply**

Please submit a cover letter and resume by June 19, 2026 via email to:  
Ryan Deery, Northland Board Chair at [rdeery@charlevoixlibrary.org](mailto:rdeery@charlevoixlibrary.org)

### **Equal Opportunity Statement**

The Northland Library Cooperative is an Equal Opportunity Employer. We encourage applications from all qualified individuals regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status.