



Director Job Description– White Pine Library Cooperative

GENERAL RESPONSIBILITIES

The Director reports to the nine-member White Pine Library Cooperative Board and facilitates meetings of the Advisory Council, composed of representatives from member libraries. The Director oversees staff, services, programs, planning, and financial operations, including budgeting and group purchasing of digital and other resources. They collaborate with government officials, community organizations, and state, local, and national partners to advocate for libraries and support cooperative goals.

SPECIFIC RESPONSIBILITIES

1. Governance & Reporting

Serves as a non-voting member of the Board of Trustees. Prepares and distributes meeting agendas and related materials. Provides detailed reports of Cooperative activities, including monthly financial and statistical reports, the annual report, and special reports. Submits policy, service, and budget recommendations to the Board and keeps members informed of issues affecting the Cooperative.

2. Operations & Administration

Plans, organizes, and administers the day-to-day operations of the Cooperative. Implements Board policies and recommends or applies methods to improve services, emphasizing current trends in library technology and innovation. Develops, coordinates, and evaluates programs, projects, and services.

3. Strategic Planning

Develops and advances the Cooperative's vision with the Board, Advisory Council, and staff. Establishes priorities, monitors progress, and reports on strategic goals.

4. Staff Leadership

Administers personnel policies; recruits, hires, trains, directs, and evaluates staff. Promotes effective communication and provides professional development tools, training, and opportunities to ensure staff success.

5. Financial Management

Prepares a multi-year budget for Board review and manages the operating budget and all expenditures. Oversees financial records and audits, ensures cost control and responsible use of funds, completes the annual state aid report, and seeks new funding opportunities. Negotiates Cooperative agreements and contracts.

6. Grants & Development

Identifies, writes, and manages grants in support of Cooperative-wide initiatives.

7. Community & Partnerships

Builds and maintains strong relationships with elected officials, schools, non-profits, community organizations, and businesses that collaborate with the Cooperative and its member libraries.



White Pine Library Cooperative

Cooperation, Sharing, Advocating

8. **Compliance**

Ensures the Cooperative adheres to all applicable local, state, and federal regulations.

9. **Member Support**

Provides consulting services, conducts regular visits, and responds promptly to inquiries to member libraries. Keeps members informed about Cooperative services, policies, legislation, and emerging trends. Encourages collaboration with library staff, boards, and friends groups to foster engagement and participation in the Cooperative.

10. **Advocacy & Representation**

Represents the Cooperative at professional meetings, including the Library Cooperatives of Michigan, the Michigan Library Association, and the Library of Michigan, to advocate for member interests.

11. **Office Oversight**

Maintains a safe, efficient, and functional office environment.

REQUIREMENTS

1. Master's degree in library science from an ALA-accredited institution.
2. Possession of, or eligibility to obtain, a Librarian's Permanent Professional Certificate issued by the Library of Michigan.
3. Minimum of five years of progressively responsible administrative experience, including staff supervision and organizational management.
4. Demonstrated experience in team leadership, collaboration, advocacy, and use of digital and library technologies.
5. Experience partnering with libraries, cooperatives, consortia, schools, and community organizations on joint projects.
6. Ability to travel to member libraries; some evening hours required.
7. Valid Michigan driver's license or ability to obtain one within one month of hire.
8. Ability to lift 25 pounds and perform essential duties with or without accommodation.

OTHER DETAILS

- Salary Range: \$85,000.00-\$95,000.00 based on experience.
- Benefits: Retirement (SEP), health insurance stipend, paid time off.
- Hours: Monday-Friday, 8:00 am-4:00 pm. A hybrid work schedule is open to discussion.
- Cooperative's current Plan of Service and Bylaws are available at www.wplc.org/about

APPLY

Deadline to apply is June 23, 2026. Please email a cover letter, resume, and three professional references to directorsearch@wplc.org.