

Branch Manager Whitman County Library

Job Title: Branch Manager – LaCrosse

Classification: Non-Exempt

Wages: \$17.20 hour

Benefits: PFML and Paid Sick Leave

Position Type: Part-time

Supervisor: Branch Operations Manager

Updated: October 27, 2025

Branch libraries across fourteen communities in Whitman County provide residents with convenient access to the full range of library resources and services. Each branch manager plays a vital role in ensuring that community members receive courteous, responsive, and responsible service—upholding the library system’s reputation for excellence throughout the county.

At Whitman County Library, our top priority is providing exceptional service. We treat every customer and colleague with respect, kindness, and professionalism. Each of our branches is clean, well-organized, and welcoming—reflecting our commitment to creating a positive experience for everyone we serve.

Specific Duties for LaCrosse Branch

1. Weekly storytime in your library (Sep – mid-May) and kid summer reading programs
2. Teen and adult summer reading program, actively promoted
3. Monthly afterschool program
4. Monthly program – at least one per month teens or adults
5. Monthly outreach program to a daycare, preschool, school, retirement, or senior facility (provided there is one in your community.)
6. Participate in at least one community event each year representing the library, a town’s annual parade or celebration is preferable.

Hours of Operation

Tuesdays 2 - 6 pm and Thursdays 10 am - 2 pm

Weekly Storytime: Thursdays at 10:30 a.m.

Monthly Afterschool Program

Bi-Monthly Branch Visit to Colfax

Description of the duties specific to the Branch Manager

Circulation and reference service - Provide high quality customer service, register patrons, check-in and check-out of library material, collection of fees and fines, answer simple reference questions and refer questions or problems to Colfax when appropriate.

Programming - Conduct and actively promote a high quality weekly Early Learning Storytime program and the annual summer reading program. A minimum of 8 additional programs are required annually. Additional programs should be designed to meet the needs of each community. Outreach programs to schools and daycare, after-school programs, babytimes, or adult programs are suggested ideas. Every Branch Manager is expected to represent the library in at least one community event per year.

Library Promotion and PR - Promote local and county-wide library programs and services by: utilizing local avenues like newsletters, community bulletin boards, school handouts/resources; submit articles to local newspapers and media; post events on WCL's online calendar; attractive bi-weekly posting on Facebook; and create and distribute posters and handouts. Build support for your branch (Friends of the Library) by encouraging donations, volunteers and expressing appreciation for local support.

Technology and Computers – Ability and eagerness to teach customers: Horizon public access catalog, Library website and its links including downloadable books, Whitman Heritage Digital Collection and all electronic databases. Assist patrons in the use of public computers, printers, scanners, software use; Internet including research, email, social media; Assist patrons with eReaders or other devices uses to access library products.

Collection Management - A monthly or bi-monthly visit to Colfax to rotate specific library material from your branch collection, follow established guidelines for collection development as stated in the branch procedure manual, become informed and interested in local customer preferences and work to meet those needs.

General Duties – Assist your city in providing a clean and safe environment for local library users. Notify supervisors of any problems with the location or equipment. Read and follow staff rules as listed in the policy and procedure manual, paying sharp attention to detail. Arrive for work in a timely manner, clean, well-groomed and appropriately dressed. Handle reports, lost/missing/system search book lists, e-mail and other special communications properly and in a timely manner.

Wage – Part-time staff are paid an hourly wage with no benefits (unless state or federally mandated), for open hours plus additional extra hours deemed necessary by the management team. Hourly employees are not paid for the holiday closures listed in the branch manual including the first full week in August. The only exceptions to this are the annual staff meetings (spring, fall and winter), which are mandatory.

Branch Travel - Required to travel to Colfax for branch visits and trainings. Personal vehicle and a valid motor vehicle operator's license/auto insurance are required for these travels, and you are reimbursed for mileage.

All WCL staff members must meet the following standards.

Physical requirements - Ability to lift, carry up to 50 pounds, often at some distance; climb stairs; bend, stoop and reach with ease and stand for long periods of time.

Technology and Computers - Ability to learn and effectively use the library computer system (Horizon), troubleshoot of basic PC problems (hardware and software); promptly and effectively communicate via email, demonstrate competency with Microsoft Word, Excel and Publisher and use advanced search techniques on the Internet.

All staff are familiar with the library policy including but not limited to the dress code and other personnel policies, Intellectual Freedom, Rules for Use of the Library, and Computer/Internet Use. WCL's Policy Manual is found on WCL's website at www.whitcolib.org or a copy is available for checkout from the Branch Coordinator.