



# Make An Impact

## EARLY LITERACY LIBRARIAN/COORDINATOR



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## Community Information

CHEYENNE, WYOMING AND THE SURROUNDING AREAS

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**LARAMIE COUNTY** is in the southeast corner of Wyoming, approximately 100 miles north of Denver, CO, and covers 2,706 square miles. Cheyenne is the capital city of Wyoming.

For more information about the county and its communities visit:

- <http://www.laramiecounty.com/>
- <http://cheyennecity.org/>
- <http://www.cheyenne.org/>
- <http://www.pinebluffswy.gov>
- <http://www.burnswy.com/>



# Library System Breakdown

BURNS, CHEYENNE, AND PINE BLUFFS

**LARAMIE COUNTY LIBRARY SYSTEM** (LCLS) is an award-winning library system that sets the bar for service regionally and nationally. LCLS was named the Library of the Year by Gale/Library Journal in 2008. Nancy Pearl told USA Today that LCLS was one of the top 10 libraries in the country to “find a nook and read a book.” Livability.com and mommynearst.com named LCLS as one of the top ten children’s libraries in the United States. Employees and volunteers are often recognized with regional and national awards.

LCLS has an experienced, highly qualified staff with 55% being employed over five years; 67% of the management team in their positions for over ten years; and 12 Master of Library Science (MLS/MLIS) librarians with the majority being in management positions.

As a county entity, LCLS is governed by a citizens’ Board of Directors appointed by the Laramie County Commissioners. By Wyoming statute, the Board of Directors appoints the Executive Director (County Librarian), approves the budget, approves all expenditures and sets policy. Wyoming is an “at will” employment state. The Commissioners provide the library with two mills of property tax, corresponding auto license fees, and 10% of the county’s share of an optional one cent sales tax, which must be renewed by voters every four years. Finances are currently tight with a possible impact from cuts being made at the state level due to the downturn in the mineral industry.

LCLS participates in a statewide consortium called WYLD, which consists of Wyoming’s 23 county library systems (all public libraries in Wyoming are county libraries), all seven community college libraries, and some special libraries. Through the consortium these libraries share a catalog and database for circulation of library materials and patron records. Access to eBooks, eAudiobooks, and eMagazines is via WYLD. Purchases for e-materials are done on a cooperative statewide basis and all Wyoming library cardholders have equal access to the collections.

## LCLS STATISTICS

- Staff positions: 86, FTE 57.40
- Annual budget: \$5.3 million
- Annual circulation: 662,121
- Collection size: 384,520
- Annual number of public programs: 1,198
- Annual number of outreach visits: 659
- Summer reading participation: 7,427
- Meeting room usage by the public: 2,109
- Annual volunteer hours: 10,020, FTE 5.1
- Registered users: 84,776



## LCLS DIVISIONS MAKEUP

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LCLS has seven divisions that provide exceptional service to the public. The divisions are (in alphabetical order):

- Administrative Services
- Circulation/Branch Services
- Community & Media Relations
- Computer Center/Cataloging Services
- Information Technology Services
- Reference & Collection Services
- Youth & Outreach Services

The division managers and assistant managers, together with the Executive Director-County Librarian, Deputy Director, Operations and Deputy Director, Public Service make up the management team.

## FOUNDATION

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Laramie County Library Foundation (LCLF) is the 501(c) 3 arm of the library. The Foundation Director works for the LCLF Board with day-to-day supervision by the Executive Director-County Librarian.

LCLF embarked on a major fundraising campaign in 2017. The campaign, called First Steps: Early Literacy Begins at Home, is the reason this new position is being created.



# Youth & Outreach Services (YOS) Division

THE DIVISION HAS TWO RELATED, yet distinct, areas: Youth Services and Outreach Services.

**YOUTH SERVICES** includes services to children, teens and relevant adults in all library facilities. The primary functions carried out by this part of the division are readers' advisory, reference assistance, computer assistance, storytelling, tours, bibliographic instruction, regular and special programming, collection development, and grant writing.

The second floor of the Cheyenne facility houses the administrative offices, staff lounge, Community & Media Relations, and YOS. The public area of the second floor is devoted entirely for service to children



## THE 2ND FLOOR FEATURES:

- **A 1,600 sq. ft. Early Literacy Center** featuring learning activities in an interactive and enriching environment. The center is where story times and other fun events are held.
- **My Library Place** features large interactives designed by the Burgeon Group ([www.burgeongroup.com](http://www.burgeongroup.com)), including a large bookmobile and book factory, to capture imaginations and teach basic literacy skills.
- **An extensive Day Care Kit collection** made up of themed books, puppets, curriculum guides and other information to assist childcare providers with teaching reading readiness.
- **Twenty-one computers** that have Internet and/or educational games for preschool through grade 6 with arrangement and seating that encourage parents to be with their children during use.
- **A tween area** with a large chess board that is part of the carpet.
- **The Teen Zone** was designed with input from the LCLS Teen Advisory Board, and includes twelve computers, teen library materials and a comfortable, teen-centric design.

**OUTREACH SERVICES** serves patrons of all ages outside of any LCLS physical facility. The bookmobile which primarily serves children, visits rural schools and communities in the county, as well as housing developments, mobile home communities, and daycare facilities in Cheyenne. LCLS currently makes 60+ visits per month to home daycares, daycare centers and preschools with an emphasis on those in Title I school areas. Outreach also occurs to schools in Laramie County School District #1 and #2.

# Program Development

**IN 2015**, Carrie Lucas, YOS Assistant Manager, was named a Mover and Shaker by Library Journal for her innovative work in creating the Early Literacy Center. This includes copyrighted characters, Elsie and Eddie, who are the early literacy mascots of the library.

These Wyoming mountain lions rule the reading kingdom and help children, parents and caregivers learn and have fun with literacy. The mascots are featured prominently at Learning Spots in the Early Literacy Center and various locations throughout the second floor.

They provide children and their grownups an explanation of various early literacy themed activities that they can do together.

In 2016, LCLF was looking for a campaign opportunity. The LCLS Executive Director saw evidence that some children in Laramie County were starting kindergarten not ready to learn to read, even after the combined efforts of the library, school districts, daycares and numerous entities focused on aiding this age group.

Several groups that partner with LCLS to serve preschoolers were concerned that they were reaching only those whose parents were already reading to them or who were in some form of daycare or preschool. The most at-risk children were not being reached.



At the request of the LCLS Board of Directors, LCLF launched First Steps: Early Literacy Begins at Home. LCLF is working to raise significant dollars for early literacy outreach and the expansion of early literacy tools and installations in the library. Some donations have already been received.

Funds are available to start the program and pay a minimum of two years' salary for this position. LCLS is committed to funding this position once the donated funds are no longer available.





## The Ideal Candidate

DESCRIPTION & QUALITIES FOR THIS POSITION

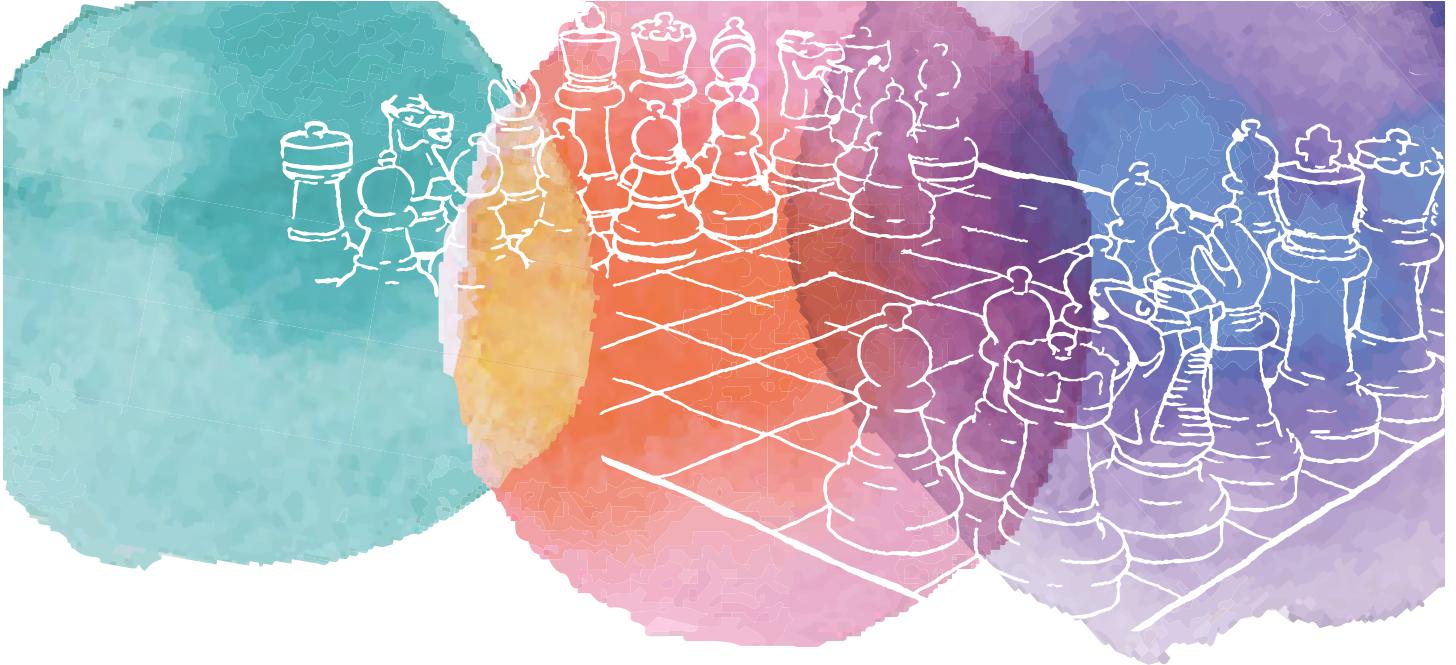
**LCLS SEEKS AN INNOVATIVE**, dynamic and energetic individual to assist in the design and implementation of this new initiative. LCLS is excited to build on the strong, in-house and outreach early literacy programs already in place. Collaboration with YOS management, employees and community partners to find the most at-risk babies and toddlers and provide direct service to them will be challenging, but essential.

The successful candidate will be passionate about Every Child Ready to Read®, have experience working with at-risk populations and be a self-starter. Having connections to other professions that serve this same population will be critical to success. Connecting and working with parents and valuing what they hold as being in the best interest of their child and family, will be an important aspect of this position. A person with a sense of humor, compassion and generosity of spirit will be the best candidate.

As the individual in this position will be making new contacts, asking community entities to place Learning Spots in their establishments and seeking new partnerships in the social work and health industries, being outgoing is a must. Discovering what the library can do to assist our partners and presenting that in a compelling manner will lead to success.

Exceptional written and oral communication skills are a must, as well as the ability to perform before large groups. To succeed in this position, the person hired must demonstrate good judgment and a willingness to take risks. The person hired is expected to embrace evaluation as a regular part of program development. To succeed the individual in this position will need to see how this program fits into the big picture of library services and existing outreach programs. Using innovation and customers' needs to grow this service in the context of the big picture will be an on-going challenge.





## QUALITIES FOR THIS POSITION

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### Exceptional People Skills

- Displays empathy and can view a situation from the other person's point of view.
- Is adept at active listening and asks pertinent questions to obtain crucial information.
- Is socially perceptive. Is sensitive to body language, social cues, implications and cultural patterns of behavior.
- Adept at persuasion with the ability to influence, coax or invite others to take action.
- Is flexible, adaptable, and spontaneous

### Team Builder & Community Partner

- Develops partnerships and builds alliances.
- Ability to coordinate communication and action among multiple parties.
- Understands the strength of teams and what can be accomplished working with others.
- Seeks guidance or assistance when needed. Uses others as a sounding board.
- Able to negotiate, compromise and work well with others.

### Self-Awareness

- Able to evaluate one's own performance and work toward improving it (while also taking valid criticism and praise into account).
- Ability to set professional boundaries with patrons, colleagues and workload. Accepts the limits of what can be accomplished during a specified period of time.
- Is resilient. Able to bounce back quickly from adversity, looks outward using good problem solving skills and works at maintaining personal emotional stability. Has a good sense of humor.
- Has proper coping techniques to effectively and relatively easily navigate around or through crises.

### Self-Directed

- Successfully manages and prioritizes the logistical aspects of the job to maximize the amount of time needed to provide meaningful services.
- Works with others to set goals and establish a clear plan to achieve them.
- Is thorough and follows through.



# Position & Application Details

## REMUNERATION, BENEFITS, & REQUIREMENTS

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### DEGREE & EXPERIENCE

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Master's degree in Library Science (or equivalent) from an ALA-accredited institution or social work degree from an accredited college or university; and 3 years of directly related experience or an equivalent combination of education and experience.

### REMUNERATION

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The hiring range is \$40,000 to \$45,000, dependent upon experience.

### EMPLOYEE BENEFITS

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Employees pay into Social Security. LCLS pays 100% for participation in the Wyoming Retirement System. The rate is currently 16.62% of gross earnings. This position carries holiday pay, vacation leave and sick leave. Vacation and sick leave are accrued based on the number of hours worked, so is not a lump sum but is earned over time. Employees are eligible to take vacation after six months of employment (prior commitments negotiable). This position earns two weeks of vacation time per year up to the start of the third year of employment. At the third year of employment, vacation increases with years of service.

Medical insurance (including vision) and a separate dental plan are available at the employee's option. LCLS pays 85% of the cost for the employee's medical and dental insurance premiums and the employee pays the remaining 15%. LCLS pays 35% of spouse and/or family

medical and dental premiums and the employee pays the remaining 65%.

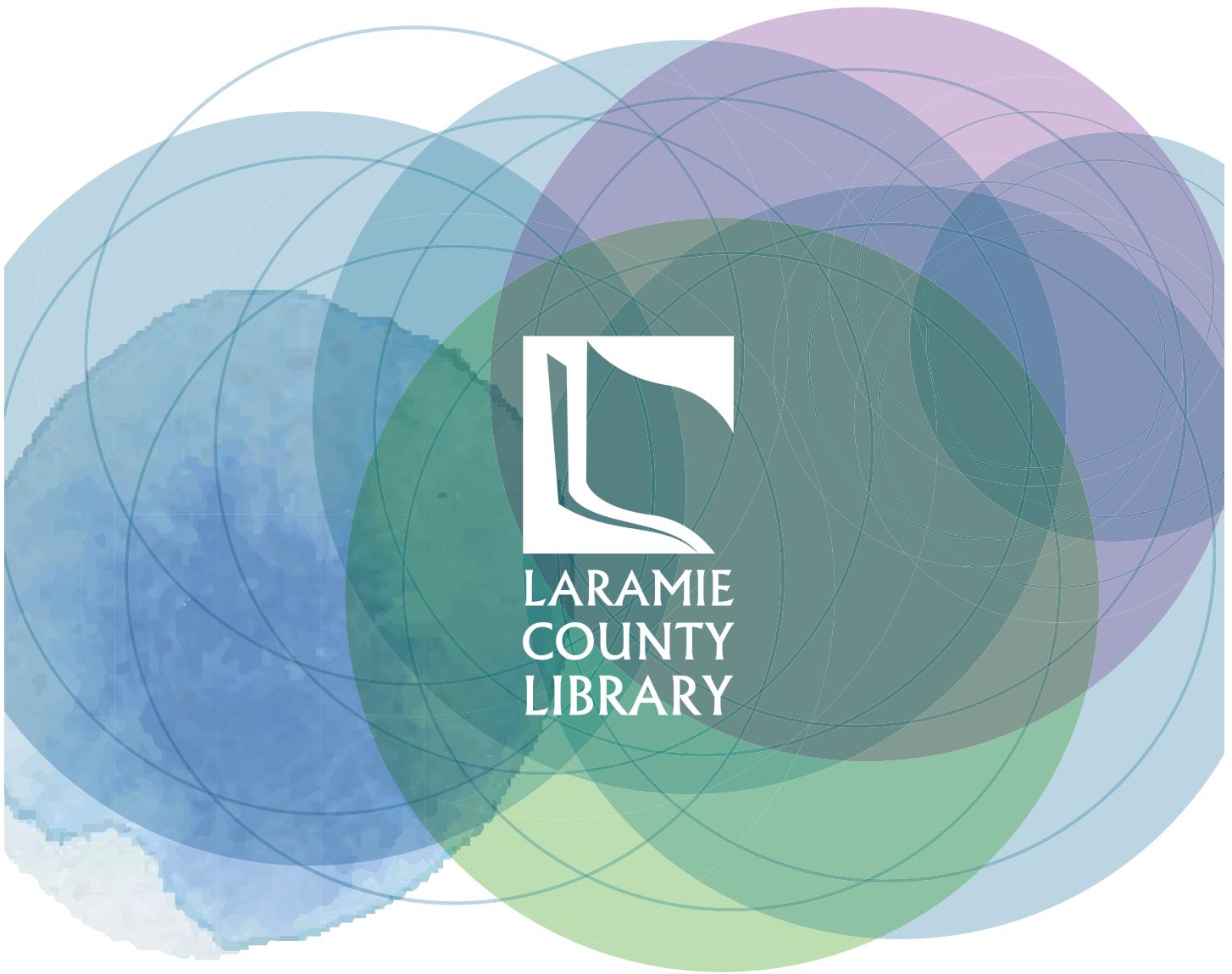
A deferred compensation plan is available at the employee's option. A prepaid legal services agreement is also available at the employee's expense. Library employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

*LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US*

Please submit the following by noon on Wednesday, October 11 to [JCollins@lclsonline.org](mailto:JCollins@lclsonline.org) or 2200 Pioneer Ave, Cheyenne, WY 82001:

- Cover letter**
- Resume or CV**
- LCLS application**

To view the LCLS application, visit <http://lclsonline.org/work/>.



## CONTACT INFORMATION:

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2200 Pioneer Avenue, Cheyenne, WY 82001  
307.634.3561 | [laramiecountylibrary.org](http://laramiecountylibrary.org)