



## **FACT SHEET: YOUTH AND OUTREACH SERVICES MANAGER (2008)**

**Letter of application and resume must be received by April 21, 2008. Submit these items to:**

**Search Committee  
Laramie County Library System  
2200 Pioneer Avenue  
Cheyenne, Wyoming 82001**

**or electronically to [chartmann@lclsonline.org](mailto:chartmann@lclsonline.org)**

**Other questions can be directed to Carey Hartmann, Assistant County Librarian, (307) 773-7222 or [chartmann@lclsonline.org](mailto:chartmann@lclsonline.org).**

### Community Information

Known for a mix of a western “Live the Legend” attitude and a growing city/moving forward spirit, Cheyenne – the capital of Wyoming – is the most-populated city in the nation’s least-populated state. Located in Laramie County (just a 90-minute drive from Denver), the high plains and great mountain ranges provide outdoor recreational opportunities. While the major businesses of Laramie County are government and service/retail trades, historically the Union Pacific Railroad, F. E. Warren Air Force Base and agriculture have shaped the community. Many new companies and businesses are entering the market, diversifying the economy and making Cheyenne one of the most desirable destinations for companies and corporations, big and small.

Cheyenne is best known by many as the home of the annual Cheyenne Frontier Days rodeo, the largest outdoor rodeo in the world.

Laramie County Library System (LCLS) enjoys stable funding due to support from the people of Laramie County and the Laramie County Commissioners. Laramie County funding does not experience significant boom and bust cycles (like those found throughout much of Wyoming), as the major employers are government, service and retail trade.

More than 80% of county residents have library cards, a figure that continues to improve. The new library has truly become a community hub, a destination, and the residents respond in kind. The diverse population (which includes vast diversity in age, income and education) has seen the new library as a true equalizer for our community.

### Library Information

LCLS serves a population of more than 85,000 through Laramie County Library (LCL) in Cheyenne, two rural branches and a bookmobile. The library system has a staff of 54 FTE, an annual budget in excess of \$4.4 million, a 103,000 square foot central library, circulation of 682,000+ annually (heading toward one million) and a collection of about 323,000 volumes.

On September 8, 2007, LCLS opened a new 103,000 sq. ft. three floor library in Cheyenne. The building has many remarkable features including LEED certification, a locally owned and operated

bistro, self-check stations over three floors totaling 14 in the building, automated sortation for returned items, value-added library cards, wireless access, five meeting rooms, eight small study rooms, 50 computers in the public Computer Center, a Special Collections Room and Reading Room, and a “no click” quiet reading room complete with fireplace.

The 2<sup>nd</sup> floor houses the administrative offices, staff lounge and Youth/Outreach Services. The public area of the 2<sup>nd</sup> floor is devoted entirely for service to children and teens as well as adults who are relevant in their lives. This floor has many exciting features such as:

- A storytime room that includes a small kitchen area and reading nook.
- The Burgeon Group ([www.burgeongroup.com](http://www.burgeongroup.com)) created many unique and interesting interactive products for the entire floor. Their designs are based on age-appropriate learning development.
  - For the preschool age children, there are a bookmobile and book factory that help develop pre-literacy skills.
  - An Animation Station is a tool for older children to create short animated films.
  - A chess board that is part of the carpet.
- 15 computers have Internet and/or games for preschool – 5<sup>th</sup> graders. Arrangement and seating encourage parents to be with their children during use.
- The Teen Loft, designed with input from the LCLS Youth Advisory Board, has eight computers, strong collection, and comfortable, hip design.

LCL in Cheyenne is open 10am – 9pm Monday through Thursday, 10am – 6pm Friday and Saturday and 1pm – 5pm Sunday.

#### Automation Information

LCLS operates in a consortium environment using WYLD (Wyoming Library Database) currently running on a SirsiDynix Unicorn Integrated Library System (ILS) that is managed by the Wyoming State Library with guidance and input from the WYLD Users’ Council. Wyoming’s 23 county library systems (all public libraries in Wyoming are county libraries), all seven community college libraries, some special libraries and both Cheyenne high school libraries participate in WYLD.

#### Youth/Outreach Service Division Information

The Youth/Outreach Services (YOS) Division consists of six full-time employees (including the manager) and six part-time employees. There is an assistant manager whose primary responsibility is Teen Librarian. The rest of the division consists of an Outreach Coordinator, Outreach Specialist, Outreach Assistant, Senior Youth Desk Assistant and five Youth Desk Assistants.

The Division has two related, yet distinct, entities: 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. Outreach Services include services to all ages outside of any LCLS physical facility. The bookmobile; homebound delivery; visits to schools, home and commercial daycares and preschools are how services are delivered.

#### Position information

The primary responsibilities of the YOS Manager are to organize, supervise, and execute the smooth operation of the YOS Division. Service excellence is LCLS’s primary goal. The manager is expected to

be professional and model exceptional service. The successful candidate will motivate and coach their team in professional behavior.

The YOS Manager is a working supervisor and must at times operate as co-worker, working as part of a team to accomplish tasks. The manager must be comfortable shifting roles a number of times a day. To be successful in this position, the manager must be an organized leader who can work in, as well as build and promote, a team environment. As an exempt employee, managers are expected to work outside regular library hours and as many hours as needed to accomplish their job.

The YOS division faces many opportunities and challenges in the coming months and years. The previous manager was very successful in creating a vision and accomplishing it; receiving national recognition for her efforts. The new library facility is very popular and the number of visits and circulation has increased drastically. LCLS prides itself on cutting edge technology and programming and intends to take these services to the next level. The selected candidate must capitalize on this success and create a new vision of service and programming. Grant writing has been critical to our previous accomplishments and must continue. The individual will seek and apply for applicable grants, then plan and implement those awarded. The individual in this position will cultivate partnerships for the promotion, development and implementation of system-wide services. As a position of high profile in the community, the next YOS manager will build upon the strengths already in place and work with their team to create and achieve a new vision.

The YOS Manager reports to the Assistant County Librarian and has a peer relationship with five managers. Each manager works as the supervisor-on-duty. The individual in this position serves as part of the Management Team and is involved in the planning and decision-making processes for LCLS. Members of the Management Team are expected to be advocates for the library. All managers participate in associations related to their position. The YOS manager is a leader in youth services throughout the state. State ([www.wyla.org](http://www.wyla.org)), regional and national participation in library associations is encouraged.

#### Remuneration

The pay range is \$41,496 - \$62,254, depending on experience.

#### Benefits

Employees may join the Cheyenne-Laramie County Federal Credit Union. Employees pay into Social Security. LCLS pays 100% for participation in the Wyoming Retirement System, which is 11.25% of the employee's salary. A deferred compensation plan is available at the employee's option. The position carries holiday pay, vacation and sick leave. Vacation may not be taken during the first 6 months of employment (prior commitments negotiable). After 6 months the position carries 2 weeks' vacation time. (The number of weeks of vacation increases with years of service.) Medical insurance (including vision), as well as a separate dental plan, is available at the employee's option. For the employee's medical and dental costs, LCLS pays 90% and the employee pays the remaining 10%. For spouse and/or family medical and dental costs, LCLS pays 45% and the employee pays the remaining 55%. A discounted vision plan and a pre-paid legal services agreement are also available at the employee's cost. LCLS has a wellness program and employees may receive a discount at some fitness clubs.

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 Drug-Free Workplace Act of 1988.