



Further Your Career as

DEPUTY DIRECTOR, PUBLIC SERVICE



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Community Information

CHEYENNE, WYOMING, AND THE SURROUNDING AREAS

LARAMIE COUNTY is in the southeast corner of Wyoming, one hundred miles north of Denver, covering 2,706 square miles. Cheyenne is the capital city of Wyoming. Other towns in the county are very small, rural communities.

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>
- <https://www.facebook.com/TownOfBurnsWy/>



Library System Breakdown

BURNS, CHEYENNE, PINE BLUFFS, AND OUTREACH

LARAMIE COUNTY LIBRARY SYSTEM (LCLS) is an award-winning library system that sets the bar for service regionally and nationally. Named the Library of the Year by Gale/Library Journal in 2008, Nancy Pearl told USA Today that Laramie County Library (LCL) was one of the top ten libraries in the country to “find a nook and read a book.” Livability.com and mommynearest.com named the Cheyenne library as one of the top ten children’s libraries in the United States. Employees and volunteers are often recognized with regional and national awards. The population served is 100,863 in the county with around 75,000 in the Greater Cheyenne Area.

LCLS has an experienced, highly qualified staff, with sixty-one percent being employed over five years; ninety percent of the leadership team in their positions for over ten years; and fourteen MLS librarians, with the majority being in management positions.

LCLS has three facilities and a bookmobile that provide library service to Laramie County. The facility in Cheyenne is 103,000 square feet on three floors. Built with a specific purpose sales tax approved by the voters, the building was completed in 2007. The facilities in Burns, Wyoming, and Pine Bluffs, Wyoming, are both around 3,000 square feet. The bookmobile is 16 years old and the most recent specific purpose sales tax that passed in November 2021 included the replacement cost for a new bookmobile. The estimated date for completion of the project is FY25. In addition, the library has five vehicles that assist with our extensive outreach and facility needs.

As a county entity, LCLS is governed by a citizens’ Board of Directors appointed by the County Commissioners. By Wyoming State 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 ten percent of the county’s share of an optional one-cent sales tax, which must be renewed by voters every four years. Finances are currently stable.

LCLS participates in a statewide consortium (WYLD), which consists of Wyoming’s twenty-three 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 e-books, e-audio books, and electronic magazines is via Wyoming Virtual Library consortium that utilizes Libby. Purchases for e-materials are done on a cooperative statewide basis, and all Wyoming library card holders have equal access to the collections.

LCLS STATISTICS

- Staff size 79, FTE 60.38
- Annual budget \$7.5 million
- Annual circulation 444,300
- Collection size 305,727
- Annual number of public programs 723
- Annual number of outreach visits 727
- Summer reading participation 5,813
- Registered users 68,009

LCLS DIVISIONS MAKEUP

LCLS has four public service divisions that provide exceptional library service. The divisions are Adult Services, Circulation & Branch Services, Computer Center & Cataloging Services (CCC), and Youth & Outreach Services (YOS). The Information Technology Division reports to the Executive Director (County Librarian). The Deputy Director of Operations supervises four units: Business Office, Community Media Relations (CMR), Facilities, and The Library Café.

The division managers, a unit manager, and assistant managers, together with the Executive Director (County Librarian), Deputy Director, Operations and Deputy Director, Public Service make up the leadership team.

FOUNDATION

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). Due to a bequest, the organization will see an ongoing significant increase in dollars available for events starting in 2023.



Library Strategies

PROGRAMMING & EXHIBITIONS

EXCELLING IN CUSTOMER SERVICE is the bedrock of LCLS. Strategic planning is a core tool utilized to move the organization forward. The current strategic planning process will end June 30, 2023.

<https://lclsonline.org/strategicplans/>

As a community hub, the unique vitality and energy of LCLS is demonstrated by the outstanding programming, events, and exhibitions created by employees or guest presenters. Exhibitions are generally provided locally and through national grants. Regular events are planned six months in advance. Major exhibitions, large programs, and unique events are planned even further out.

EXAMPLES OF PROGRAMMING & EXHIBITIONS

- **Traveling exhibitions awarded through ALA:** Benjamin Franklin: In Search of a Better World (2008), In a Nutshell: The Worlds of Maurice Sendak (2011), Discover Earth (2012), Discover Tech (2014), Native Voices (2017), Thinking Money (2017), Discover Space (2018), Americans and the Holocaust (2022)
- **Traveling exhibitions hosted through Smithsonian's Museum on Main Street and Wyoming Humanities:** Journey Stories (2015), Water/Ways (2017), The Way We Worked (2018), Crossroads: Change in Rural America (2021)
- **Programming series awarded through ALA:** America's Music (2013), Muslim Journeys (2014), Latino Americans – 500 Years of History (2016), The Vietnam War (2017)
- **Summer Reading Challenge** program for children, teens, and adults
- **STEAM (science, technology, engineering, art and math)** concepts are incorporated in most youth events, including squishy circuits, 2nd Saturday STEAM, K-2 STEAM, Egg Drop, Family Craft Challenge, etc.
- **Early childhood literacy:** Mascots Elsie and Eddie introduce children and caregivers to PLA's five practices of reading, including 12 weekly early literacy events across three library locations, story time outreach to home and commercial daycares, and First Steps: Early Literacy Begins at Home outreach visits to families in their homes
- **Tweens and teens events:** Fandom events such as Harry Potter's Birthday Celebration, Star Wars-May the Fourth Celebrations, and Dungeons & Dragons club. Regular events such as Gamers Unite, Teen Craft sessions, Teen Advisory Board, after-hours mystery nights, and after-hours Nerf Nights
- **Adult events:** National Issues Forum www.nifi.org, film series, music concerts, craft nights, Virtual Jeopardy, Local Authors Day, voter registration drives, Library for All events engaging people with developmental disabilities, poetry reading and writing workshops, speakers on health topics, genealogy classes, and gardening events to promote the Seed Library of Laramie County, which is a partnership with Laramie County Master Gardeners to provide seeds and educational events on growing plants in our climate
- **LzB (library to business):** Community Navigator Pilot Program (Small Business Community Development Network), Libraries Build Business (ALA Grant), Start Your Own Business, The Business of Art, Money Smart Week (all ages), and Government Contracting
- **Burns and Pine Bluffs Branch Libraries:** After-school outreach at Laramie County School District #2, Fun for Kids story time, Solve the Room for tweens and teens, Take it and Make it Crafts for all ages, adult and children book clubs, Dinner and a Movie, and special events such as Alpaca Lunch, Crossroads film series and discussions, and a visit from the Riverside Zoo in Nebraska.



The Ideal Candidate

DESCRIPTION & QUALITIES FOR THIS POSITION

LCLS SEEKS AN INNOVATIVE, dynamic, energetic Deputy Director of Public Service to move forward the already excellent public services and programs in place at LCLS. The challenge will be to work collaboratively with administration, management, employees, and the community to take a great library and make it fantastic. We are looking for a new perspective to critically ascertain areas of strength and weakness, and provide creative solutions. Current areas that are in transition and need direction and vision are collection management including digital collections, succession planning for key positions in public service divisions; policies relating to diversity, inclusion and equity; strategic planning for events system wide due to the bequest; and programs emphasizing technology and making for adults, teens, and children. In addition, the individual in this position will assist the library in returning to pre-COVID-19 usage levels.

The successful candidate will be passionate about developing the library as a community hub, utilizing initiatives that are already underway with early childhood literacy, support of small businesses, and basic computer training. The individual will focus on areas of technology, making, and inventing to generate new levels of excitement and curiosity about how the

library enriches lives. Being tuned in to cutting edge technology and the local, regional, and national social and business landscapes will be critical.

The individual in the position must utilize a variety of data to find the balance between seriously engaging and absolutely fun regarding collections, services, and events; and always look to the public's needs and interests, easily adjusting as those needs change.





QUALITIES FOR THIS POSITION

Leadership & Managerial Strengths

- Attract, retain, motivate, coach, and develop team members for high performance
- Foster collaborative work environment that builds cooperation and trust
- Be approachable, diplomatic, empathetic and respectful
- Recognize differences of opinion, bring them out into the open for discussion, and look for win-win situations

Visionary & Strategic Thinker

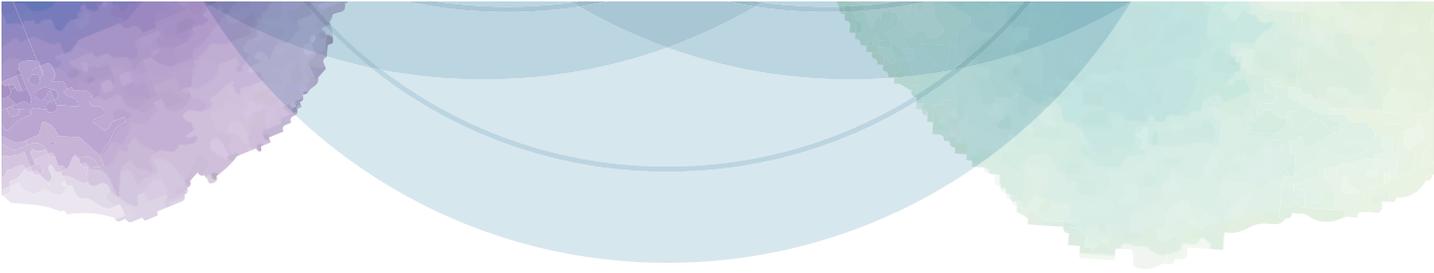
- Exhibit creativity and innovation when contributing to organizational objectives
- Provide and model exceptional service delivery in the variable landscape of community needs, new technology, and other resources
- Value an organizational culture that is dedicated to continuous improvement, and utilize tools to measure progress

Skilled Communicator

- Active listener with preference for open, transparent communications
- Communicate expectations clearly, logically, and empathetically
- Develop partnerships and build alliances

Team Builder & Community Partner

- Motivate and inspire others to successfully manage organizational and cultural changes
- Recognize and value staff for their achievements
- Actively participate in community organizations
- Model quality soft skills in interpersonal relationships, demonstrating self-awareness, empathy, appreciation, and a service orientation



Position & Application Details

REMUNERATION, BENEFITS, & REQUIREMENTS

REQUIREMENTS

Master's degree in Library Science (or equivalent) from an ALA accredited institution, along with three to five years of experience in a public library and five to seven years of experience in management, or an equivalent combination of education and experience.

REMUNERATION

Example of remuneration:

Salary - \$85,000

Wyoming Retirement System (WRS)- \$15,827 (18.62% of gross earnings)*

Total annual remuneration is \$100,827

*WRS: LCLS pays both the employee (currently 9.25%) and employer percentage (currently 9.37%) to WRS. If an employee is vested and leaves prior to retirement, only the employee portion, as defined by state law, is available to the resigning employee. The employer portion remains with WRS.

If the employee is vested and retires from the library, the monthly benefit is based on years of service and average salary. The benefit received will last for the employee's lifetime, even if those benefits exceed what was deposited by the library on their behalf.

401ks only pay out what was invested and dividends on those investments. If you outlive those dollars, you no longer have those funds in retirement.

LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act.

EMPLOYEE BENEFITS

Employees pay into Social Security. LCLS pays 100% for participation in the Wyoming Retirement System. The rate is currently 18.62% of gross earnings. This position receives paid time off for 13 holidays, vacation and sick leave, and one personal day each year. 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 four weeks of vacation time per year and increases to six weeks after five years of continuous service. There are thirteen paid holidays annually plus one Personal Day that is in addition to vacation.

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%.

When funding allows, employees receive annual merit increases based on their annual evaluation scores.

A deferred compensation plan is available at the employee's expense (this functions similarly to a 401k plan). 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 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.

The application deadline is July 1, 2022, at noon. Interested applicants are encouraged to apply by completing a Laramie County Library System Application for Employment (available at www.lclsonline.org/work) and upload a cover letter and résumé. The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, we notify all applicants when a position is filled. Hiring is contingent on a post-offer criminal history background check.



CONTACT INFORMATION:

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