

Technology Skills Needed to Work at the Library

Use and teach a variety of mobile devices for beginners to advanced users.

Email expertise to teach set up of emails, troubleshooting and resolution of problems.

Online Storage – how to store and access materials online.

Internet Navigation from basics to special tricks in a multitude of browsers.

Microsoft Suite software which includes PowerPoint, Word, Publisher, Excel & more.

Technology used includes:

Smart phones

Laptops, PCs

Android & Apple devices

Nooks and Kindles

Printers, Scanners

Webcams

Multiple databases

Other Skills Needed

Fluent communication skills:

verbal, written, media

Critical thinking skills

Information research skills

Ability to distinguish sites with valid information from those sites with unreliable information.

Financial skills including the ability to balance a till and the handling of petty cash .

Customer service skills

Highly literate

Computer literate

Knowledge of Dewey Decimal System and the ability to quickly locate materials.

Information Specialist and Branch Managers are the front-line staff. The skills they require to serve you are varied and complex. They must be able to switch from task to task in seconds and be proficient in all the skills listed to provide help for you.

Carbon County
Library System



*Engage, Enrich,
and Empower*



Carbon County has the lowest budget and pay scale in libraries serving similar populations. Most libraries statewide are being asked to reduce budgets by 8-15%. Carbon County's percentage rate of reduction is **30%**.

Library	Population	Budget
Converse-2	14,313	\$ 981,475
Lincoln-6	18,364	\$ 1,369,327
Sublet-2	10,041	\$ 1,242,920
Teton-2	22,268	\$ 3,159,627
Carbon-8	17,484	\$ 696,891

Library	Director	Education
Converse-2	\$ 62,920	2+ years college
Lincoln-6	\$ 53,000-\$ 56,000	Bachelors
Sublet-2	\$ 71,200	MLIS
Teton-2	\$ 67,000-\$ 96,000	MLIS
Carbon-8	\$ 60,000	MLIS
Library	Librarian	Education
Converse	\$ 34,733	MLIS
Lincoln	\$ 33,000	MLIS
Sublet	\$ 66,124	MLIS
Teton	\$ 66,124	MLIS
Carbon	\$ 33,000-\$ 35,300	MLIS
Library	Branch Manager	Information Specialist
Converse	\$ 18.56	\$ 10.74-\$ 11.50
Lincoln	\$ 16.83-\$ 18.27	\$ 12.00-\$ 14.00
Sublet	\$ 23.49	\$ 15.00-\$ 26.00
Teton	\$ 25.14-\$ 36.43	\$ 14.84-\$ 22.58
Carbon	\$ 10.61-\$ 15.67	10.10

Carbon County Library Board of Trustees:

- Joanne Whitson, Chair
- Julie Evans, Vice Chair
- Gail Lorick, Secretary/Treasurer
- Tom Callison, Board Member
- Joyce Menke, Board Member

Childrens and Teen Services

- ◆ Designs educational activities beneficial to children, teens and caregivers to help children and teens succeed in life.
- ◆ Provides outreach to a variety of organizations such as schools and preschools.
- ◆ Rawlins staff plans, prepares, and offers ready-to-use programs to all libraries in the county.
- ◆ Advocates for literacy through partnerships in the community.
- ◆ Provides weekly story times which incorporate literacy activities.

Adult Services

- ◆ Provides outreach to Senior Centers.
- ◆ Ensures high interest books are available in e-book and large print formats as well as e-readers.
- ◆ Provide on-line resources for research and information needs.
- ◆ Provide technology assistance.
- ◆ Maintains the DVD collection.
- ◆ Plans programs that are informational & entertaining.