

Libraries Southwest Scholarship Application Form

Part 1 – Applicant Information

Please print or type.

Name <i>Yvonne Lavergne</i>	
Address <i>916 West Main Street</i>	
City <i>Ville Platte, LA</i>	Zip Code <i>70556</i>
Parish <i>Evangeline Parish Library</i>	
Phone Number <i>337-363-1369</i>	Date of Birth <i>4-17-1952</i>
Email <i>ylavergne04@yahoo.com</i>	
Institution you plan to attend <i>LSSC - classes @ Northern Kentucky University</i>	
Degree or certification you plan to pursue <i>Library Support Staff Certification</i>	

Work Experience (please include volunteer experience and internships)

Dates	Place of Business	Position	Reason for Leaving	Accomplishments
<i>9-16-2008 to Present</i>	<i>Evangeline Parish Public Library</i>			
<i>2006-2008</i>	<i>Council on aging</i>	<i>deliver meals on wheels</i>	<i>to work at the Library</i>	
<i>2000-2003</i>	<i>USE Credit Union</i>	<i>Consumer Loan Under- writer</i>	<i>Moved to Louisiana</i>	
<i>1971-2000</i>	<i>Union Bank of California</i>	<i>Employee Loan Officer & Manager</i>	<i>Retired</i>	<i>Assistant V.P.</i>

Yvonne Lavergne

Evangeline Parish Library

My name is Yvonne Lavergne; I have worked at the Evangeline Parish Library for almost seven years (since September 2008). I started my library career as a part time library clerk working at our Chataignier branch five days a week, three hours a day. My hours increased from 15 to 28 hours per week, working both at our Main Office, primarily circulation desk, and working at the Chataignier branch. I was fascinated with all aspects of the library. I wanted to learn all I could about the library. My hours increase again to 40 hours and that allowed me to continue to grow. I became Co-manager of our Chataignier, where I contributed to the growth of adult patrons, by increasing our collection and finding out what our patrons were interested in reading (reading advocacy). In 2011 I begin working with accounts payable and facilities representative which including ordering supplies for all of our branches and seeing what their facilities needs where. I currently work closely with our Director in any area she needs me in, which have included staffing, scheduling, library financials etc.

After 30 plus years in a banking career, I find myself excited about another career. That is the reason I am seeking a Library Support Staff Certification. I have two more classes to take to complete the program and become a graduate. One required course which is Technology, class start date 10/12/2015 to 12/4/2015 the cost of that class is \$380.00 and one elective, Collection Management start date of that class is 8/17/2015 to 10/9/2015, the cost of that class is also \$380.00.

I feel that taking these classes in the LSSC program has enhanced my skills and knowledge as a paraprofessional in librarianship. I have and will continue achieve recognition for work done; I will be able to better assist customers and my coworkers. This program has allowed me to be more valuable as an employee.

Part 2 – Essay

In 300-350 words, please describe your experience and interest in librarianship, your financial need, and how the classes you plan to take will enhance your present role as a library employee.

Please type this essay in a separate Word document using 12-point Times New Roman font. Please include your name at the top of the essay.

Part 3 – Recommendation Form

The committee requires a recommendation form, which should be completed by the applicant's immediate supervisor. It is useful for your supervisor if you provide them with a copy of this scholarship application form along with the recommendation form. Be sure your supervisor has adequate time to complete the form. Your supervisor must put the completed form in a sealed envelope and sign the back of it before giving it to you to turn in with your application materials. **Do not open this sealed recommendation envelope!**

Authorization for Release of Records

I hereby authorize Libraries Southwest to release any information concerning my scholarship application materials to the Libraries Southwest Scholarship Committee, and I permit the use of the information in the essay in publicity for Libraries Southwest.

Applicant's Name Yvonne Lavergne

Applicant's Signature Yvonne Lavergne

Date 7-14-2015

Recognizing Value - Encouraging Growth

LIBRARY SUPPORT STAFF CERTIFICATION

Sponsored by ALA



Approved Courses

Search by Provider:

Search by State:

Competency	Start Date	Provider - State	Course Name - Format	Cost	Contact
Access Services	08/24/2015	College of DuPage - IL	Serving the Public, LIBRA2200 - Face-to-face	\$136 per credit hour (\$408) District 502* residents; \$323 per credit hour (\$969), Illinois residents; \$393 per credit hour (\$1,179), non-residents	<u>Carol Sturz</u>
	08/24/2015	Ivy Tech Community College - Online	Introduction to Library Access Services, LIBR103 - Online, asynchronous	\$433.65 for IN residents; \$540.45 for non-IN residents	<u>Dr. Susan Mannan</u>
	07/28/2015	Infopeople - Online	Readers' Advisory Fundamentals: Books and Beyond - online, asynchronous	\$75.00 for CA residents; \$150.00 for non-CA residents	<u>Gini Ambrosino</u>
Cataloging and Classification	08/24/2015	College of DuPage - IL	Readers Advisory, LIBRA1105 - Online, synchronous	\$136 per credit hour (\$408) District 502* residents; \$323 per credit hour (\$969), Illinois residents; \$393 per credit hour (\$1,179), non-residents	<u>Carol Sturz</u>
	08/24/2015	College of DuPage - IL	Cataloging, LIBRA2100 - Face-to-face	\$136 per credit hour (\$408) District 502* residents; \$323 per credit hour (\$969), Illinois residents; \$393 per credit hour (\$1,179), non-residents	<u>Carol Sturz</u>
	08/24/2015	Ivy Tech Community College - Online	Cataloging & Classification, LIBR201 - Online, asynchronous	\$433.65 for IN residents; \$540.45 for non-IN residents	<u>Dr. Susan Mannan</u>
Collections	10/12/2015	Northern Kentucky University - Online	Cataloging and Classification - Online, asynchronous	\$380.00	<u>Threasa Wesley</u>
	08/17/2015	Northern Kentucky University - Online	Collection Management - Online, asynchronous	\$380.00	<u>Threasa Wesley</u>

Library Support Staff Certification

08/24/2015 College of DuPage - IL

Intro to Reference and Information Services, LIBRA1102 - Face-to-face

residents: \$323 per credit hour (\$969), Illinois residents: \$393 per credit hour (\$1,179), non-residents

Carol Sturz

Supervision and Management

08/24/2015 Ivy Tech Community College - Online

Management & Supervision, LIBR207 - Online, asynchronous

\$433.65 for IN residents; \$540.45 for non-IN residents

Dr. Susan Mannan

Technology

08/24/2015 Ivy Tech Community College - Online

Library Technology, LIBR105 - Online, asynchronous

\$433.65 for IN residents; \$540.45 for non-IN residents

Dr. Susan Mannan10/12/2015 Northern Kentucky University - Online

Library Technology - Online, asynchronous

\$380.00

Theresa Wesley*TD 10/4/2015*

Youth Services

*Book: Neal-Schuman Library Technology Comparison v4th ed. (2013)*08/24/2015 Ivy Tech Community College - Online

Library Services for Children, LIBR203 - Online, asynchronous

\$433.65 for IN residents; \$540.45 for non-IN residents

Dr. Susan Mannan01/01/2016 Illinois Central College - ILIntroduction to Children's/Youth Services in Libraries LIB 200 - Combination of online and face-to-face
**FREE to District 514 residents, age 65+

\$115 per semester hour (\$345), District 514 residents; \$255 per semester hour (\$765), Illinois residents; \$285 per semester hour (\$855), non-residents

Pamela Thomas

Technology Competency Set (Required) **August, 2012**

Revised Competencies

These competencies address the skills and knowledge about technology necessary for library work. This competency set also addresses the role of providing access to and educating the user in the use of technologies and equipment relevant to information seeking, access, and use.

1. Library Support Staff (LSS) know the general trends and developments in technology applications for library functions and services.
2. LSS know the role and responsibility of libraries for introducing relevant applications of technology, including digital literacy, to the public.
3. LSS know basic principles and best practices to ensure the integrity of data and the confidentiality of user activities.
4. LSS know concepts and issues concerning the appropriate use of technology by different user groups.
5. LSS demonstrate flexibility in adapting to new technology.
6. LSS are able to assist and train users to operate public equipment, connect to the internet, use library software applications, and access library services from remote locations.
7. LSS know role of technology in creating, identifying, retrieving, and accessing information resources and demonstrate facility with appropriate information discovery tools.
8. LSS perform basic troubleshooting of technical problems and resolve or refer those problems as appropriate.
9. LSS access and use basic assistive technologies, where appropriate, to ensure that all users have equitable access to technology.

Collections Competency Set (Elective)
October, 2012

Revised Competencies

Library Support Staff who work in collection functions support coworkers and library users by assisting with the processes that put library materials on the shelf or online. This work requires knowledge and abilities in many aspects of this fundamental library work, including understanding publishers, vendors, budgets and accounting, how to resolve problems, preparing items for use, and caring for items after they have been well used.

1. Library Support Staff know how to use integrated library systems, other appropriate online tools, and data to manage collections.
2. LSS know the basic principles of collection development and management.
3. LSS assist with decisions regarding selection, de-selection, retention, and replacement of all types of library resources.
4. LSS know the basic principles and can apply the appropriate procedures to the processes that provide users access to a wide variety of content.
5. LSS know the various ways in which content, in multiple formats, is produced and distributed to libraries.
6. LSS understand the value of resource sharing agreements and apply them to collection decisions.
7. LSS know and can use the recognized standard evaluative sources to assist with collection development.
8. LSS know the principles and basic practices regarding the preservation of library resources.
9. LSS apply appropriate methods and techniques for accurate preparation of library resources.
10. LSS can explain and apply policies regarding library collections.

Recommendation Form

PLEASE NOTE: the applicant named below is applying for a scholarship administered by Libraries Southwest. Your recommendation is needed as part of the application process. Please return this form to the applicant in a sealed envelope with your signature across the flap so he/she may submit it as part of a complete package. In addition to completing the form, you may also include a personal letter of recommendation (optional).

Applicant's Name Eniweta Yvonne Lavergne

How long have you know this individual? Since August 2008

Is what capacity does this person work in your library? Business Manager, Director's Assistant, also co-scheduler, co-manager for part-time branch, customer service

Circle the rating most applicable to the applicant on the following criteria using the scale:

(1) Below Average (2) Average (3) Above Average (4) Excellent (5) Outstanding

Goal Oriented	1	2	3	4	(5)
Prospect for Personal Success (career/personal)	1	2	3	4	(5)
Leadership Qualities	1	2	3	4	(5)
Responsibility/Reliability	1	2	3	4	(5)
Creativity/Resourcefulness	1	2	3	4	(5)
Prospects for Academic Success	1	2	3	4	(5)

Remarks and general information concerning this individual you feel the selection committee should consider when screening this application, please elaborate on information provided. (Attach additional sheet(s) to elaborate.)

Yvonne is wonderful and a very deserving and appropriate candidate for this award. Please see attached additional sheet.

Mary L. Foster-Galasso
Name (print)

None
Relationship to Applicant, if any

Evangeline Parish Library
Name of Organization/Business

(337) 363-1369, cell (337) 831-4581
Phone

Mary L. Foster-Galasso
Signature

7/15/15
Date

Attachment to Recommendation Form, July 2015

Yvonne Lavergne

Ms. Yvonne is the Evangeline Parish Library's business manager and purchasing agent for supplies and other basics. She inputs the bills and prepares the bill packets for monthly submission first to the Library Board president or vice president and then, following their approval, to the police jury.

She is also co-branch manager and manager for adult services at Chataignier, which is a part-time branch. She assists me directly in records management and in new staff interviewing and selection and training. She assists in resolving customer complaints and also works to resolve personnel issues. She is one of two staff entrusted with developing the staff schedules, and she works quickly to resolve any conflicts or make adjustments to the schedule when necessary. On top of all this, she works the busy front desk at the main library expertly and with a great customer-service attitude. I don't know how I would survive without her!

When Yvonne started with the library in August of 2008, I could tell immediately that she had great potential. **Of all of the library's staff, she is the one with the greatest skill versatility.** She is also highly professional. Yvonne is willing not only to accept responsibility but also willing to deal with the unpleasant tasks of having to make hard choices and accept criticism. At the same time, she is NOT a person who "blows her own horn" or needs a lot of positive feedback. For examples, she has never mentioned or bragged to other staffers that she was the former vice president of a bank, and she doesn't seek constant reassurance that she is doing the right thing. She is quietly competent, very pleasant, and is well liked by patrons and staff.

She analyzes situations accurately and efficiently and then does what is needed promptly and very professionally.

She is also a quick learner: for example, she was placed in the business manager position at very short notice in 2011 when another staff member moved out of the area and left without providing her replacement with much training. Yvonne did not complain and set to work to learn the financial system while still doing all her former duties. She made the system stronger and more accessible.

She is doing very well with her support staff certification courses thus far, including ones through the state library and others through other sources.

I believe that if she had an undergraduate degree she would be an excellent candidate for a Masters of Library and Information Studies program and for a position as Library Director. I do not say this lightly. Evangeline Parish Library has a number of excellent staff, in my opinion, but Yvonne is one of only two I can say would make a successful director.

I am very happy to recommend Yvonne for this scholarship. She would be a worthy recipient.

Mary L. Foster Salas
Evangeline Parish Library Director