

**Overhead  
Reductions/  
Productivity  
Enhancements**

**Introduced and implemented a patron self-checkout system**, over 60% of circulation absorbed by this, while deterring the need for added personnel during traditionally peak times for the library. Trained end-users on using and troubleshooting the new system.

**New System  
Integrations**

**Installed user-recognition computer software on public workstations**, eliminating the need for personnel to reserve and track patron usage.

**Board,  
Committee, and  
City/County  
Involvement**

**Network heavily with city officials and business groups** concerning library operations and funding initiatives, as well as, report to the Board of County Commissions on library programs and happenings.

**Automation Consultant** • Library System, City, State • 1994 – 1998

*(Automated and maintained statewide union catalog listings for over 600 libraries, encompassing project administration and team leadership for a \$2.5 million Title II-B Higher Education Act grant awarded by the U.S. Department of Education. Utilized Iowa Communications Network and the Internet to create a statewide library information network.)*

**Assistant Administrator** • Library System, City, State • 1991 – 1994

*(Administrator to a regional system serving a ten-county area in central Iowa; consulted on and oversaw the automation of library systems while developing continuing education programming for librarians, facilitating grant writing, providing backup reference services, and administration.)*

**Director** • Public Libraries • 1982 – 1991**Professional Activities**

Former Board Member, State Library's LSTA Advisory Board  
 Former Board Member, Research and Education Network Board  
 Former Board Member, Online Computer Library Center User Group Council  
 Chaired, Library Association Public Relations Committee/Annual Conference Planning Committee

**Education**

**Using Technology in Libraries**, Five-day Training Seminar, Bill & Melinda Gates Foundation

**Master of Arts** • Library Science • College Name, City, State

**Bachelor of Arts** • College Name, City, State

**Compassionate and Highly Effective Librarian** with extensive technology, management, operations, staffing, and logistics experience spanning over 25 years within public libraries. Present a learning-rich environment for members of the community with varying educational levels and background, focusing entertainment and learning that uses print, audio, kinetic, visual, and tactical tools. Has extensive community and committee involvement ... a very personable man who exudes positive leadership for a solid presence on and off library property. Discuss and rally public groups, including politicians, city reps, and board members, to help further the agenda of the library for fund solicitation, program development, education, etc. Library operations and administration skills span into the design, development, and start-up logistics of new library facilities, including the introduction of new systems, bibliographic databases, and the integration of patron self service.

**Specialty administration and management areas encompass:**

Participative Staffing ... Multi-Department Budgeting ... Labor Relations ... Staff Recruitment & Retention ... Operations Improvements ... Financial Administration ... Effective Management Style ... Staff Development ... Efficiency Improvements ... Public Speaking & Special Research Assignments ... Strategic Planning ... Restructuring ... Library Logistics

## Professional Career

**Library Operations/Manager** • City Library Services, City, State • 1998 – present

*(Part of management team for a county library system with 15 service locations, serving a population of 190,000, with an \$8.5 million operating budget, located in southern Oregon. Oversee libraries in White City, Eagle Point, Shady Cove, Prospect, and Butte Falls.)*

**Project Management**

**Coordinate the layout and design of five branch libraries;** history of overseeing the construction phase of each building in correlation with citizen design teams, architects, engineers, and contractors as part of a \$35 million building replacement program that started in 2000.

**Tech Support & Administration**

**Administer the library's technology department,** managing the LAN, WAN, and 180 desktop computers while continuing to recommend changes and updates on technology issues.

**Grant Writer**

**Wrote several successful grants to private and public agencies;** secured a \$300,000 grant to the Meyer Memorial Trust. Complete the ERATE application submitted to the FCC for discounts on telecom products. Save an estimated \$50,000 per year. Authored and managed LSTA grants.

**Process Improvements**

**Continuously audited internal processes to identify areas of waste and unproductive use of resources;** incorporated updated policies and procedures to ensure the department ran at optimal performance.

**Financial Administration**

**Create and assist with monitoring and auditing the \$8.5 million budget.** Review and adjust financial reports, including budgetary line items, internal processes, inventory controls, and yearly/quarterly reports. Handle budget realignments, when necessary, that include staffing cutbacks, service reductions, and operation changes.

**Staffing & Staff Development**

**Hire, train, and coach up to 12 staff members,** as well as, develop training modules, coordinate a pool of 35 temporary employees with a local staffing agency, and manage select human resource tasks.

**Committee Participation**

**Serve as a member of the County Safety and Training Committee and the Contract Negotiation Team;** successfully negotiated the reclassification of select positions, streamlining and improving job tasks while eliminating costs spent on overlapped administrative duties.