

**CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES
CHURCHILL COUNTY, NEVADA
553 S. MAINE STREET
Fallon, Nevada 89406
(775) 423-7581**

Email: celloyd@churchillcountylibrary.org

******NOTICE OF PUBLIC MEETING******

PLEASE POST

PLACE OF MEETING: Churchill County Administration Building 155 N. Taylor Street, Room 102

DATE AND TIME: March 13, 2023 at 10:10am.

TYPE OF MEETING: Special meeting of the Library Board of Trustees

Notes

These meetings are subject to the provisions of the Nevada Open Meeting Law (NRS Chapter 241. Except as otherwise provided for by law, these meetings are open and public.

- I. Action will be taken on all Agenda items, unless otherwise noted.
- II. The Agenda is a tentative schedule. The Library Board of Trustees may act upon Agenda items a different order than is stated in this notice-so as to affect the people's business in the most efficient manner possible.
- III. In the interest of time, the Library Board of Trustees reserves the right to impose uniform time limits upon matters devoted to public comment.
- IV. Any statement made by a member of the Library Board of Trustees during the public meeting is absolutely privileged.
- V. All persons participating in the meeting, by any means, are put on notice that all meetings are recorded.

AGENDA

1. Call to order
2. Pledge of Allegiance
3. Public Comment
4. Roll call of members
5. Verification of the posting of the agenda

OLD BUSINESS

1. **Consideration and for possible action re:** Discussion and possible action to items related to the Library Director recruitment including overview of the interview process, interview of candidates, possible selection of Director, and/or next steps.
 - 10:10am-Overview of interview process
 - 10:30am-11:45-Courtney Oberhansli
 - 11:45-am-1pm-Kathy Cannarozzo
 - 1pm-2pm-Recess for lunch

- 2pm-3:15pm-C.L. Quillen
- 3:15pm-4:30pm-Wendy Moulton
- 4:30-Selection and/or next steps

Public Comment

Adjournment.

AFFIDAVIT OF POSTING

State of Nevada)
 : ss
County of Churchill)

Ashlee Brown, an employee of Churchill County Nevada, being duly sworn, says: That on the 7th day of March 2023 AD, she posted a notice, of which the above is a copy, at Churchill County Administration 155 N. Taylor, Fallon, NV; City of Fallon 55 W. Williams; Churchill County Library 553 S. Maine Street Fallon, NV; Churchill County Website www.churchillcounty.org and the Nevada State Website <https://notice.nv.gov/>.

State of Nevada)
 : ss
County of Churchill)

On the 7th day of March 2023 before a Notary Public, personally appeared Ashlee Brown known to me to be the person described in and who executed the foregoing instrument. In witness whereof, I have hereunto set my hand and affixed my official seal this 7th day of March 2023.

Endnotes:

Disclosures:

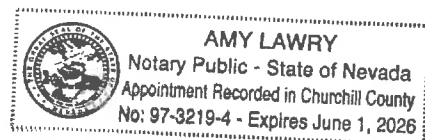
Churchill County is an equal opportunity provider and employer.

Accommodations:

Churchill County Library will make all reasonable efforts to assist and accommodate physically handicapped person desiring to attend. Persons who are disabled and require special assistance may contact the Churchill County Library Director, in writing at 553 S. Maine St., Fallon, Nevada 89406, or by calling (775) 423-7581 or the TDD Nevada relay number 711.

Procedures:

- The public meetings may be conducted according to rules of parliamentary procedure.
- Persons providing public comment will be asked to state their name for the record.
- The Library Board of Trustees reserves the right to restrict participation by persons in the public meeting where the conduct of such persons is willfully disruptive to the people's business.
- All supporting materials for this agenda are available by requesting a copy from the Library Director at 775-423-7581 prior to the meeting. During the meeting, there will be one copy available for public inspection. Additional copies are available by making the request from the Library Director. You are entitled to one copy of the supporting materials free of charge.
- In accordance with Federal law and U.S. Department of Agriculture policy, Churchill County is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability, (not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Equal Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800)795-3972 (voice) or (202)720-6382 (TDD).



EMPLOYMENT APPLICATION



CHURCHILL COUNTY
155 N Taylor Street, Suite 177
Fallon, Nevada 89406
(775) 428-1311

<http://www.churchillcounty.org/hr>

Cannarozzi, Kathryn
2023-0003 LIBRARY DIRECTOR

Received: 1/26/23 3:56 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

LIBRARY DIRECTOR

EXAM ID#:

2023-0003

NAME: (Last, First, Middle)

Cannarozzi, Kathryn

SOCIAL SECURITY NUMBER:

N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:

HOME PHONE:

DRIVER'S LICENSE:

☒ Yes ☐ No

DRIVER'S LICENSE:

State: NJ Number:

LEGAL RIGHT TO WORK IN THE UNITED STATES?

☒ Yes ☐ No

What is your highest level of education?

Master's Degree

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

SHIFTS YOU WILL ACCEPT:

Day, Evening, Night, Weekends

EDUCATION

DATES:

SCHOOL NAME:

San Jose State University

LOCATION: (City, State/Province)

San Jose, California

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Master's

MAJOR:

Library and Information Science

WORK EXPERIENCE

DATES:

From: 8/2013 To: Present

EMPLOYER:

Free Public Library of Hasbrouck Heights

POSITION TITLE:

Librarian

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

Hasbrouck Heights, New Jersey

PHONE NUMBER:

201-288-0484

SUPERVISOR:

Mimi Hui - Library Director

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

3

DUTIES:

Free Public Library of Hasbrouck Heights -----

* Arranging and preserving materials in local history collection.

* Occasional Reference Desk duties.

REASON FOR LEAVING:

I would have to leave if I moved away.

DATES:

From: 4/2012 To: Present

EMPLOYER:

Johnson Public Library

POSITION TITLE:

Reference Librarian

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

Hackensack, New Jersey

PHONE NUMBER:

551-286-8272

SUPERVISOR:

Debbie Bock - Head of Reference

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

3

DUTIES:

* Reference desk duties assisting patrons with print and electronic resources

* Assisting patrons with computers and access to online databases

* Adult programming including pub trivia, concerts, and open mic

REASON FOR LEAVING: I would need to leave if I move away.		
DATES: From: 5/2018 To: Present	EMPLOYER: Rochelle Park Library	POSITION TITLE: Library Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Rochelle Park, New Jersey		
PHONE NUMBER: 201-379-7128	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 10	
DUTIES: * Managing all aspects of the library on a daily basis * Hiring and training professional and paraprofessional staff * Working with the Library Board and Municipal Government		
REASON FOR LEAVING: Looking to advance my career.		
DATES: From: 8/2013 To: 5/2018	EMPLOYER: Ridgewood Public Library	POSITION TITLE: Outreach & Technology Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Ridgewood, New Jersey		
PHONE NUMBER: 201-670-5600	SUPERVISOR: Lorri Steinbacher - Library Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 35		
DUTIES: * Delivering print and digital library materials to seniors in the community * Reference duties, including database and technology assistance * Teaching computer classes, particularly MS Excel		
REASON FOR LEAVING: Took the position of Library Director in Rochelle Park.		
DATES: From: 1/2002 To: 8/2011	EMPLOYER: Raíces Latin Music Museum	POSITION TITLE: Archivist
ADDRESS: (Street, City, State/Province, Zip/Postal Code) New York, New York		
PHONE NUMBER: 212-427-2244	SUPERVISOR: Louis Bauzo - Curator	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40		
DUTIES: Boys and Girls Harbor * Sole responsibility for cataloging our collection of approx. 20,000 objects including musical instruments, costumes, recordings, photographs, and written musical scores. * Implement basic preservation techniques, including monitoring the HVAC for temperature and humidity and housing objects in acid free folders and boxes. * Digitization of photographs by scanning and digital photography with the use of Photoshop for image optimization.		
REASON FOR LEAVING: Loss of funding.		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Sharon Castanteen	POSITION: Former Library Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME: Eddie Abboud	POSITION: Former library board member
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME: Debbie Bock	POSITION: Head of Reference

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:

PHONE NUMBER:

Agency-Wide Questions

1. **Have you been given a job description or had the requirements of the job explained to you?**
Yes
2. **Do you understand the job requirements?**
Yes
3. **Can you perform the essential functions of this job with or without reasonable accommodations?**
Yes
4. **How did you find out about this position?**
Other
5. **If you located this job opening on a website other than Churchill County's, please tell us on which website you located it.**
The Job List on the American Library Association website
6. **If you were personally referred for this job opening, who may we thank for referring you?**
7. **Are you a current Churchill County (not school district) employee?**
No
8. **If you are a current Churchill County employee, in which department do you work?**
9. **If you are not a current Churchill County employee, have you previously worked for Churchill County (not the school district)?**
No
10. **If you previously worked for Churchill County, what were your dates of previous employment and in which department(s) did you work?**
11. **Is a relative of yours currently employed by the County?**
No
12. **If a relative of yours is currently employed by Churchill County, what is your relative's name and how are you related?**
13. **Have you ever been disciplined in your employment related to workplace violence?**
No
14. **Do you presently use illegal drugs?**
No
15. **May we contact all employers listed?**
No
16. **If there are employers you do not wish for us to contact, please list them along with an explanation.**
I would rather not contact my current employer unless I have an offer. I may need to stay for a good many months yet.
17. **LICENSES (Optional, unless required for the position for which you are now applying.) List driver's license and other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates. List any special skills you possess and/or equipment or office machines you can operate.**
18. **Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other information that is not included in this employment application.**
19. **Following an offer of employment I agree to submit verification of my legal right to work in the United States.**
Yes
20. **I agree and understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.**
Yes
21. **I agree and understand that employment will be at-will unless specifically stated to be otherwise. "At-will" means Churchill County may terminate my employment at any time with no advance notice and for any reason or no reason.**
Yes
22. **I agree and understand that this application is the property of the County and will become part of my personnel file if I am hired.**
Yes
23. **I authorize Churchill County to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with Churchill County. In addition, I authorize Churchill County to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize Churchill County to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize Churchill County to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.**
Yes

24. In exchange for Churchill County's consideration of my employment application, and/or any continued employment with Churchill County, I authorize anyone possessing information to furnish it to Churchill County upon request, and I release the organizations and all individuals providing the information or acquiring the information, including Churchill County, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations. I further understand and agree this consent will apply during the entire course of my employment with Churchill County should I obtain such employment. I understand and agree this consent shall remain in effect indefinitely.

Yes

Job Specific Supplemental Questions

1. **Do you have a Master's Degree in Library Sciences or a closely related field?**
Yes
2. **If you have a Master's Degree in Library Sciences or a closely related field, in what field did you earn your degree? If you do not have a degree, enter N/A.**
Library and Information Science
3. **How many years of full-time, managerial experience do you have in a public library environment?**
4 to 6 years of experience
4. **In 200 words or less, please discuss the qualities and skills you think are necessary to be a successful Library Director.**
The most important skill is the ability to deal with people. A successful library director must work well with the library board while providing professional guidance. One must also be able to inspire staff and create an environment where employees feel secure and have the freedom to try new programs and ideas in the library. Patrons must feel welcomed and that their concerns are heard and given serious consideration. Finally the municipal authorities need to feel respected and a good relationship is beneficial to all.
5. **In 300 words or less, describe the most challenging situation with a subordinate you have had to address as a supervisor.**
The most challenging was an employee who was insubordinate. They were resistant to instruction. I brought in a team building expert to run a day long workshop for the entire staff and my board executives. There was initially some improvement, but their behavior deteriorated over time. I documented as much as I felt reasonable and proceeded to put the employee on a Performance Improvement Plan. It ended with the employee's resignation, but I tried the best to make it work.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept & Submit' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with Churchill County. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from Churchill County constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that employer is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to employer. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Churchill County and will not be returned. I understand Churchill County may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

This application was submitted by Kathryn Cannarozzi on 1/26/23 3:56 PM

Signature _____

Date _____

EMPLOYMENT APPLICATION



CHURCHILL COUNTY
 155 N Taylor Street, Suite 177
 Fallon, Nevada 89406
 (775) 428-1311
<http://www.churchillcounty.org/hr>
Moulton, Wendy K.
2023-0003 LIBRARY DIRECTOR

Received: 1/8/23 11:16 AM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
 LIBRARY DIRECTOR

EXAM ID#:
 2023-0003

NAME: (Last, First, Middle)
 Moulton, Wendy K.

SOCIAL SECURITY NUMBER:
 N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:

HOME PHONE:

DRIVER'S LICENSE:
☐ Yes ☐ No

DRIVER'S LICENSE:
 State: KS Number:

LEGAL RIGHT TO WORK IN THE UNITED STATES?
☐ Yes ☐ No

What is your highest level of education?
 Master's Degree

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

SHIFTS YOU WILL ACCEPT:

Day, Evening, Night, Rotating, Weekends, On Call (as needed)

EDUCATION

DATES:

From: 1/2010 To: 7/2011

SCHOOL NAME:

Emporia State University

LOCATION: (City, State/Province)

Emporia, Kansas

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Master's

MAJOR:

Library

UNITS COMPLETED:

37 - Semester

DATES:

From: 8/2005 To: 5/2007

SCHOOL NAME:

Friends University

LOCATION: (City, State/Province)

Wichita, Kansas

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

English/Drama

WORK EXPERIENCE

DATES:

From: 2/2013 To: Present

EMPLOYER:

Abilene Public Library

POSITION TITLE:

Library Director

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

209 NW 4th, Abilene, Kansas, 67410

PHONE NUMBER:

785-263-3082

SUPERVISOR:

Cindy Montgomery - Library Board President

MAY WE CONTACT THIS EMPLOYER?

☐ Yes ☒ No

HOURS PER WEEK:

40

OF EMPLOYEES SUPERVISED:

13

DUTIES:

I manage a four floor library with 13 staff members. Maintenance, security, and staff salaries have been our biggest projects. During my time in Abilene I have facilitated the library going fine free. With the board we have increased staff salaries, created a technology budget, and recently completed a strategic plan.

Focus Areas:

City Government/Board Relations

Budgeting

Community Partnerships

Staff Development

REASON FOR LEAVING:

Looking to move forward in my career in a larger area.

DATES:

From: 8/2010 To: 1/2013

EMPLOYER:

Clay Center Carnegie Library

POSITION TITLE:

Library Director

ADDRESS: (Street, City, State/Province, Zip/Postal Code) 706 6th Street, Clay Center, Kansas, 67432		
PHONE NUMBER: 785-632-3889	SUPERVISOR: Jean Frigon - Library Board President	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 32	# OF EMPLOYEES SUPERVISED: 6	
DUTIES: This is where I learned the ropes of being a library leader. I got to develop a budget, run teen programs, and purchase books! Focus Areas: Hiring and Evaluating Staff Technology Planning Interior Remodeling Projects Collection Management		
REASON FOR LEAVING: Health Insurance		
DATES: From: 3/2008 To: 7/2010	EMPLOYER: Dorothy Bramlage Public Library	POSITION TITLE: Young People's Assistant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 230 W 7th, Junction City, Kansas, 66441		
PHONE NUMBER: 785-238-4311	SUPERVISOR: Susan Moyer - Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 38	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: I worked with the afterschool and evening crowd on the front lines of the Young People's Department. Focus Areas: Summer Reading Databases Reader's Advisory and Circulation		
REASON FOR LEAVING: Improvement in Career		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Pixle Knepper	POSITION: Children's Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME: Denise Coon	POSITION: Library Consultant
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME: Carl Cusick	POSITION: Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:

Agency-Wide Questions

1. **Have you been given a job description or had the requirements of the job explained to you?**
Yes
2. **Do you understand the job requirements?**
Yes
3. **Can you perform the essential functions of this job with or without reasonable accommodations?**
Yes
4. **How did you find out about this position?**
Internet Job Posting (not County Website)
5. **If you located this job opening on a website other than Churchill County's, please tell us on which website you located it.**
American Library Association Joblist
6. **If you were personally referred for this job opening, who may we thank for referring you?**
7. **Are you a current Churchill County (not school district) employee?**
No
8. **If you are a current Churchill County employee, in which department do you work?**
9. **If you are not a current Churchill County employee, have you previously worked for Churchill County (not the school district)?**
No
10. **If you previously worked for Churchill County, what were your dates of previous employment and in which department(s) did you work?**
11. **Is a relative of yours currently employed by the County?**
No
12. **If a relative of yours is currently employed by Churchill County, what is your relative's name and how are you related?**
13. **Have you ever been disciplined in your employment related to workplace violence?**
No
14. **Do you presently use illegal drugs?**
No
15. **May we contact all employers listed?**
Yes
16. **If there are employers you do not wish for us to contact, please list them along with an explanation.**
17. **LICENSES (Optional, unless required for the position for which you are now applying.) List driver's license and other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates. List any special skills you possess and/or equipment or office machines you can operate.**
18. **Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other information that is not included in this employment application.**
I have a life long passion for libraries that I can bring to Churchill County Library. I have worked in every position required for a public library and I feel that allows me to relate to and mentor the staff in a meaningful way. Just as libraries have continued to adapt and change I enjoy learning and growing both professionally and personally. I enjoy talking with people about what the library can do for them and the community. I try to keep my eye out for new trends and opportunities for library services and programs including grant opportunities.
19. **Following an offer of employment I agree to submit verification of my legal right to work in the United States.**
Yes
20. **I agree and understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.**
Yes
21. **I agree and understand that employment will be at-will unless specifically stated to be otherwise. "At-will" means Churchill County may terminate my employment at any time with no advance notice and for any reason or no reason.**
Yes
22. **I agree and understand that this application is the property of the County and will become part of my personnel file if I am hired.**
Yes

- I authorize Churchill County to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with Churchill County. In addition, I authorize Churchill County to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize Churchill County to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize Churchill County to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.**
- 23.

Yes

- In exchange for Churchill County's consideration of my employment application, and/or any continued employment with Churchill County, I authorize anyone possessing information to furnish it to Churchill County upon request, and I release the organizations and all individuals providing the information or acquiring the information, including Churchill County, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations. I further understand and agree this consent will apply during the entire course of my employment with Churchill County should I obtain such employment. I understand and agree this consent shall remain in effect indefinitely.**
- 24.

Yes

Job Specific Supplemental Questions**1. Do you have a Master's Degree in Library Sciences or a closely related field?**

Yes

2. If you have a Master's Degree in Library Sciences or a closely related field, in what field did you earn your degree? If you do not have a degree, enter N/A.

Master's of Library and Information Science

3. How many years of full-time, managerial experience do you have in a public library environment?

More than 6 years of experience

4. In 200 words or less, please discuss the qualities and skills you think are necessary to be a successful Library Director.

I think that a successful library director will be willing to listen to staff, patrons, and the community to tailor library services and needs to their community. I have been actively engaging with community groups and presenting to organizations. Adaptability has been shown to be vital for library services especially the past few years. Making the library a safe and welcoming place is vital to sustaining the library's place as a community center. The ability to learn and grow and help other learn and grow is essential to library leadership. Library leaders need to understand the budget process and be fiscally responsible for the benefit of the community. All these tie together with the ability to communicate effectively.

5. In 300 words or less, describe the most challenging situation with a subordinate you have had to address as a supervisor.

In my current position as library director I had an issue come up with my Children's Librarian. She has been at the library over 20 years and is a great asset to our community. We were having some issues with teenagers on an unstaffed floor of our library causing trouble and being disruptive when unsupervised. We asked the teens to hang out only in the youth department and their behavior was starting to cause more stress for my children's librarian. She asked to speak with me about it and I wasn't able to make it to her that same day. We sometimes have a misstep because of our styles of communication. This resulted in her wanting to resign the next day. Fortunately I was able to apologize for not sensing the urgency in her request and we talked out a solution for the teens giving her a break from them. We have since been able to develop a separate teen area with a teen librarian for supervision which enhances the services for teens in our community. Now I know to really analyze what she is saying (or not saying) to know what to focus on with my communication with her.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept & Submit' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with Churchill County. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from Churchill County constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that employer is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to employer. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Churchill County and will not be returned. I understand Churchill County may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

This application was submitted by Wendy K. Moulton on 1/8/23 11:16 AM

Signature _____

Date _____

WENDY MOULTON

LIBRARY DIRECTOR

CONTACT



January 8, 2023

Churchill County Library Hiring Committee:

Thank you for the opportunity to explore becoming a part of the Churchill County Library team. Libraries have been my home for even longer than the 23 years I have been working in the library field. My very first job was shelving books at the Frank Carlson Library in Concordia, KS. The first full time job I had was working in a children's department and I have a love of young adult literature.

In my past twelve years as a library director the project I have been the most proud of is eliminating fines for overdue library materials in Abilene. I also loved developing both teen programs and the young adult collection at Clay Center. I am proud of my success in implementing a technology budget and eliminating fines for the Abilene Public Library. It has become my passion to produce materials that help showcase our wonderful library services to the community including our streamlined 2018 and 2019 Annual Reports. My library has recently completed a strategic planning process with input from the staff and community. We have started developing a new Teen and Technology Department. I have been the director of two historical Carnegie Libraries and have experience dealing with repair and remodeling projects. I enjoy working as part of a team and I am passionate about sharing what library services can do for both individuals and the community.

I have been working on enhancing my leadership skills and am a graduate of the Kansas Leadership Center KLC Path. I recently completed the American Library Association's Ask, Listen, Empower book club on community engagement. I have become a member of the Abilene Rotary Club and the Mountain Plains Library Association. Recently, I have facilitated an ARPA grant for a remote locker system for our library as well as a grant for mobile wifi hotspots to lend out in our community.

I look forward to discussing the position with you soon.

Sincerely,

Wendy Moulton

WENDY MOULTON

LIBRARY DIRECTOR

CONTACT



EDUCATION

MASTER'S OF LIBRARY SCIENCE
Emporia State University
2011

BACHELOR'S OF ARTS
English/Drama
Friends University
2007

SKILLS

- Library Policy
- Budgeting
- Technology
- Customer Service
- Strategic Planning
- Team Management
- All Age Programming
- Collection Management
- Facilities Maintenance
- Community Partnerships

INTERESTS

Library Leadership, Young Adult Literature, Connecting people to information, Lifelong Learning

PROFILE

Connecting people to the information and materials they need has become a passion for me. In my 23 years of library service I have done every job in a library from shelving to children's programming to budgeting. I want to be in a position where I can keep learning, growing, and connecting with those around me.

EXPERIENCE

LIBRARY DIRECTOR

ABILENE PUBLIC LIBRARY | ABILENE, KS | 2013 - PRESENT

I manage a four floor library with 12 staff members. Maintenance, security, and staff salaries have been our biggest projects. .

- City Government/Board Relations
- Budgeting
- Community Partnerships
- Staff Development

LIBRARY DIRECTOR

CLAY CENTER CARNEGIE LIBRARY | CLAY CENTER, KS | 2010 - 2013

This is where I learned the ropes of being a library leader. I got to develop a budget, run teen programs, and purchase books!

- Hiring and Evaluating Staff
- Technology Planning
- Interior Remodeling Projects
- Collection Management

YOUNG PEOPLE'S ASSISTANT/COMMUNITY SERVICES COORDINATOR

DOROTHY BRAMLAGE PUBLIC LIBRARY | JUNCTION CITY, KS | 2008 - 2010

I worked with the afterschool and evening crowd on the front lines of the Young People's Department..

- Summer Reading Databases
- Reader's Advisory and Circulation

PROFESSIONAL ORGANIZATIONS

KANSAS LIBRARY ASSOCIATION
ASSOCIATION OF RURAL AND SMALL LIBRARIES
MOUNTAIN PLAINS LIBRARY ASSOCIATION
ROTARY INTERNATIONAL
NORTH CENTRAL KANSAS LIBRARY SYSTEM EXECUTIVE COMMITTEE
KANSAS LIBRARY ASSOCIATION LEADERSHIP TRANSFORMATION CORE TEAM

WENDY MOULTON

LIBRARY DIRECTOR

CONTACT



REFERENCES

Pixie Knepper
Clay Center Carnegie Library
706 6th Street
Clay Center, KS 67432
785-632-3889
kidslib@cckslibrary.org

Denise Coon
North Central Kansas Libraries System
629 Poyntz Ave
Manhattan, KS 66502
1-800-432-2796
dcoon@nckls.org

Cari Cusick
Newton Public Library
720 Oak St
Newton, KS 67114
316-283-2890
ccusick@newtonplks.org

Denise deRocheFort-Reynolds
dderr2013@gmail.com
785-614-1107

EMPLOYMENT APPLICATION



CHURCHILL COUNTY
 155 N Taylor Street, Suite 177
 Fallon, Nevada 89406
 (775) 428-1311
<http://www.churchillcounty.org/hr>
Quillen, Christine L.
2023-0003 LIBRARY DIRECTOR

Received: 1/22/23 2:46 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
 LIBRARY DIRECTOR

EXAM ID#:
 2023-0003

NAME: (Last, First, Middle)
 Quillen, Christine L.

SOCIAL SECURITY NUMBER:
 N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:

HOME PHONE:

DRIVER'S LICENSE: ☐ Yes ☐ No
DRIVER'S LICENSE: State: FL Number:

LEGAL RIGHT TO WORK IN THE UNITED STATES?
☐ Yes ☐ No

What is your highest level of education?
 Master's Degree

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

SHIFTS YOU WILL ACCEPT:

Day, Evening, Night, Rotating, Weekends, On Call (as needed)

EDUCATION

DATES:

From: 9/1999 To: 7/2001

SCHOOL NAME:

University of North Carolina at Chapel Hill

LOCATION: (City, State/Province)

Chapel Hill, North Carolina

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Master's

MAJOR:

Library Science

DATES:

From: 9/1989 To: 8/1993

SCHOOL NAME:

Richard Stockton College of New Jersey

LOCATION: (City, State/Province)

Pomona, New Jersey

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

Sociology

DATES:

SCHOOL NAME:

Fairleigh Dickinson University

LOCATION: (City, State/Province)

Madison, New Jersey

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Professional

MAJOR:

Certified Public Manager

WORK EXPERIENCE

DATES:

From: 9/2022 To: Present

EMPLOYER:

Lee County Library System

POSITION TITLE:

Supervisor of Interlibrary Loan, Senior Librarian

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

2201 Second Street, Fort Myers, Florida, 33901

PHONE NUMBER:

239-533-4800

SUPERVISOR:

Christopher Barber - Technical Services Manager

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

OF EMPLOYEES SUPERVISED:

1

DUTIES:

Process interlibrary loan requests from patrons and other libraries; verify and identify requested materials; receive/process borrowing requests and incoming material; and complete internal/external documentation.

REASON FOR LEAVING: Looking for new opportunities		
DATES: From: 12/2021 To: 9/2022	EMPLOYER: Captiva Memorial Library, Lee County Library System	POSITION TITLE: Branch Manager, Senior Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 11560 Chapin Lane, Captiva, Florida, 33924		
PHONE NUMBER: 239-533-4890	SUPERVISOR: Carrie MacDonald - Branch Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 1	
DUTIES: <ul style="list-style-type: none"> • Responsible for managing the daily operations of the Captiva branch including circulation, adult services, youth services, collections, customer service and community engagement. • Provide stellar customer service by assisting customers of all ages in using library resources and services, including computers, electronic resources, reference and readers' advisory. • Work effectively with the Library Friends group and other community groups 		
REASON FOR LEAVING: Moved to another position within the Lee County Library System		
DATES: From: 5/2014 To: 12/2021	EMPLOYER: Spotswood Public Library	POSITION TITLE: Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Spotswood, New Jersey		
PHONE NUMBER: 732-251-1515	SUPERVISOR: Anne Wallace - President, Board of Trustees	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 35	# OF EMPLOYEES SUPERVISED: 8	
DUTIES: <ul style="list-style-type: none"> * Personnel management, including hiring, training, supervision, and discipline of all library staff (7-9 library assistants and a custodian) and volunteers * Coordinates services and programming for all ages * Maintains all library print and media collections through purchasing and deselection * Planned and supervised a renovation of the library's interior * Develops, drafts, and revises policies and procedures * Manages library finances and develops annual operating budget of approximately \$300,000 in conjunction with the Board of Trustees * Prepares and presents monthly reports for the Board of Trustees and the Friends of the Library * Develops community partnerships * Updates and maintains library website 		
REASON FOR LEAVING: Relocated to Fort Myers Florida		
DATES: From: 9/2013 To: 4/2014	EMPLOYER: West Caldwell Public Library	POSITION TITLE: Supervising Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code) West Caldwell, New Jersey		
PHONE NUMBER: 973-226-5441	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 35	# OF EMPLOYEES SUPERVISED: 6	
DUTIES: <ul style="list-style-type: none"> * Hired, trained, scheduled and evaluated new and current employees * Supervised Reference and Youth Services staff (4 librarians and 2 library assistants) * Updated and maintained library website using Drupal * Implemented policies and procedures 		
REASON FOR LEAVING: Became the library director at the Spotswood Public Library		
DATES: From: 7/2007 To: 5/2013	EMPLOYER: Old Bridge Library	POSITION TITLE: Coordinator of Public Services
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Old Bridge, New Jersey		
PHONE NUMBER: 732-721-5600	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 35	# OF EMPLOYEES SUPERVISED: 15	
DUTIES: <ul style="list-style-type: none"> • Supervised the adult services & passport departments (15 full and part-time librarians and support staff) • Assisted with developing policy and procedure documents, including the Personnel Manual, Customer Service Policy and Employee Evaluation Form • Managed a \$263,000 materials collection budget • Increased revenue in the Passports department by over 30% from 2009-2013 • Evaluated and developed a variety of collections including print, database and special collections • Served as a union negotiator during AFSCME contract negotiation • Facilitated book discussion groups 		
REASON FOR LEAVING: Library board reorganized and several positions were eliminated.		

DATES: From: 6/2004 To: 6/2007		EMPLOYER: Ocean County Library	POSITION TITLE: Branch Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Point Pleasant, New Jersey			
PHONE NUMBER: 732-349-6200	SUPERVISOR: Valerie Bell - Assistant Director of Public Services		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 35	# OF EMPLOYEES SUPERVISED: 18		
DUTIES: <ul style="list-style-type: none"> Supervised a staff of 18 full and part-time librarians and support staff Managed day to day operations of a busy 10,000 square foot branch Planned library programs for all ages Advanced the Library's vision through partnerships with local businesses 			
REASON FOR LEAVING: Became Coordinator of Public Services at the Old Bridge Library			
DATES: From: 10/2002 To: 5/2004		EMPLOYER: Mount Laurel Library	POSITION TITLE: Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Mount Laurel, New Jersey			
PHONE NUMBER: 856-234-7319	SUPERVISOR: Kathy Schalk-Greene - Director		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 35	# OF EMPLOYEES SUPERVISED: 0		
DUTIES: <ul style="list-style-type: none"> Provided in-person, telephone and virtual reference service Wrote bibliographies and reading lists and created displays to promote library materials Member of the Trading Spaces team which redesigned the library's interior Taught basic computer literacy and internet classes 			
REASON FOR LEAVING: Became a Branch Manager at the Ocean County Library			

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Allan Kleiman	POSITION: Director, Edison Public Library
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME: Nancy Cohen	POSITION: Former Director @ Old Bridge Public Library
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME: Ilene Lefkowitz	POSITION: Supervising Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME: Kathy Schalk-Greene	POSITION: Former Executive Director @ Library Link NJ
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME: Nancy Roark	POSITION: Former Deputy Director of Lee County Library System
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER:

Agency-Wide Questions

1. **Have you been given a job description or had the requirements of the job explained to you?**
Yes
2. **Do you understand the job requirements?**
Yes
3. **Can you perform the essential functions of this job with or without reasonable accommodations?**
Yes
4. **How did you find out about this position?**
Internet Job Posting (not County Website)
5. **If you located this job opening on a website other than Churchill County's, please tell us on which website you located it.**
ALA Job List
6. **If you were personally referred for this job opening, who may we thank for referring you?**
7. **Are you a current Churchill County (not school district) employee?**
No
8. **If you are a current Churchill County employee, in which department do you work?**
9. **If you are not a current Churchill County employee, have you previously worked for Churchill County (not the school district)?**
No
10. **If you previously worked for Churchill County, what were your dates of previous employment and in which department(s) did you work?**
11. **Is a relative of yours currently employed by the County?**
No
12. **If a relative of yours is currently employed by Churchill County, what is your relative's name and how are you related?**
13. **Have you ever been disciplined in your employment related to workplace violence?**
No
14. **Do you presently use illegal drugs?**
No
15. **May we contact all employers listed?**
Yes
16. **If there are employers you do not wish for us to contact, please list them along with an explanation.**
17. **LICENSES (Optional, unless required for the position for which you are now applying.) List driver's license and other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates. List any special skills you possess and/or equipment or office machines you can operate.**
Driver's License
FL
18. **Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other information that is not included in this employment application.**
19. **Following an offer of employment I agree to submit verification of my legal right to work in the United States.**
Yes
20. **I agree and understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.**
Yes
21. **I agree and understand that employment will be at-will unless specifically stated to be otherwise. "At-will" means Churchill County may terminate my employment at any time with no advance notice and for any reason or no reason.**
Yes
22. **I agree and understand that this application is the property of the County and will become part of my personnel file if I am hired.**
Yes
23. **I authorize Churchill County to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with Churchill County. In addition, I authorize Churchill County to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize Churchill County to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize Churchill County to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.**
Yes

24. **In exchange for Churchill County's consideration of my employment application, and/or any continued employment with Churchill County, I authorize anyone possessing information to furnish it to Churchill County upon request, and I release the organizations and all individuals providing the information or acquiring the information, including Churchill County, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations. I further understand and agree this consent will apply during the entire course of my employment with Churchill County should I obtain such employment. I understand and agree this consent shall remain in effect indefinitely.**

Yes

Job Specific Supplemental Questions

1. **Do you have a Master's Degree in Library Sciences or a closely related field?**

Yes

2. **If you have a Master's Degree in Library Sciences or a closely related field, in what field did you earn your degree? If you do not have a degree, enter N/A.**

Library Science

3. **How many years of full-time, managerial experience do you have in a public library environment?**

More than 6 years of experience

4. **In 200 words or less, please discuss the qualities and skills you think are necessary to be a successful Library Director.**

A library director must be open to new ideas, flexible, understanding, compassionate and have a good understanding of the community and the challenges facing libraries today.

5. **In 300 words or less, describe the most challenging situation with a subordinate you have had to address as a supervisor.**

One of the staff that I supervised went through a rough period in her life and had some mental health issues, which led to her attempting suicide. It was challenging working with her and all of the rest of the staff in the building as it was very unexpected and everyone had strong emotions. I worked with our Employee Assistance program to have onsite counseling, encouraged them to reach out for additional counseling as needed, and met one on one with each staff member to find out what additional support could be provided and how we could all move forward afterwards.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept & Submit' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with Churchill County. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from Churchill County constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that employer is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to employer. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Churchill County and will not be returned. I understand Churchill County may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

This application was submitted by Christine L. Quillen on 1/22/23 2:46 PM

Signature_____

Date_____

C. L. (Christine) Quillen

January 22, 2023

Churchill County Public Library

Dear Hiring Committee,

I am writing to express my interest in the Library Director position at the Churchill County Public Library. I believe that my experience and passion for excellence make me an outstanding match for this position. As a demonstrated leader with a depth of knowledge and skills, I am confident that I am an excellent match for the qualities you are looking for in an assistant library director and would welcome the opportunity to further discuss my abilities and background with you.

My employment background has provided me with experience in nearly every aspect of Public Librarianship. I have more than twenty years of experience working in libraries, and more than 15 years of experience as a library supervisor. Although I have primarily worked in Adult Services, I have presented programs for all age groups and have been actively involved in directing and supervising staff in all departments over the course of my career.

For the last year, I have been a senior librarian at the Lee County Library System. In that capacity, I worked as a Branch Manager at the Captiva Memorial Library and I'm currently the supervisor of Interlibrary Loan. Although, I have enjoyed the experience and learned a lot, I have discovered that while Florida is a great place to visit, it is not somewhere that I want to live.

Prior to joining the Lee County Library System, I was the library director of the Spotswood Public Library for 7 years. While in this role, I planned and successfully implemented a major renovation of the library's interior to make it more welcoming on a limited budget. This renovation produced a dedicated children's area, created a more flexible layout, and expanded the space available for new books, DVDs and displays. Additionally, through careful weeding and selection of new materials, I revitalized the library's collection to better meet the needs of the community. We received many compliments on the library's new layout and saw an increase in both the number of visitors to the library, and usage of our space and collections.

In that position, I worked closely with the Library Board to rewrite the majority of our policies; including our circulation policy, computer use policy, and employee manual. I also worked with the Board to achieve and maintain the library's financial independence from the Borough of Spotswood; worked with the Friends of the Library to advocate for the library in the community; and sought out community partnerships including the school system, local banks, and hospitals. To better meet the needs of our community, we eliminated fines for all materials.

In response to community feedback, we began offering an adult art workshop once a month, one-on-one computer training by appointment, and started cooking programs for both tweens and adults (prior to the onset of the pandemic). It is my belief that libraries must not only provide the traditional services, but also branch out and find new ways to serve the community, and work together with local government and organizations to ensure that the library plays a dynamic role in the community it serves.

Empowering staff to make decisions has always been a priority for me as a leader. It is crucial to provide them with the resources and support to be successful, and to model the behaviors that I expect to see from them. My management style encourages collaboration and independent thinking from those who work for me. I continuously seek out creative and innovative ways to engage my staff to work together to support the community's needs and goals.

Thank you for your time and attention in considering me for the position at the Churchill County Public Library. If you have any additional questions, please contact me at your convenience by phone at _____ or via email at _____.

Sincerely,

C. L. Quillen

C. L. (Christine) Quillen

Summary of Qualifications:

Dynamic library professional with 20 years' experience in public libraries. Significant experience supervising, recruiting, hiring, training, disciplining, and evaluating staff and volunteers. Passionate commitment to readers advisory, community building, and customer service. Strong working knowledge and experience with web design and social media.

Core Competencies:

- Readers' Advisory
- Collection Development
- Program Planning
- Community Outreach
- Budgeting/Finance
- Library Redesign
- Hiring, Training & Supervising Staff
- Merchandising
- Union & Civil Service Experience

Professional Experience:

Senior Librarian, December 2021 – present, Lee County Library System, FL

1. Interlibrary Loan, September 2022 – present, Library Processing

- Process interlibrary loan requests from patrons and other libraries: verify and identify requested materials; receive/process borrowing requests and incoming material; and complete internal/external documentation.
- Supervise interlibrary loan staff.
- Develop policies and procedures.

2. Branch Manager, December 2021 – September 2022, Captiva Memorial Library

- Responsible for managing the daily operations of the Captiva branch including circulation, adult services, youth services, collections, customer service, and community engagement.
- Supervise staff and volunteers and coordinate workflow for effective service delivery.
- Coordinates services and programming for all ages.
- Use considerable independent judgment and initiative along with established policies and procedures to assure a competent staff and high-quality service to the public.
- Participate in branch specific and system-wide committees as assigned.
- Explain and administer library policies and procedures.
- Actively seek out and participate in professional development opportunities and stay abreast of emerging technology and trends.
- Interact productively with staff from library administration, library processing, and other branches.

Director, May 2014 – December 2021, Spotswood Public Library, Spotswood, NJ

- Responsible for managing the daily operations of the library including circulation, adult services, youth services, collections, customer service, and community engagement.
- Personnel management, including hiring, training, supervision, and discipline of all library staff and volunteers.
- Managed library finances and developed annual operating budget of approximately \$300,000 in conjunction with the Board of Trustees.
- Maintained all library print and media collections through purchasing and deselection.
- Planned and supervised renovations of the library's interior.
- Developed, drafted, and revised policies and procedures.

- Prepared and presented monthly reports for the Board of Trustees and the Friends of the Library.
- Supervised staff and volunteers and coordinated workflow for effective service delivery.
- Used considerable independent judgment and initiative along with established policies and procedures to assure a competent staff and high-quality service to the public.
- Provided stellar customer service by assisting customers of all ages in using library resources and services, including computers, electronic resources, reference, and readers' advisory.
- Provided technology training to staff and customers.
- Explained and administered library policies and procedures.
- Actively sought out and participated in professional development opportunities and stay abreast of emerging technology and trends.
- Communicated and worked effectively and tactfully with co-workers, sharing information, and working cohesively as a team.
- Related positively to a diverse population, communicated effectively both orally and in writing, and assisted the public directly.
- Worked effectively with the Library Friends group and other community groups.
- Updated and maintained the library's website.

Supervising Librarian, September 2013 – April 2014, West Caldwell Library, West Caldwell, NJ

- Hired, trained, scheduled, and evaluated new and current employees
- Supervised Reference and Youth Services staff (4 librarians and 2 library assistants)
- Updated and maintained library website using Drupal
- Implemented policies and procedures

Coordinator of Public Services, July 2007 – May 2013, Old Bridge Library, Old Bridge, NJ

- Supervised a staff of 12 full and part-time librarians and support staff.
- Assisted with developing policy and procedure documents, including the Personnel Manual, Customer Service Policy, and Employee Evaluation Form.
- Managed a \$263,000 materials collection budget.
- Increased revenue in the Passports department by over 30% from 2009-2013.
- Evaluated and developed a variety of collections including print, database, and special collections.
- Served as a union negotiator during AFSCME contract negotiation.
- Facilitated book discussion groups.

Branch Manager, June 2004 – June 2007, Ocean County Library, Point Pleasant Borough Branch, Point Pleasant, NJ

- Supervised a staff of 18 full and part-time librarians and support staff.
- Managed day to day operations of a busy 10,000 square foot branch.
- Planned library programs for all ages.
- Advanced the Library's vision through partnerships with local businesses.

Library Committees:

- Board Member, Library Link NJ, 2021.
- Board Member, LMxAC (Libraries of Middlesex Automation Consortium), 2019 – 2021.
- Chair, Public Relations Committee of LMxAC, 2017 – 2021.
- Treasurer, Libraries of Middlesex, 2018 – 2021.

Professional Memberships & Related Committees:

- Association of Rural and Small Libraries
 - Newsletter Editor, 2020 – present.
 - Member of Finance Committee & Marketing Committee, 2018-2020.
- New Jersey Library Association (NJLA)
 - NJLA Readers' Advisory Roundtable
Chair: 2020/21, 2019/20, 2012/13, 2008/09, 2010/11.
Vice-Chair: 2009/10, 2011/12.
 - NJLA Small Libraries Committee Chair: 2020/21, 2019/20.
 - NJLA Exhibits Committee Co-Chair: 2006 & 2007.

Presentations:

- "On Track with Readers Advisory", ARSL National Conference, 2022
- "BYO Book Book Discussions", ARSL National Conference, 2022.
- 2021
- "Library Services During COVID-19 Revisited", NJLA Virtual Keynote, 2020
- "Planning for Library Re-openings Amid the COVID-19 Pandemic", NJLA Virtual Keynote, 2020
- "Outstanding Small Libraries: 30 Ways to Go from Average to Amazing", NJLA Small Libraries Committee, 2019
- "Every day Readers' Advisory", NJLA Adult Services Forum, 2018
- "Get Your MD in RA: Market and Display for Optimal Readers' Advisory", NJLA Readers' Advisory Committee, 2018
- "Readers Advisory for Paraprofessionals", NJLA Readers' Advisory Committee, 2017
- "Playing in the Part-Time Sandbox", NJLA Small Libraries Committee, 2017

Publications:

- Quillen, C. L. (reviewer) *Booklist* (a publication of the American Library Association) 2014 – present.
- Quillen, C. L., and Lefkowitz, Ilene. "Adult romance for teen readers" in *Crossover Readers' Advisory: Maximize Your Collection to Meet Reader Satisfaction*, Jessica E. Moyer, ed. Libraries Unlimited. 2016.
- Quillen, C. L., and Lefkowitz, Ilene. *Read On... Romance*. 2014, Libraries Unlimited.

Education:

- **Certified Public Manager (CPM)**, Fairleigh Dickinson University, Teaneck, NJ.
- **Master of Science in Library Science**, University of North Carolina at Chapel Hill, NC.
Master's paper: "Helping Readers Find Books: An Evaluation of Four Readers' Advisory Sources".
- **Bachelor of Arts, Sociology**, Richard Stockton College of New Jersey, Pomona, NJ.

EMPLOYMENT APPLICATION



CHURCHILL COUNTY
 155 N Taylor Street, Suite 177
 Fallon, Nevada 89406
 (775) 428-1311
<http://www.churchillcountynv.org/hr>
Oberhansli, Courtney
2023-0003 LIBRARY DIRECTOR

Received: 1/31/23 8:52 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
 LIBRARY DIRECTOR

EXAM ID#:

2023-0003

NAME: (Last, First, Middle)
 Oberhansli, Courtney

SOCIAL SECURITY NUMBER:

N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:

HOME PHONE:

ALTERNATE PHONE:

DRIVER'S LICENSE:

☐ Yes ☐ No

DRIVER'S LICENSE:

State: NV Number:

LEGAL RIGHT TO WORK IN THE UNITED STATES?

☐ Yes ☐ No

What is your highest level of education?

Bachelor's Degree

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

SHIFTS YOU WILL ACCEPT:

Day

EDUCATION

DATES:

From: 9/2011 To: 5/2016

SCHOOL NAME:

University of Nevada

LOCATION: (City, State/Province)

Reno, Nevada

DID YOU GRADUATE?

☐ Yes ☐ No

DEGREE RECEIVED:

Certification

MAJOR:

Library Science

UNITS COMPLETED:

21 - Semester

DATES:

From: 9/1976 To: 1/1979

SCHOOL NAME:

George Mason University

LOCATION: (City, State/Province)

Fairfax, Virginia

DID YOU GRADUATE?

☐ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

French/Business

UNITS COMPLETED:

68 - Semester

DATES:

From: 8/1973 To: 5/1975

SCHOOL NAME:

Cottey College

LOCATION: (City, State/Province)

Nevada, Missouri

DID YOU GRADUATE?

☐ Yes ☐ No

DEGREE RECEIVED:

Associate's

MAJOR:

Liberal Arts

UNITS COMPLETED:

63 - Semester

WORK EXPERIENCE

DATES:

From: 7/2010 To: Present

EMPLOYER:

Mineral County Library

POSITION TITLE:

Director

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

110 1st St., PO Box 1390, Hawthorne, Nevada, 89415

PHONE NUMBER:

775-945-2778

SUPERVISOR:

Elizabeth Doyle - Chair, Library Board of Trustees

MAY WE CONTACT THIS EMPLOYER?

☐ Yes ☐ No

HOURS PER WEEK:

40

OF EMPLOYEES SUPERVISED:

4

DUTIES:

- Currently manages 2 libraries with a budget of over \$354,000
- Provides leadership in planning projects; assesses needs and determines how library can meet them
- Writes and administers grants to develop library as an essential part of the community
- Handles all aspects of the budget, from analysis and preparation to successful management of budget
- Collects data for yearly federal statistical reports; analyzes data for report card on library's impact
- Directs the installation and use of technology in the library & troubleshoots technology problems
- Directs day-to-day operation of both main library (3 full-time employees) and branch (1 part-time employee)
- Streamlines workflow and physical library layout for better outcomes for staff and patrons

REASON FOR LEAVING:

I would like to direct a larger library in a larger community.

DATES:

From: 7/2007 To: 7/2010

EMPLOYER:

Mineral County Library

POSITION TITLE:

Assistant Director

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

110 1st St., PO Box 1390, Hawthorne, Nevada, 89415

PHONE NUMBER:

775-945-2778

SUPERVISOR:

Jasmin Odom - Director

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

OF EMPLOYEES SUPERVISED:

2

DUTIES:

Was responsible for cataloging and processing of all library materials and maintaining the database that represents the collection. Researched patron requests and managed interlibrary loans. Assumed responsibilities of the Director when Director was on extended leave.

REASON FOR LEAVING:

Promotion to Director

DATES:

From: 4/2005 To: 6/2007

EMPLOYER:

Mineral County Library

POSITION TITLE:

Circulation Librarian

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

110 1st St., PO Box 1390, Hawthorne, Nevada, 89415

PHONE NUMBER:

775-945-2778

SUPERVISOR:

Antonia Dellamonica - Director

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

12

OF EMPLOYEES SUPERVISED:

0

DUTIES:

As sole worker on Saturdays, was responsible for operation of library. Assisted patrons with book checkout, placing holds, use of copy and fax machines, use of the Internet, and information queries. Also responsible for highly successful Summer Reading Programs which included puppet shows, skits, stories, and crafts for 50-60 children. Submitted newspaper articles highlighting these programs. During this period, learned how to process and catalog library items.

REASON FOR LEAVING:

Promotion to Assistant Director

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES**REFERENCE TYPE:**

Professional

NAME:

Karl Ward

POSITION:

Director, Nevada Library Cooperative

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:**PHONE NUMBER:****REFERENCE TYPE:**

Personal

NAME:

Christina Boyles

POSITION:

Disease Investigator, State of Nevada DPBH

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:**PHONE NUMBER:****REFERENCE TYPE:**

Professional

NAME:

Jasmin Odom

POSITION:

-Assistant to Kilian Müller, Chief Sales Officer; -Assistant Tourism

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

Schwanenplatz 5, 6002, Lucerne, International

EMAIL ADDRESS:**PHONE NUMBER:****REFERENCE TYPE:**

Professional

NAME:

Kathie Brinkerhoff

POSITION:

Director, Pershing County Library

ADDRESS: (Street, City, State/Province, Zip/Postal Code)	
EMAIL ADDRESS:	PHONE NUMBER:

Agency-Wide Questions

1. **Have you been given a job description or had the requirements of the job explained to you?**
Yes
2. **Do you understand the job requirements?**
Yes
3. **Can you perform the essential functions of this job with or without reasonable accommodations?**
Yes
4. **How did you find out about this position?**
Personally referred by someone
5. **If you located this job opening on a website other than Churchill County's, please tell us on which website you located it.**
6. **If you were personally referred for this job opening, who may we thank for referring you?**
7. **Are you a current Churchill County (not school district) employee?**
No
8. **If you are a current Churchill County employee, in which department do you work?**
9. **If you are not a current Churchill County employee, have you previously worked for Churchill County (not the school district)?**
No
10. **If you previously worked for Churchill County, what were your dates of previous employment and in which department(s) did you work?**
11. **Is a relative of yours currently employed by the County?**
No
12. **If a relative of yours is currently employed by Churchill County, what is your relative's name and how are you related?**
13. **Have you ever been disciplined in your employment related to workplace violence?**
No
14. **Do you presently use illegal drugs?**
No
15. **May we contact all employers listed?**
Yes
16. **If there are employers you do not wish for us to contact, please list them along with an explanation.**
Former employer Antonia Dellamonica cannot be contacted due to health reasons. Jasmin Odom is listed as a reference and she may be contacted.
17. **LICENSES (Optional, unless required for the position for which you are now applying.) List driver's license and other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates. List any special skills you possess and/or equipment or office machines you can operate.**
State of Nevada Certification for Public Library Personnel (Expiration: Dec. 2023)
Skills: Social Media - Personal Youtube & Facebook sites for drawing; Manage library Facebook page & official library website
Equipment: VR (Vive, Oculus, and Pico) & MarkForged 3D printer
18. **Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other information that is not included in this employment application.**
Grants that I have developed and administered have been praised by state library officials as creative and unique.
I directed an employee, filmed, and edited (using Premiere Pro) online puppet shows during the COVID close down period.
I have a dance background and experience as a choreographer and directing dancers. This could be useful in developing a library dance group for teens.
19. **Following an offer of employment I agree to submit verification of my legal right to work in the United States.**
Yes
20. **I agree and understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.**
Yes
21. **I agree and understand that employment will be at-will unless specifically stated to be otherwise. "At-will" means Churchill County may terminate my employment at any time with no advance notice and for any reason or no reason.**
Yes
22. **I agree and understand that this application is the property of the County and will become part of my personnel file if I am hired.**
Yes

- I authorize Churchill County to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with Churchill County. In addition, I authorize Churchill County to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize Churchill County to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize Churchill County to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.**
- 23.

Yes

- In exchange for Churchill County's consideration of my employment application, and/or any continued employment with Churchill County, I authorize anyone possessing information to furnish it to Churchill County upon request, and I release the organizations and all individuals providing the information or acquiring the information, including Churchill County, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations. I further understand and agree this consent will apply during the entire course of my employment with Churchill County should I obtain such employment. I understand and agree this consent shall remain in effect indefinitely.**
- 24.

Yes

Job Specific Supplemental Questions

1. **Do you have a Master's Degree in Library Sciences or a closely related field?**

No

2. **If you have a Master's Degree in Library Sciences or a closely related field, in what field did you earn your degree? If you do not have a degree, enter N/A.**

While I do not have a Master's Degree in Library Science, I do hold the State of Nevada Certification for Public Library Personnel. The certification was awarded after completion of the following courses from the University of Nevada, Reno:

- Administration of a Library
- Bibliography and Reference
- Cataloging and Classification of Materials
- Technology in the Library
- Literature for Children and Young Adults
- Selection of Library Materials
- History and Organization of Libraries

I think it is important to note that I must re-certify every three years which means that my formal education continues. I am currently in my second round of certifications and have recently completed Service Design in the Library. I plan to continue with the companion course of Working with Library Service Design Tools. Other courses already completed include Gaming in the Library and Foundations of Early Literacy.

3. **How many years of full-time, managerial experience do you have in a public library environment?**

More than 6 years of experience

4. **In 200 words or less, please discuss the qualities and skills you think are necessary to be a successful Library Director.**

I enjoy the administration aspect of being a director and believe I do a good job. I have received high marks during all yearly evaluations from my Board of Trustees as well as compliments from the county commissioners. I believe that my creativity helps to make my job interesting to me and ensures that community members will find something new and interesting at the library. Team members generally respond positively to a director that likes to try new things and allows staff members to suggest new projects. While I have had a couple difficult employees in the past, I have been told by several current and past employees that I am the best employer they had. In fact, one former employee who had bad experiences in the past stated that I renewed her belief that an employer could be good and worthy of respect. I believe this demonstrates that I hold teamwork in high esteem and I will always give credit where due leading to situations where employees feel valued. I am very confident in my skills but I am neither dictatorial nor egocentric. I enjoy collaboration and feel that working and troubleshooting with others is rewarding.

5. **In 300 words or less, describe the most challenging situation with a subordinate you have had to address as a supervisor.**

Several years ago, I had to lay off an employee at the end of her probationary period. I even extended the probation in order to ensure that she received any additional training she needed. However, she was not a good fit for a librarian no matter how much training she received. While patrons liked her, she spent far too much time chatting with them. She could not master the most basic task of shelving books in proper order along with several other difficulties in meeting expectations. When I let her go, I suggested she go back to customer service in the restaurant business which is what she had experience in and was probably quite good at being a hostess. She was very disappointed but it was not an acrimonious situation. However, what made this more difficult to navigate was the fact that her mother was the manager of my branch library. The mother did not communicate with me for a couple weeks, but I gave her space to evaluate and felt that she would come to the conclusion that there was merit in my decision. It did not take long for her to realize that this step was necessary as I am sure that she understood her daughter's abilities. In time, we did resume the same friendly and professional communication that we had experienced previously.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept & Submit' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with Churchill County. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from Churchill County constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that employer is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to employer. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Churchill County and will not be returned. I understand Churchill County may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

This application was submitted by Courtney Oberhansli on 1/31/23 8:52 PM

Signature _____

Date _____

COURTNEY OBERHANSLI

To the Churchill County Library Board of Trustees:

I would like to be considered for the position of Director for the Churchill County Library. I believe I am well qualified and fit the candidate profile. I am currently the Director of Mineral County Library in Hawthorne, Nevada and have proven my leadership while expanding the influence of the library in my community.

I believe I have an extremely well-rounded background having worked as a translator, an accountant for an engineering firm, and as a travel agent for the International Monetary Fund. As a Navy Junior, I traveled with my family around the United States and we served two tours of duty overseas. I came to Nevada in high school when my father was Commander of what was then the world's largest naval ammunition depot - Hawthorne NAD. When my father retired, my family moved back to the Washington, D.C. area where I completed college. I traveled in Europe with a college friend, worked several years, then returned to the West and married. When children came, I became a homeschooling mother who introduced her children to the library. Because my first child was autistic, I spent many years researching what was a relatively unknown condition at that time. My daughter was diagnosed through working with one of the world's foremost authorities on autism at that time, Dr. Bernard Rimland. I mention this because the library, and interlibrary loans at a time when the Internet did not exist, played an important part.

My children and I volunteered at the library and when my youngest was in high school, I started working as the part-time Saturday circulation librarian. As the sole staff member working on Saturdays, I learned how to do everything concerning circulation. Because I was also a self starter, the cataloger began teaching me how to process and catalog library materials. After two years at that position, the cataloger position opened and I was trained and ready to take on that role. I truly enjoyed cataloging and working with a collection in that manner. After three years as a cataloger, I became the Director. I have worked every position in this library and feel I have a distinct advantage for having had this experience. One of my previous employees told me that I helped her to see what good leadership can be and how much she respected me because I was the authority - any question that she had, she knew I understood it and probably had the answer.

I believe that what my experiences demonstrate is my well-roundedness, ability to work with a wide range of people and cultures, my devotion to research, and love of learning.

While respecting and appreciating the excellent reputation that talented past Directors have fostered for Mineral County Library, I have brought a new vitality to this library and expanded the public and elected officials' view of what a library can be. However, I am now

ready for a personal change and would look forward to bringing this same philosophy to the Churchill County Library.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Courtney Oberhansli, Director
Mineral County Library
Hawthorne, Nevada

Courtney Oberhansli

Relevant Professional Experience

Director (July 2010 – present) • Mineral County Library, Hawthorne, NV & Mina-Luning Branch, Mina, NV (Consortium members since CLAN [now CoOp – Nevada Library Cooperative] inception)

Assistant Director & Cataloger (July 2007 – July 2010) • Mineral County Library, Hawthorne, NV

Circulation Librarian (part-time, April 2005 – June 2007) • Mineral County Library, Hawthorne, NV

Volunteer (part-time, September 2002 – April 2005) • Mineral County Library, Hawthorne, NV

Degrees

- Certification of Public Librarian for the State of Nevada (Dec 2017; recertified June 2021; in process of recertifying by December 2023)
- BA, French, Undeclared Minor in Business, George Mason University, Fairfax, VA

Summary of Qualifications

- Highly creative with excellent visualization and troubleshooting skills
- Skilled at directing an organization, mentoring staff members, and team building
- Committed to quality work, professionalism, and maintaining a good relationship with Library Board of Trustees, Friends of the Library, elected officials, & other Directors of the Nevada Library Cooperative
- Led library through several major construction projects, accommodating construction crews while maintaining patron usage but keeping safety paramount
- Successfully administered over 40 grants, bringing well over a quarter million to current library

Relevant Skills

Administration

- Currently manages 2 libraries with a budget of over \$354,000
- Provides leadership in planning projects; assesses needs and determines how library can meet them
- Writes and administers grants to develop library as an essential part of the community
- Handles all aspects of the budget, from analysis and preparation to successful management of budget
- Collects data for yearly federal statistical reports; analyzes data for report card on library's impact
- Directs the installation and use of technology in the library & troubleshoots technology problems
- Directs day-to-day operation of both main library (3 full-time employees) and branch (1 part-time employee)
- Streamlines workflow and physical library layout for better outcomes for staff and patrons

Library Functions

- Demonstrates extensive knowledge of Polaris database and directs staff in advanced aspects of usage
- Evaluates and selects library materials and manages all aspects of collection development
- Adapts easily to new technology; competently uses Word, Excel, Publisher, Premiere Pro video editing software, Virtual Reality, and 3D printing

Service to the Public

- Demonstrates sensitivity to needs of both patrons and staff

- Upholds excellent reputation of Mineral County Library
- Communicates through excellent verbal and written skills