



**CHURCHILL COUNTY
LIBRARY BOARD OF TRUSTEES
CHURCHILL COUNTY, NEVADA**

155 N. Taylor Street, Suite 110

Fallon, Nevada 89406

(775) 423-4092

Fax: (775) 423-7069

E-mail: celloyd@churchillcountylibrary.org

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

AGENDA

PLEASE POST

PLACE OF MEETING: Churchill County Administrative Complex, 155 N. Taylor Street,
Commission Chambers, Fallon, Nevada 89406

DATE & TIME: September 9, 2024 at 9:00 AM

TYPE OF MEETING: Special Library Board of Trustees Meeting

Live Webcasting:

<https://www.youtube.com/@churchillcounty/streams>

Notes:

- I. These meetings are subject to the provisions of Nevada Open Meeting Law (NRS Chapter 241). Except as otherwise provided for by law, these meetings are open and public.***
- II. Action will be taken on all Agenda items, unless otherwise noted.***
- III. The Agenda is a tentative schedule. The Library Board of Trustees may act upon Agenda items in a different order than is stated in this notice – so as to affect the people’s business in the most efficient manner possible.***
- IV. A uniform time limit of 3 minutes will be imposed upon matters devoted to public comment.***
- V. Any statement made by a member of the Library Board of Trustees during the public meeting is absolutely privileged.***
- VI. All persons participating in the meetings are put on notice that an audio and/or video recording is made of these meetings.***

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.**
- 6. **Consideration and possible action re: Approval of Agenda as submitted or revised.**
- 7. **New Business.**

- A. Introductory comments and training from Human Resources and the District Attorney's Office regarding interviews and the interview process for the Churchill County Library Director position.
- B. Consideration and possible action re: Presentations and board interviews of the following candidates, deliberation, and hiring of the Churchill County Library Director:

Time	Name or Category
10:30 AM - 11:45 AM	Cathy J. Thorsen
11:45 AM - 12:15 PM	<i>Lunch Break</i>
12:15 PM - 1:30 PM	Vanna B. Bells
1:30 PM - 1:45 PM	<i>Break</i>
1:45 PM - 3:00 PM	Allison Peyton
3:00 PM - 3:15 PM	<i>Break</i>
3:15 PM - Adjournment	Discussion, deliberation, and selection of candidate to hire as the Churchill County Library Director

******Times are approximate and may run ahead or behind as the board moves through the schedule of interviews.******

- 8. **Public Comment.**
- 9. **Adjournment.**

STATE OF NEVADA)
 : ss.
County of Churchill)

*I, **Pamela D. Moore, Deputy Clerk of the Board**, do hereby affirm that I posted, or caused to be posted, a copy of this notice of public meeting, on or before the **30th day of August, 2024, between the hours of 9:00 and 11:00 AM**, at the following locations in Churchill County, Nevada:*

- 1. *Churchill County Administrative Building, 155 N. Taylor St., Fallon, NV;*
- 2. *The Churchill County Website @ www.churchillcounty.org;*
- 3. *The State of Nevada Website @ <https://notice.nv.gov/>.*

Pamela D. Moore, Deputy Clerk of the Board

Pamela D. Moore, Deputy Clerk of the Board, who was subscribed and sworn to before me this 30th day of August, 2024.

Crystal Muschetto

Endnotes:

Disclosures:

**Churchill County is an equal opportunity provider and employer.*

Accommodations/Nondiscrimination:

**In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies or complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency [(775)423-4092] or USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the Complaint Form, call (866)632-9992. Submit your completed form or letter to USDA by:*

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202)690-7442; or
3. Email: program.intake@usda.gov.

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, previous Agendas, or Minutes are available by requesting a copy from the Clerk's office, 775-423-4092. During the meeting, there will be one copy available for public inspection. Additional copies are available by making the request from the Clerk's office. You are entitled to one copy of the supporting materials free of charge.*



Churchill County Agenda Report

Date Submitted: August 23, 2024

Agenda Item #: 7.A.

Meeting Date Requested: September 9, 2024

To: Library Board of Trustees
From: Christian Spross, Assistant County Manager/HR Director
Subject Title: Introductory comments and training from Human Resources and the District Attorney's Office regarding interviews and the interview process for the Churchill County Library Director position.

Type of Action Requested: None; Informational Only

Does this action require a Business Impact Statement? No

Recommend Board Action: None; informational only.

Discussion: Staff from Human Resources and the District Attorney's Office will provide the board with introductory comments and training related to interviews and the interview process for the Churchill County Library Director position.

Alternatives: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source:

Prepared By: Pam Moore, Deputy Clerk to the Board

Reviewed By:

Date: August 30, 2024

Jeff Weed, Deputy District Attorney - Civil

Board Action Taken:

Motion: _____

1) None

Aye: 0

2) None

Nay: 0

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Churchill County Agenda Report

Pamela J Moore

(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

**2nd Interview Schedule for
Library Director**

Exam	Library Director	Exam Date/Time	09/09/2024 10:30 AM
Location	Churchill County Commission Chambers 155 N. Taylor Street Fallon, NV 89406	Exam Duration	01:15

Time	Candidates
10:30 - 11:45	Cathy Thorsen
11:45	Lunch
12:15 - 1:30	Vanna Bells
1:45 - 3:00	Allison Payton

Oral Board Members

Name	Title	Agency
Jessica Rowe	Chairperson	Library Board of Trustees
Sue Segura	Vice-Chairperson	Library Board of Trustees
Ryan Swirczek	Trustee	Library Board of Trustees
Sari Koehler	Trustee	Library Board of Trustees

CANDIDATE RATING GUIDE

When determining a candidate's rating, be sure to consider one dimension at a time for each exercise. Ratings are **NOT** rankings of candidates relative to one another. It is possible, but not likely, that all candidates could be rated at a particular level or that no candidates could be rated at a level.

<u>Rating</u>	<u>Definition</u>
5	SUPERIOR – Candidate's responses demonstrate possession of substantial knowledge and ability. Performance is anticipated to be clearly and consistently far above adequate. No training or assistance is needed in this area.
4	STRONG – Candidate's responses demonstrate knowledge and ability which is stronger than necessary for adequate performance. Performance is anticipated to be consistently at least adequate and frequently better than adequate.
3	ADEQUATE – Candidate's responses demonstrate an adequate breadth of knowledge and ability. Areas of weakness will likely be balanced by area of strength. With routine training and supervision, weaknesses will not be a problem and the candidate will likely perform adequately.
2	WEAK – Many aspects of the candidate's responses are adequate; however, significant weakness in performance can be expected. These deficiencies can likely be addressed through training and assistance. Close monitoring of performance will be necessary initially. Definite improvements will be needed for adequate performance.
1	INADEQUATE – Responses are so poor as to make it unlikely the candidate can do the job adequately. Candidate does not demonstrate the level of knowledge and ability necessary to attain adequate performance within a reasonable period of time.

A score of **inadequate** on any dimension indicates your judgment is the candidate should be eliminated from further consideration.

CANDIDATE INTERVIEW RATING SHEET LIBRARY DIRECTOR

Candidate Name _____

Total Rating _____.

NOTE: All ratings are to be based upon the information provided by the candidate during the interview session. Please be certain to rate EACH DIMENSION SEPARATELY based upon the candidate's responses to ALL questions.

INSTRUCTIONS

Complete one form for each candidate interviewed. Describe behavior/performance observed under each of the dimensions using your notes. Record all significant information under each dimension in the space provided. Assign a rating for each dimension by placing a circle around the number that most nearly reflects the individual's position on the scale. Refer to the rating guide in your packet as necessary.

KNOWLEDGE AND EXPERIENCE

Candidate has knowledge of the work assignment and is effective in performing technical and administrative activities related to the job in the area of library operations. Has worked with a Board. Understands key issues for today. Has supervisory experience. Budget experience. Project management experience. (Questions 1-4, 6-10, 12-14)

Rating:	1	2	3	4	5
	Inadequate		Adequate		Superior

Comments: _____

COMMUNICATION

Effective in expressing self in a clear, distinct, and understandable manner. Persuasive and effective in getting point of view across. Can elicit information from others and listens to what they have to say before responding. Asks clarifying questions of panel. Is able to summarize and justify effectively. Presents self in positive manner. (Questions 1-16)

Rating:	1	2	3	4	5
	Inadequate		Adequate		Superior

Comments: _____

RELATIONS WITH OTHERS

Deals with people in a manner that shows respect for others. Does not arouse antagonism. Able to motivate others and provide a workplace that encourages employee morale. Demonstrates an understanding of the needs and motives of others. Treats people in a fair and impartial manner. Is cooperative, positive, and functions as part of the team. Effective in communicating with subordinates and superiors. Works effectively with the Board/others in getting ideas implemented. Builds collaborative relationships with other individuals and organizations. (Questions 3-6, 10, 11, 13- 15)

Rating:	1	2	3	4	5
	Inadequate		Adequate		Superior

Comments: _____

ADAPTABILITY/PLANNING

Able to evaluate issues facing libraries today. Identifies the role of the library and sets goals in alignment with that role, both now and in the future. Plans for effectively leading the Library in an expansion. Able to plan effectively and see the big picture. Able to set goals and attain them. Sets departmental and professional goals. Can adjust to change. Identifies why s/he wants this job and how it meets personal goals. Plans for 5-10 years down the road and expects to be here for that period of time. (Questions 1, 2, 4, 6, 7, 8, 9, 12)

Rating:	1	2	3	4	5
	Inadequate		Adequate		Superior

Comments: _____

LEADERSHIP

Understands the role as the leader and providing direction. Understands the role of the Library. Sets the tone for the department, including ideas about censorship. Guides and manages others in the same direction to attain goals. Able to provide direction and leadership to achieve goals and complete projects. Effectively handles situation with subordinate to ensure the goals of the library are upheld. Disciplines subordinate as necessary. (Questions 2, 3, 6, 7, 14, 16)

Rating:	1	2	3	4	5
	Inadequate		Adequate		Superior

Comments: _____

Rater Signature

PROHIBITED TOPICS IN EMPLOYMENT DECISION MAKING

During the hiring process, the employer may not directly ask about the following topics nor may any question be designed to encourage an applicant to disclose information about these topics.

- Marital status
- Sexual orientation
- Number of children
- Child care availability
- Pregnancy/child bearing plans
- National origin or ethnic background
- Religion
- Arrest record
- Home ownership
- Past garnishment or wage attachments
- Type of military discharge
- Height and weight
- Age (there are exceptions for child labor)

CONSIDER THE FOLLOWING EXAMPLES OF QUESTIONS RELATED TO A CANDIDATE'S HEALTH OR POTENTIAL DISABILITY.

You may NOT ask:

- Is there any health-related reason you may not be able to perform the job for which you are applying?
- Have you ever been treated for ...?
- List conditions or diseases for which you have been treated during ...?
- Have you ever been hospitalized for/during ...?
- Have you ever been treated by a ...?
- Have you had a major illness in the last ...?
- How many days were you absent from work because of illness?
- Do you have any physical defects which preclude you from performing certain kinds of work?
- Are you taking prescribed drugs?
- Have you ever been treated for drug addictions or alcoholism?

You MAY ask:

- Are you able to perform these tasks (*from a list given to the applicant*) with or without accommodation? (You Must use the phrase "with or without".)
- How would you perform this task? **OR** Please show us how you would perform this task?
- Our regular hours are 9 to 5, five days per week; but we expect employees to work overtime, evenings and weekends during tax season. New employees get 2 weeks of vacation after 1 year of employment and 7 days of sick leave per year. Can you meet these requirements?
- All applicants for a typist job can be asked to take a test regarding telephone etiquette, **BUT** such a test may not be given to one applicant who is in a wheelchair and NOT to any other applicant. **HOWEVER**, an applicant who has only one arm may be asked during an interview to demonstrate how s/he would handle a bulky item for a parts chaser position which requires placing bulky items on a high shelf.

POTENTIAL RATING ERRORS AND PROBLEMS

When discussing and quantitatively evaluating the job-related strengths and weaknesses of candidates, the basic task of assessors is to interpret the considerable amount of information available in light of the behaviors exhibited and the definitions of the relevant performance dimensions. Some of the most frequently encountered errors and problems with the evaluation process are discussed below. In each case, close attention to the definitions of the rating dimensions and to the rating scale definitions will lessen the chances that these errors or problems will occur.

The first of these common errors has been labeled the **halo effect** (also sometimes the *trident effect*). This error occurs when an overall impression, either favorable or unfavorable, is obtained based on a portion of the total information available. This impression then strongly influences the ratings given to the candidate on all performance dimension. The result is that a much greater weight is given to one rating dimension than to the others. One common occurrence of the **halo effect** occurs when an assessor bases all of the separate scale ratings primarily on a candidate's oral communication ability. The fact that all factors are thoroughly defined should lessen the likelihood that this will occur. Frequently the **halo effect** strongly influences a composite or overall rating by an assessor. For this reason, assessors are not asked to give an overall rating.

Central tendency, leniency, and severity are errors which occur when a rater tends to use only one part of the rating scale. These types of errors are a common source of differences between ratings given by different assessors to the same candidate on any given exercise. Assessors may be tempted to use only the central part of the scale to avoid a mistake. When ratings are not varied appropriately to reflect differences in candidate performance, the ratings given are of little value. Similarly, when assessor restrict their rating to either the top (leniency) or the bottom (severity), the usefulness of the ratings is diminished significantly. A misplaced interest in being kind or avoiding criticism can lead to these errors.

Ignoring or overlooking information which is relevant to any performance dimension results in an error of **deficiency**. Individual ratings which overemphasize one particular part of the candidate's behavior can also result in rating **deficiency** because other information is ignored. This problem is made more likely by the variety of data which is available for rating each dimension. Frequent reference to the rating dimensions and the rating guides will help you to avoid this error.

A rating is **contaminated** if it is based on information or factors which are not relevant to the rating dimensions being considered. An example is rating a candidate low in problem solving/decision making when the idea presented is good but the candidate's oral communication ability is poor. Rating based upon guesses about the intelligence of a candidate is another example of **contamination**.

Finally, we often tend to rate candidates the highest who are most like us. The common source of error is the **projections effect**. The assessor making this error is putting his/her own style and value system into the rating dimensions. Assessors are selected for their expertise and knowledge; however, it is important to avoid saying, in effect, that only a duplicate of him/her can be successful. Particular care must be taken to avoid judging a candidate on the basis of differences or similarities in age, appearance, social life style, and voice. Again, close attention to the definitions of the rating dimensions will lessen the chance **projection effect** will influence ratings.



Churchill County Agenda Report

Date Submitted: August 23, 2024

Agenda Item #: **7.B.**

Meeting Date Requested: September 9, 2024

To: Library Board of Trustees
From: Christian Spross, Assistant County Manager/HR Director
Subject Title: Consideration and possible action re: Presentations and board interviews of the following candidates, deliberation, and hiring of the Churchill County Library Director:

Time	Name or Category
10:30 AM - 11:45 AM	Cathy J. Thorsen
11:45 AM - 12:15 PM	<i>Lunch Break</i>
12:15 PM - 1:30 PM	Vanna B. Bells
1:30 PM - 1:45 PM	<i>Break</i>
1:45 PM - 3:00 PM	Allison Peyton
3:00 PM - 3:15 PM	<i>Break</i>
3:15 PM - Adjournment	Discussion, deliberation, and selection of candidate to hire as the Churchill County Library Director

*****Times are approximate and may run ahead or behind as the board moves through the schedule of interviews.*****

Type of Action Requested: Accept

Does this action require a Business Impact Statement? No

Recommend Board Action: motion to hire _____ as the Churchill County Library Director at a pay grade of _____ beginning on _____.

Discussion: The Board of Trustees will conduct interviews of the following candidates for the position of Churchill County Library Director:

Time	Name or Category
10:30 AM - 11:45 AM	Cathy J. Thorsen
11:45 AM - 12:15 PM	<i>Lunch Break</i>
12:15 PM - 1:30 PM	Vanna B. Bells
1:30 PM - 1:45 PM	<i>Break</i>

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Churchill County Agenda Report

1:45 PM - 3:00 PM
3:00 PM - 3:15 PM
3:15 PM - Adjournment

Allison Peyton
Break

Discussion, deliberation, and selection of candidate to
hire as the Churchill County Library Director

******Times are approximate and may run ahead or behind as the board moves through the
schedule of interviews.******

The Churchill County Library Director Position is designated as Grade 72, with the following
steps and salary:

1. \$90,376.00
2. \$92,643.20
3. \$94,952.00
4. \$97,323.20
5. \$99,756.80
6. \$102,252.80
7. \$104,790.40
8. \$107,432.00
9. \$110,136.00
10. \$112,860.80
11. \$115,710.40
12. \$118,622.40
13. \$121,555.20

Alternatives: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Prepared By: Pam Moore, Deputy Clerk to the Board

Reviewed By:

Jeff Weed, Deputy District Attorney - Civil

Date: August 30, 2024

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Churchill County Agenda Report

Board Action Taken:

Motion: _____

1) None	_____	Aye: 0
2) None	_____	Nay: 0

Pamela J. Moore

(Vote Recorded By)

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Churchill County Library Director

SALARY	\$3,476.00 - \$4,675.20 Biweekly \$7,531.33 - \$10,129.60 Monthly \$90,376.00 - \$121,555.20 Annually	LOCATION	Fallon, NV
JOB TYPE	Full-Time Regular	JOB NUMBER	2024-0044
DEPARTMENT	Library	OPENING DATE	07/03/2024
CLOSING DATE	8/9/2024 10:00 AM Pacific	FLSA	Exempt

Position Summary

Are you a library professional who is looking to take on new challenges? Does the idea of overseeing a library appeal to you? Do you want to work in a community that values the public library and the services it provides to the public? If so, consider applying for the position of Library Director for Churchill County. Serving at the pleasure of the appointed Library Board of Trustees, the Library Director oversees the operations of one library and supervises a staff composed of four full-time librarians, a ¾-time library assistant, and two part-time pages.

The Churchill County Library has created successful collaborations with a variety of community partners and the new Director will be responsible for continuing those collaboration efforts and continuing to enhance the Library's services to the community. While the Library Director provides the leadership and direction for the Library, this is also a hands-on position, with regular interactions with patrons and the community. The County is looking for a self-motivated, multi-tasking individual who is willing to meet challenges and develop creative solutions to meet the needs of the community. (This is an at-will, department head position.)

As a full-time, regular position, the person hired would be enrolled in the Nevada PERS retirement system. In addition to the salary paid, the county contributes an additional 33.5% into PERS on the employee's behalf (value of \$14.56/hour or \$30,275 annually). In addition, the employee will not contribute to Social Security, resulting in an additional 6% in take-home pay (an equivalent of \$2.61/hour or \$5,400 annually). The county also pays 100% for employee-only health insurance premiums (equivalent to \$5.82/hour or \$12,115 annually). Employees in these positions will also receive full accruals of vacation leave (8 hours per month) and sick leave (10 hours per month). These employees also receive 8 hours for pay for paid holidays.

If you are interested and qualified, be sure to submit your application online at www.churchillcountynv.gov by 10:00 AM on Wednesday, August 9, 2024.

Distinguishing Characteristics

This class manages a broad range of library services and activities for the County. The incumbent is accountable for accomplishing department goals and objectives and for furthering County goals and objectives in a quality improvement environment within general policy guidelines.

Essential Functions

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Demonstrates regular, reliable and punctual attendance.
- Manages assigned staff and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Determines library funding needs, costs of services, and revenue projections; prepares an annual budget to be submitted by the Library Board of Trustees as required in NRS 379.025 (1) (d), monitors the annual budget, prepares financial statements, and approves all purchases and expenditures.
- Locates sources of outside funding, such as grants and donations; manages and writes grants and submits evaluations to grantor; manages disbursements from the Trustees' Gift Fund as directed by the Library Board of Trustees and subject to NRS 379.026 (2), directs collection and accounting of all receipts; allocates and monitors the collection budget; acts as liaison with the Churchill Library Association.
- Directs the general day-to-day operation of the library and program planning, including circulation, reference, technical services, technology services, adult, children, and teen services, community outreach, and digital information.
- Oversees building management, including need for space, plans to meet those needs, project funding, and the coordination of building projects; submits recommendations on library plans, policies, services, budget, and building to the Library Board, and implements decisions; manages day-to-day facility operations such as repairs, janitorial maintenance, security issues.
- Selects library materials using a variety of sources; evaluates collection for such factors as accuracy, currency, wide coverage, usage, and balance; examines and selects materials to be discarded, repaired, or replaced; examines trade publications and materials, and consults with others to select materials.
- Stays abreast of trends and innovations in the fields of technology management and administration.
- Directs the development and implementation of technology in the library, including such factors as choosing an automated system, determining types and level of technology services, and securing funding for technology development.
- Develops, reviews, and manages departmental goals and objectives; assesses community needs; assures departmental activities are in compliance with all applicable laws, policies, regulations, timelines, and goals; prepares and analyzes corresponding statistical reports; presents research and proposes policies to Library Board of Trustees.
- Acts as advocate for library services to the community, as well as governing bodies such as the Board of Commissioners, community groups, schools, and businesses; responsible for publicizing library services in the media, directing outreach efforts to groups such as day care and homebound, and overseeing in-house communication such as displays, handouts, flyers, and brochures; represents the library to various community and professional groups such as the Churchill Library Association, the Nevada Library Association, and the Nevada Library Cooperative.
- Works to strengthen regional communication and cooperation, coordinates use of resources for mutual benefit; supports regional and state-wide initiatives relating to literacy; coordinates use of facilities for most effective and cost-efficient use of public resources.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

Master's Degree in Library Sciences, or a closely related field; AND five (5) years of managerial experience in a public library environment; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of public library operations.
- County, state, and federal laws, statutes, ordinances related to library services.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of finance and accounting, including public bond financing methods, public and private funding sources and complex budget development, administration, and control.
- Computer systems related to library operations.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering a comprehensive library services program.
- Administering programs and staff through subordinate supervision.
- Providing customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, policies, procedures, correspondence and other written materials.
- Making effective oral presentations to large and small groups.
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

Required Certificates, Licenses and Registrations

- Nevada Driver's License.

Physical Demands and Working Environment

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone and in person.

Conditions of Employment

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees are required to submit to a background investigation and if hired for a safety-sensitive position, a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen (if applicable).

3. Churchill County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

Agency

Churchill County

Address

155 N Taylor Street, Suite 177

Fallon, Nevada, 89406

Phone

(775) 428-1311

Website<http://www.churchillcountynv.gov/hr>

Library Director Supplemental Questionnaire

***QUESTION 1**

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

- Yes
 No

***QUESTION 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.

***QUESTION 3**

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

- No Experience
 1 month to 1 year of experience
 1 to 2 years of experience
 2 to 3 years of experience
 4 to 6 years of experience
 More than 6 years of experience

***QUESTION 4**

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

***QUESTION 5**

In 300 words or less, describe what you think are the major challenges facing a library today.

* Required Question

EMPLOYMENT APPLICATION



CHURCHILL COUNTY
155 N Taylor Street, Suite 177
Fallon, Nevada 89406
(775) 428-1311
<http://www.churchillcountynv.gov/hr>

Thorsen, CATHY J
2024-0044 LIBRARY DIRECTOR

Received: 8/4/24 8:32 AM
For Official Use Only:
QUAL: _____
DNO: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: LIBRARY DIRECTOR		EXAM ID#: 2024-0044
NAME: (Last, First, Middle) Thorsen, CATHY J		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Kingman, Arizona 86409		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]		
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: AZ Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: To: 5/2018	SCHOOL NAME: University of Nebraska Omaha	
LOCATION: (City, State/Province) Omaha, Nebraska	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Masters Degree Elementary Education- Early Childhood		
DATES: To: 12/2008	SCHOOL NAME: University of Nebraska Omaha	
LOCATION: (City, State/Province) Omaha, Nebraska	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Education		

WORK EXPERIENCE

DATES: From: 6/2019 To: Present	EMPLOYER: Mohave County Library	POSITION TITLE: Library Services Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1170 E Hancock Rd, Bullhead City, Arizona, 86442		
PHONE NUMBER: 928-758-0714	SUPERVISOR: Jake Baraillo - Director	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 45	# OF EMPLOYEES SUPERVISED: 10	
DUTIES: All aspects of Branch Management- Managing Operations for the County Library System. Selecting, training, supervising, evaluating staff, facilities management, budgets, coordinating with other departments within the library and county.		
REASON FOR LEAVING: Still employed		
DATES: From: 5/2018 To: Present	EMPLOYER: University of Nebraska Omaha	POSITION TITLE: Adjunct Instructor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Omaha, Nebraska		
PHONE NUMBER: 970-231-7372	SUPERVISOR: Erica Rose - Program Chair	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 20	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Teaching Capstone course- all aspects of instruction- facilitating course, grading, evaluation of student assignments.		
REASON FOR LEAVING: I am still teaching the Library Science Practicum course every semester		
DATES: From: 6/2011 To: 6/2019	EMPLOYER: Sump Memorial Library	POSITION TITLE: Youth Services Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 222 N Jefferson St, Papillion , Nebraska, 68046		
PHONE NUMBER: 402-597-2040	SUPERVISOR: Becky Sims - Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 2	
DUTIES: All aspects of Youth Services. Managing staff, programming, collection development.		
REASON FOR LEAVING: Moved out of state.		

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: Dr. Becky Pasco	POSITION: Graduate Chair, Library Science
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Omaha, Nebraska		
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]	
REFERENCE TYPE: Professional	NAME: Jacob Neill	POSITION: Outreach and Community Engagment Coordinator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Evans, Colorado 80620		
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]	
REFERENCE TYPE: Professional	NAME: Cindy McQuien	POSITION: Library Assistant III
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED], Fort Mohave, Arizona 86426		
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]	

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 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?
No
16. If there are employers you do not wish for us to contact, please list them along with an explanation.
Mohave County Library- Jake Barallario- Currently employed- may contact him once an offer has been made and accepted.
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.
Arizona DL- [REDACTED]
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 am currently managing the largest branch in Mohave County. I have the skills and the understanding of what it takes to manage staff, patrons and support the community.
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.
I have a Masters Degree in Elementary Education with an emphasis on Early Childhood. I have an Undergraduate Degree in 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.
I believe that the qualities and skills needed to be a successful Library Director include: respect, integrity, honesty, transparency, leadership, communication, mentoring, and a healthy dose of a sense of humor!
5. In 300 words or less, describe what you think are the major challenges facing a library today.
Some of the most challenging issues today in libraries are book banning/book challenges. How to have a balanced collection and be able to serve the patrons with their information needs. Another challenge facing libraries today is staffing, keeping people that are quality employees is a huge challenge. Leadership/staff moral is also a challenge in libraries today. A healthy working environment is critical to the libraries success.

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 CATHY J Thorsen on 8/4/24 8:32 AM

Signature_____

Date_____

Dear Hiring Committee,

It's an exciting time for Libraries! Thank you for the opportunity to apply for the position of Library Director. I have extensive library experience and education in the Library profession. I believe that my values and strengths align with the needs of your library and community.

Innovation and collaboration are more than just words to me; they are key guiding principles in my service design and implementation. I am extremely proud of the extensive community partnerships that I have nurtured in my libraries, and I am constantly examining trends and ideas that will propel my organization, staff, and profession forward. I know that our work daily changes lives and I am ever eager to find vibrant, new ways to help us enhance the quality of life in our communities.

I have a robust background in customer service and one of my greatest assets is my ability to develop and maintain strong relationships with patrons, community members, and colleagues. I prioritize these relationships and I believe in going the extra mile for every patron. I have seen first-hand that quality customer service is paramount to our success.

Project management and organizational skills are my strengths. I celebrate our work as change agents, and I am passionate about helping others celebrate it as well. I am a firm believer in good leadership, and I will always go above and beyond to support my team at every level. Effective communication is key to this, and I work hard to ensure that my communication is positive and transparent both in and outside the library. I have extensive experience giving formal and informal presentations, leading and managing staff and volunteers for over 16+ years, that has helped me develop and hone my leadership and communication skills.

I honor our work as advocates for our patrons, libraries, and communities. I am passionate about helping others celebrate it as well. I am a firm believer in good leadership, and I will always go above and beyond to support my team at every level. Effective communication is key to this, and I work hard to ensure that my communication is positive and transparent both in and outside the library. I have extensive experience giving formal and informal presentations and leading and managing staff and volunteers has helped me develop and hone my leadership and communication skills.

I have 16+ years of public library experience. I hold an Undergraduate Degree in Library Science, Master's Degree in Early Childhood, and 30 credits towards a Master's Degree in Library and Information Science. Through my work, I have improved services to patrons, initiated new programs, and built a great service model for the community. I believe that my values and skills align with what you desire in this candidate, and I invite you to review my detailed achievements in my resume.

I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at [REDACTED] or via email at [REDACTED] to arrange for a convenient meeting time.

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

Cathy Thorsen

EMPLOYMENT APPLICATION



CHURCHILL COUNTY
 155 N Taylor Street, Suite 177
 Fallon, Nevada 89406
 (775) 428-1311
<http://www.churchillcountynv.gov/hr>
 Bells, Vanna B
 2024-0044 LIBRARY DIRECTOR

Received: 8/5/24 5:51 PM
 For Official Use Only:
 QUAL: _____
 DNO: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: LIBRARY DIRECTOR		EXAM ID# : 2024-0044
NAME: (Last, First, Middle) Bells, Vanna B		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) ██████████, Carson City, Nevada 89706		EMAIL ADDRESS: ██████████
HOME PHONE: ██████████		
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: NV Number: ██████████	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
██████████ 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: 7/2009 To: 12/2010	SCHOOL NAME: University of Illinois at Urbana-Champaign	
LOCATION: (City, State/Province) Champaign, Illinois	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Library and Information Science		
DATES: From: 1/2007 To: 5/2009	SCHOOL NAME: University of Nevada-Reno	
LOCATION: (City, State/Province) Reno, Nevada	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: English/Accounting		

WORK EXPERIENCE

DATES: From: 3/2022 To: Present	EMPLOYER: Douglas County Public Library	POSITION TITLE: Library Supervisor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1625 Library Lane, Minden, Nevada, 89423		
PHONE NUMBER: 775-782-9841	SUPERVISOR: Laura Treinen - Assistant Library Director	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 3	
DUTIES: -Person in Charge of Zephyr Cove - Lake Tahoe Branch operating four days of the week -Supervise and train 3 F/T staff and volunteers -Selector for the adult, YA, juvenile, and media branch collections -Perform reference, circulation, and proctoring services for small library -Manage and instruct indoor/outdoor library programs -Collaborate with schools, community partners, and Douglas County departments -Represent the library at events in the Lake Tahoe area and attend BOT meetings -Committee Chair for Grants and Member for Strategic Planning, Special Events, etc. -Purchase items for the lake branch within budget		
REASON FOR LEAVING: To apply for the promotional opportunity of Churchill County Library Director position and serve the community to the best of my ability.		

DATES: From: 11/2018 To: 12/2021	EMPLOYER: Carson City Library	POSITION TITLE: Creative Learning Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 900 N. Roop St., Carson City, Nevada		
PHONE NUMBER: 775-887-2244	SUPERVISOR: Maria Klesta - Creative Learning Manager	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 2	

DUTIES:
 -Manage and instruct multiple in-person and virtual library programs ranging from literacy, technology, crafting, writing, STEAM, and ESL
 -Supervise 2 P/T staff and department volunteers
 -Person in Charge on Saturdays overseeing 2 F/T, 3 P/T staff, and volunteers
 -Write grant proposals after compiling research and statistics
 -Collaborate with department members on potential and current grant projects
 -Perform reference, circulation, and proctoring duties for medium-sized library
 -Additional roles: outreach staff, social media representative, and event photographer

Accomplishments:
 July 2020: Carson City Chamber of Commerce Leadership Institute Class of 2020 graduate
 March 2021: Computers in Libraries Connect 2021 Conference speaker: Bringing STEM & Bionics Learning to Community Schools

REASON FOR LEAVING:
 I love my role and coworkers, but I'm looking forward to challenging duties and different responsibilities.

DATES: From: 2/2017 To: 6/2018	EMPLOYER: Yuma County Library District	POSITION TITLE: Fund Development Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2951 S. 21st Drive, Yuma, Arizona, 85364		
PHONE NUMBER: 9287821871	SUPERVISOR: Susan Evans - Library Director	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:
 -Won \$50,000 in grant funds in one year
 -Manage multiple grant-funded projects for the library district and assist in a grant-funded project for county government
 -Write grant proposals after compiling research and statistics
 -Collaborate with departments and branches on current and future grant projects
 -Strengthen the local community by teaching nonprofit groups grant research on Foundation Directory Online and serve on the board of a nonprofit group
 -Perform reference librarian and receptionist duties when scheduled
 -Additional roles: E-Rate coordinator, committee member, outreach staff, social media representative, and amateur event photographer

REASON FOR LEAVING:
 Relocation for spouse's employment

DATES: From: 12/2013 To: 2/2017	EMPLOYER: Foothills Library--Yuma County Library District	POSITION TITLE: Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 13326 E. South Frontage Rd., Yuma, Arizona, 85367		
PHONE NUMBER: 928-342-1640	SUPERVISOR: Dorey Conway - Branch Manager	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 6	

DUTIES:
 -Serving military family and winter-visitor communities of Fortuna Foothills, Yuma, Arizona.
 -Supervise, train, and work with 20+ volunteers (teens and adults)
 -Supervise 6 staff members in the absence of Branch manager
 -Maintain and oversee the branch library collection
 -Plan, arrange, and implement adult programs, events, workshops, exhibitions, and classes

REASON FOR LEAVING:
 To serve Yuma County Library in a new position as the Fund Development Officer.

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: Dorey Conway	POSITION: Foothills Branch Manager (retired)
---------------------------------	-----------------------	---

ADDRESS: (Street, City, State/Province, Zip/Postal Code) Yuma County Library District, Yuma, Arizona		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Sena Loyd	POSITION: Carson City Library Director (former)
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

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.
n/a
6. If you were personally referred for this job opening, who may we thank for referring you?
n/a
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?
n/a
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?
n/a
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?
n/a
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.
Employers may be contacted if I agree to the final interview. As for the first interview not in front of the LBOT, I do not want my employers to 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.
Driver's License [REDACTED] NV
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.
Please review the attached resume and cover letter. Thank you.
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.
MLIS from University of Urbana-Champaign, 2010
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 staff, director, and LBOT must work together to achieve the library's strategic plan goals. My leadership style is the following:
1) ?????????????? to staff and Trustees and ?????????????? with results or answers.
2) Take the time to ?????????????? staff and then give them the appropriate time to practice or complete objectives. Have staff and Trustees ?????????????? from my experiences and I will also learn from them.
3) ?????????????????????????????? with staff and organizations and ?????????????? them at board meetings and stakeholders.
4) ?????????????? people to keep the library environment ?????????????????? and safe for everyone.
If a library does not have a cohesive team, everyone in the community is impacted. Wasting taxpayer funding and employees' time leads to public mistrust; the library is no longer a valued environment. I will use my grants management, fundraising, and advertising experience to ensure library funding. My passion is programming for adults but I can adapt and lead storytimes and other youth programs. I understand that as a director I won't be able to do much programming, but I highly encourage staff to lead programs that they are passionate about when the library is fully staffed and trained.
5. In 300 words or less, describe what you think are the major challenges facing a library today.
The major challenge facing a library today is learning how to work together effectively. The public library is the best third place in our communities. It is a place to study, work, entertain, and socialize free with a library account and all are welcome. A third place is where people go outside of their residence and work/school. However, libraries are now cooling/warming centers, locations for food insecure children, partners with public health departments, and workforce development hubs. The loneliness epidemic increases and literacy skills decline. The digital divide still exists where not everyone has reliable internet connectivity at their residence in order to work or study. Public libraries need adequate funding, consistent staffing, reliable technology, and a Board of Trustees who commit to library advocacy. In addition to leading the staff, the director serves at the pleasure of the Board. If the Board does not support the library and the county in their mission, values, and strategic plan goals, the library is unable to function at the highest capacity for the community. In order to be successful, the director collaborates with the staff, the Board, county departments, and all the community partners to achieve the best third space for every person. It takes everyone to contribute to a supportive library environment because the library belongs to everyone.

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 Vanna B Bells on 8/5/24 5:51 PM

Signature_____

Date_____

July 17, 2024

Ladies and Gentlemen,

I'm writing today on behalf of Vanna Bells, a professional colleague and a friend.

I have known Vanna for almost 3 years, having met her shortly after relocating from the Pacific Northwest to Carson City, Nevada.

As a friend, Vanna is kind, loyal, trustworthy and deeply caring. It's easy to be in her company and enjoy conversations on many topics and participate in many community activities.

Through her library programs, I have rediscovered my own love for both reading and writing. For instance, I was completely unfamiliar with the NaNoWriMo program and was fortunate to discover it through Vanna's passion. Happily, with her support and guidance, I personally achieved a writing goal I never imagined was possible! Exploring the greater area of Zephyr Cove and enjoying the outdoors is something she has facilitated, and her devotion and enthusiasm for the area is contagious. Incorporating library programs with the wider, outdoor community is brilliant and deeply appreciated.

Most notably, I am continually inspired by the ease and grace Vanna manages the diverse population of interested parties who join in for programs and reading activities through the library. I am honored to have been witness to her caring and inclusive leadership on many occasions.

Thank you for taking the time to read this letter. Feel free to contact me should you need any further information or clarification.

Kind regards,



Cindy Trejo



Ermal Reinhart



Dear Members of the Search Committee,

I am writing to offer my recommendation for Vanna Bells as the next Library Director Churchill County Library. Having had the privilege of working closely with Vanna during her time at Carson City Library, I can attest to her exceptional leadership skills, innovative approach to library services, and unwavering commitment to community engagement.

Vanna's leadership style is characterized by inclusivity, collaboration, and a deep commitment to professional development. She fosters a positive work environment that encourages staff to excel and innovate. She knows that every staff member has unique skills and ideas and always does her best to make sure they have opportunities to try new things and learn. Her dedication to public service and her ability to build strong relationships with community stakeholders make her an ideal candidate for the Library Director position.

In her role at Carson City Library, Vanna Bells led staff in partnering, preparing, and conducting multiple programs including STEAM (Science, Technology, Engineering, Arts, and Math) programs, digital literacy courses both online and in person, the job readiness program "Grow with Google" in partnership with Google, and many more. These programs were not only crucial for promoting libraries as more than books but also to help engage the community of Carson City and facilitate education and love of learning.

Vanna recognizes how instrumental the community is to the library and how impactful a library can be for its community. While in Carson City, Vanna participated in the Carson City Chamber Institute Leadership Class of 2020 where she established positive relations with others, developed her skills as a leader, and worked on projects with CASA (Court Appointed Special Advocates) to renovate their facility and on improving the hiking trail CTH Serenity Stroll. As a speaker at the Computers in Libraries Connect 2021 Conference, Vanna shared her knowledge and experience implementing a robotics program with other librarians to help others implement similar programs within their communities.

I am confident that Vanna Bells will bring strong leadership, a wealth of experience, and a passion for library services to Churchill. She has consistently demonstrated the ability to transform libraries into vibrant community hubs that cater to diverse needs. I wholeheartedly endorse her candidacy and believe she will be a tremendous asset to your team.

Thank you for considering Vanna Bells for this position. Should you require any further information, please do not hesitate to contact me.

Sincerely,

Ermal Reinhart

Library Operations Support Manager

Las Vegas-Clark County Library District

Yasmeen Al Hebshi
[REDACTED]

Minden, NV 89423
[REDACTED]
[REDACTED]

22nd July 2024

To whom it may concern,

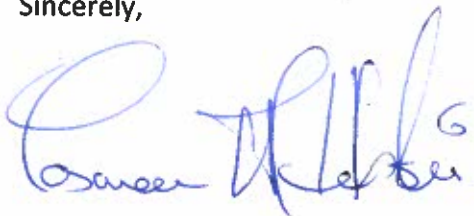
I am writing to express my strong recommendation for Vanna Bells as the next Library Director for Churchill County in Nevada. Having worked closely with her for nearly two years, I have witnessed firsthand her exceptional leadership skills, dedication to promoting literacy, and her unwavering commitment to community engagement. Vanna's passion for fostering a love of reading and learning makes her an ideal candidate for the position.

Throughout her tenure, Vanna has demonstrated an impressive ability to innovate library programs, expand outreach initiatives, and cultivate strong relationships not only with staff but also patrons and community stakeholders. She consistently goes above and beyond to ensure that the library remains a vibrant hub of learning and cultural enrichment for the community though she has a tendency to take on too many projects out of a strong desire to contribute, which can lead to overextension. Learning to gauge workload with capacity would improve her work-life balance and productivity.

I am confident that Vanna Bells would bring a fresh perspective and valuable expertise to the role of Library Director. She has proven to be highly dependable and delivers on promises and maintains reliability in all their professional commitments. I believe she has the vision and drive to lead the library to new heights of success. I urge you to strongly consider her application for this respected position.

Thank you for your time and consideration.

Sincerely,



Yasmeen Al Hebshi, MLIS
Library Supervisor – Minden Branch
Douglas County Public Library

July 24, 2024

Hiring Committee and Library Board of Trustees
Churchill County
155 N Taylor Street, Suite 177
Fallon, Nevada, 89406

Dear Hiring Committee & Library Board of Trustees,

I am writing this letter of recommendation for Vanna Bells, who is applying to your open position of Library Director for the Churchill County Library. As a previous (2018) volunteer of Churchill County Library, a former co-worker of Vanna, and a current librarian, I feel qualified to highly recommend Vanna Bells as the new director of your library system.

I had the privilege of working alongside Vanna in the Creative Learning Department at the Carson City Library from 2019-2021. As a senior library assistant at the time, I looked up to and learned from Vanna as the librarian in the department. We co-lead many programs for all ages together, worked side by side - housed in a tiny storage closet office together, were the first to successfully turn our in-person programs virtual when the state shut down due to the Covid-19 outbreak, and weathered many challenges together during our three years working with one another. I also saw her ability to pivot and adapt in the moment, as was needed for moving programs from in-person to virtual, and to quickly change the Capital Makerspace to meet the needs of the community by creating life-saving PPE for the state of Nevada in early pandemic days. Vanna brings ten years of library related service, grant writing/reporting, community outreach, program development, and extreme compassion to every community she serves. She understands the necessity of cultivating and maintaining balanced relationships with the many different shareholders involved in running a library. Vanna throws 100% of herself into every aspect of her work in librarianship and would be a wonderful asset to the Fallon community.

As a professional librarian, Vanna has continued to mentor me, as I completed my Masters in Library Science, moved states, and began my career in librarianship. I absolutely trust her judgment and honesty when I call upon her and receive professional and appropriate advice for every situation I come up against. As a military wife, I can confidently state that Vanna would also, respectfully, understand and adapt to meet the needs of the entire community that makes up Fallon. Please don't hesitate to reach out if you have any additional questions I can answer regarding the expertise Vanna would bring to the table serving as your next Library Director for the Churchill County Library.

Sincerely,



Jana Wiersma, MLS
On-Call Librarian, Tigard Public Library, OR

Vanna Bells

Versatile Information Professional



First Year Priorities

My three priorities if hired as Churchill County Library Director: 1) develop staff and volunteers; 2) prepare the annual budget while utilizing grant writing and management skills; 3) foster partnerships with community organizations and county departments and serve the citizens and visitors of Churchill County.

Education

Master's of Library and Information Science 2009 - 2010

University of Illinois at Urbana-Champaign

Bachelor of Arts in English Literature/Minor in Accounting 2007 - 2009

University of Nevada, Reno

Work History

Library Supervisor, Zephyr Cove, NV 2022 - Present

Douglas County Public Library

- Person in Charge of Zephyr Cove - Lake Tahoe Branch operating four days of the week
- Supervise and train 3 F/T staff and volunteers
- Selector for the adult, YA, juvenile, and media branch collections
- Purchaser for programming supplies and building supplies for branch
- Perform reference, circulation, and proctoring services for small library
- Manage and instruct indoor/outdoor library programs for all ages
- Collaborate with schools, community partners, and Douglas County departments
- Represent the library in Lake Tahoe and attend Board and Friends meetings
- Committee Chair for Grants and Member for Strategic Planning, Special Events, etc.

Creative Learning Librarian, Carson City, NV 2018 - 2021

Carson City Library

- Managed and instructed multiple all ages in-person and virtual library programs and outreach events
- Supervised 2 P/T staff and department volunteers
- Person in Charge on Saturdays overseeing 2 F/T, 3 P/T, and volunteers
- Assisted with grant-funded projects and writing proposals
- Created ADA-compliant social media content to connect with the community
- Performed reference, circulation, and proctoring duties for medium-sized library

Fund Development Officer, Yuma, AZ 2017 - 2018

Yuma County Library District

- Managed multiple grant-funded projects for the library district and assisted in a grant-funded project for county government
- Wrote successful data-driven grant proposals
- Strengthened the local community by teaching nonprofit groups grant research on Foundation Directory Online and serve on the board of a nonprofit group
- Additional roles: E-Rate coordinator, Reference Librarian, committee member, outreach staff, social media representative, and amateur event photographer

Branch Librarian, Yuma, AZ 2013 - 2017

Foothills Library, Yuma County Library District

- Performed reference, circulation, collection maintenance duties for busiest branch
- Developed and presented 8 monthly adult programs
- Supervised 25+ library volunteers ranging from teens to winter visitors
- Person in Charge of 6 staff-members and building when manager was absent

Professional Accomplishments

Leadership

- Currently enrolled in Supervisory Management Training (2022)
- Help develop and implement two Strategic Plans (2019, 2022)
- Graduated from Carson City Chamber of Commerce Leadership Institute (2020)
- Earned Grant Management Essentials certificate from the Grantsmanship Center (2018)
- Increased volunteer retention and hours by strengthening program districtwide (2014)

Programming

- Early Literacy training (2021-ongoing)
- Artists Way Facilitator (2023)
- Bionics Camp educator/trainer (2021)
- Personal Protection Equipment Makerspace Project Lead (2020)
- Assisted in hosting the ALA Discover Space Exhibit, Discover Earth, and Thinking Money Exhibit (2017-2019)
- Co-curated an Art & Poetry Exhibition with over 200 attendees and 30 participants (2015-2017)

Other

- Lake Tahoe Chamber of Commerce Member (ongoing)
- Nevada Young Readers Award Committee Member (ongoing)
- Nevada State Library CE Connect Presenter (2023)
- Computers in Libraries Connect Conference Speaker (2021)
- Won over \$50,000 in grant funds in one year (2018)
- Employee of the Month (2015)

Skills

- In-Person, Outdoor, and Virtual Programming
- Polaris ILS
- Project Management
- Social Media Management
- Microsoft Office Suite
- Google Suite
- Video editing
- Troubleshooting Technology
- Makerspace equipment
- Canva
- Zoom

Dear Hiring Committee,

My name is Vanna Bells, and I am submitting this letter along with my application for the Churchill County Library director position. I'm from Las Vegas and am a UNR graduate. I earned my MLIS from University of Illinois, Urbana-Champaign. I have worked at four library systems in Nevada during my career and for Yuma County Library District in Yuma, Arizona. Fallon reminds me of Yuma. I worked at the busiest branch for the Yuma County Library District because of the winter visitor population and the military families who could not live on the Marine Corp Air Station base. Not only is the military presence similar, but Yuma and Fallon share agricultural landscapes. I am grateful that Fallon does not share the same record temperatures as Yuma though (100°s vs. 120°s).

When the director position was posted the first time, I considered applying but was unwilling to relocate. This time I want to relocate and focus on the needs of staff and the community. People often forget that staff are library patrons as well. They are to be treated with the same respect and courtesy we give to the community. The staff and the director must work together to achieve the library's and the county's strategic plan goals. If a library does not have a cohesive team which includes the Library Board of Trustees serving the community, this could lead to public mistrust, and the library is no longer a valued environment for all.

I have grants management, fundraising, and advertising experience to ensure library funding. I will foster current or new community partnerships established by Ms. Carol Lloyd and the library staff – past and present. Ms. Lloyd deserves a commendation for returning to the Library. One Trustee mentioned during an open meeting that Ms. Lloyd had a rough start when she was first hired. Yes, we all make mistakes but ineffective leaders should not waste taxpayer funds or county employees' valuable time when governments are always understaffed and underpaid. My current county employer is also impacted by the same budget cuts and the first department that is cut always seems to be the public library. I know I will make mistakes; however, I own my mistakes and learn in order to serve the community effectively. If selected to interview, I look forward to speaking with the hiring committee to determine if my potential directorship aligns not only with the Library's needs but with Churchill County Government's mission as well. Thank you very much for your time.



Vanna Bells, MLIS

July 24, 2024

Hiring Committee and Library Board of Trustees
Churchill County, Fallon, Nevada

I am happy to recommend my former colleague Vanna Bells as the new director of your Library.

When I first met Vanna, we faced a similar situation to the Fallon Library. We were hired together to replace a previous staff who had been dismissed or transferred at the busiest time of the year. Vanna helped rebuild relationships with devoted patrons, the Friends group, and other stakeholders. Vanna was at her best when she developed internal procedures for our new staff. Her attention to details was essential in our staff training.

Several programs that we initiated together 10 years ago are still going strong at the Foothills Library. The annual "Art and Poetry Exhibit, where Artists and Poets Inspire each other," continues to be a community favorite. Every month I still attend the Foothills Library "Share the Journey Poetry Circle," a successful program started under Vanna's vision. Vanna started both programs, working with staff, local artists and poets, coordinating and documenting all aspects of the events.

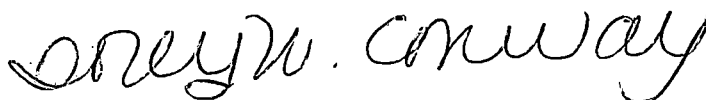
I also worked with Vanna on several projects when she moved into the Grants Administrator position. As always, she was focused, scheduled, and worked well with all staff and County officials.

I would admit my only difficulty working with Vanna was keeping up with her super speed to get things done! One moment we'd brainstorming a new idea, maybe a new project or procedure. No sooner than we finished our discussion, Vanna would go to her office, focusing completely, and then present me with a complete plan! She was ready to go! I often had to hurry to keep up with her!

Churchill and Yuma counties have similar communities and opportunities for Library services. Vanna has experience with military families, new residents, patron turnover, Friends groups, and a strong agricultural economy supporting the library budget.

I am confident Vanna Bells will bring her enthusiasm, her team-building experience, her innovative ideas, and her dedicated professionalism to your Library.

SINCERELY,
DOREY CONWAY
RETIRED FOOTHILLS LIBRARY MANAGER
YUMA, ARIZONA

A handwritten signature in black ink that reads "Dorey W. Conway". The signature is written in a cursive style with a large, looped initial "D".

Hiring Committee and Library Board of Trustees
Churchill County
155 N Taylor Street, Suite 177
Fallon, Nevada, 89406

July 17, 2024

Dear Hiring Committee:

First I want to state from the start that I enthusiastically recommend Ms Vanna Bells as the new Churchill County Library Director.

As a former library director, I served on the Douglas County Library Board because it was clear to me that my local library in Zephyr Cove was dormant. One indicator that this library was in need of a new manager was that staff always outnumbered patrons. As much as I advocated for improvement in my branch, it wasn't until I resigned from the Board in frustration that Ms. Vanna Bells was hired as Lake Library Supervisor. Once Ms. Bells was hired, however, the sleepy branch became vibrant. One example of changes I witnessed was that staff who had demonstrated limited interest in their patrons, now exhibited excellent customer service skills. *In sum, Ms. Bells is the leader Churchill County Library needs right now to start afresh.*

Although my husband and I had never ever signed up for adult library programming, we have done so several times since Ms. Bells was hired. We have been especially pleased with the 12-week course Ms. Bells teaches called "The Artists Way." Additionally, we were so impressed with the transformed library that we recommended its programs to many friends. What a pleasure to visit this branch and see it full of people of all ages!

It's been an honor to meet and get to know Ms. Bells since she took over as branch supervisor. I know her to be attentive to both staff and patron needs. Ms. Bells is most certainly pro-active in outreach to the community, generous with her time, and dedicated to public service.

Thank you for giving your full consideration to Ms. Bells' application.

Sincerely,



Lisa Foley
(Retired) Library & Media Services Director,
Lake Tahoe Community College

Hiring Committee and Churchill County Library Board of Trustees
155 N Taylor Street, Suite 177
Fallon, NV 89406

Dear Members of the Hiring Committee and Churchill County Library Board,

I am writing to enthusiastically recommend Ms. Vanna Bells for the position of Library Director at the Churchill County Library. I have had the privilege of working with Ms. Bells during her tenure at the Carson City Library, and I can attest to her exceptional dedication, leadership, and vision in the library field.

Ms. Bells has a decade of experience as a librarian, during which she has demonstrated an unwavering commitment to enhancing library services and fostering community engagement. Her ability to connect with patrons of all ages and backgrounds has been instrumental in creating inclusive and welcoming library environment.

One of Ms. Bells standout achievements is her work with Team Footies in the Yuma County Library District, where she spearheaded the Annual Art and Poetry Exhibition. This initiative not only showcased local talent but also brought the community together in celebration of the arts. Her role as Fund Development Officer further highlighted her ability to secure grants and resources, ensuring that each branch met its unique needs and goals. This work is just some of the highlights from her career that made me excited to bring her on board at the Carson City Library.

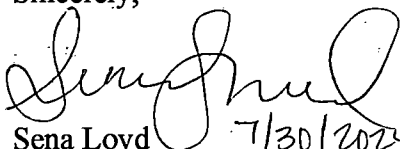
In Carson City, Ms. Bells played a pivotal role in navigating the challenges of the COVID-19 pandemic. She was part of the team that introduced innovative solutions such as PPE distribution, makerspace projects, and virtual programming. Despite the difficult working conditions, Ms. Bells' leadership and collaborative spirit were instrumental in maintaining high-quality library services.

Currently, in Douglas County, Ms. Bells continues to demonstrate her dedication to professional growth and community service. She has worked tirelessly to support her team and address the challenges posed by budget cuts and leadership issues. Her candid and honest approach has been crucial in fostering a positive work environment and ensuring the library remains a vital community resource.

The challenges faced by the Churchill County Library, as highlighted in the Fallon Post article, require a leader with resilience, vision, and a strong commitment to rebuilding trust and reputation. I believe Ms. Bells possesses these qualities and more. She has the experience, passion, and determination to lead the library through this period of transformation and to ensure it thrives as a cornerstone of the Fallon community.

I am confident that Ms. Bells will excel in the role of Library Director and make a significant positive impact on the Churchill County Library. I wholeheartedly support her application and encourage you to consider her candidacy favorably. Please feel free to contact me if you require any further information or insights into Ms. Bells qualifications and achievements.

Sincerely,



Sena Loyd 7/30/2024
Former Carson City Library Director

EMPLOYMENT APPLICATION



CHURCHILL COUNTY
155 N Taylor Street, Suite 177
Fallon, Nevada 89406
(775) 428-1311
<http://www.churchillcountynv.gov/hr>

Peyton, Allison
2024-0044 LIBRARY DIRECTOR

Received: 7/11/24 4:10 PM

For Official Use Only:

QUAL: _____

DNO: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

POSITION TITLE: LIBRARY DIRECTOR		EXAM ID# : 2024-0044
NAME: (Last, First, Middle) Peyton, Allison		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Beaumont, California 92223		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]		ALTERNATE PHONE: [REDACTED]
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: CA Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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

EDUCATION

DATES: From: 8/2009 To: 5/2013	SCHOOL NAME: San Jose State University	
LOCATION: (City, State/Province) San Jose , California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Library/Information Science	UNITS COMPLETED: 43 - Semester	
DATES: From: 9/2000 To: 12/2002	SCHOOL NAME: La Sierra University	
LOCATION: (City, State/Province) Riverside , California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: English	UNITS COMPLETED: 53 - Semester	
DATES: From: 9/1994 To: 5/1998	SCHOOL NAME: Westmont College	
LOCATION: (City, State/Province) Santa Barbara , California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: English	UNITS COMPLETED: 120 - Semester	

WORK EXPERIENCE

DATES: From: 6/2022 To: Present	EMPLOYER: San Bernardino Community College District--Crafton Hills College	POSITION TITLE: Reference Librarian/Adjunct Faculty
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 11711 Sand Canyon Rd., Yucaipa, California, 92399		
PHONE NUMBER: 909-794-2161	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 8	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: <ul style="list-style-type: none"> • Staff reference desk • Assist students with research • Answer online/in-person/telephone requests • Teach workshops as needed 		

REASON FOR LEAVING: None--still employed there.		
DATES: From: 10/2017 To: 9/2023	EMPLOYER: Beaumont Library District	POSITION TITLE: Principal Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 125 E. 8th Street, Beaumont, California, 92223		
PHONE NUMBER: 951-845-1357	SUPERVISOR: N/A - N/A	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 8	
DUTIES: Head of Collection Development and Reference; planned and directed Collection Development Budget; acted as director when director is gone; fostered community engagement; created and implemented new library policies; planned library programs; supervised staff, arranged staff training, scheduled reference desk and worked reference. Interviewed potential hires, suggested new hires, arranged interviews and reference checked potential new hires, did payroll, handled local history collection , searched and applied for grants.		
REASON FOR LEAVING: Restructuring		
DATES: From: 1/2014 To: 10/2017	EMPLOYER: Holdrege Area Public Library	POSITION TITLE: Library Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 604 East Avenue, Holdrege, Nebraska, 68949		
PHONE NUMBER: 308-995-6556	SUPERVISOR: N/A - N/A	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 10	
DUTIES: Oversaw operations of HAPL. Trained, directed and hired staff. Created and presented budget to both City of Holdrege and Phelps County. Facilitated, coordinated and attended library board meetings, was responsible to both City of Holdrege and Phelps County. Fostered good community relations. Other duties as needed.		
REASON FOR LEAVING: Found new employment		
DATES: From: 12/2006 To: 1/2014	EMPLOYER: County of Kings/Library	POSITION TITLE: Library Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 401 N. Douty St., Hanford, California, 93230		
PHONE NUMBER: 559-582-0261	SUPERVISOR: N/A - N/A	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 20	
DUTIES: Supervised daily operations of five library branches in Avenal, Corcoran, Kettleman City, Lemoore & Stratford. Opened/closed branches; handled collection development for six branches (including main branch at Hanford) in fiction/non-fiction. Interviewed potential hires, sat on interview panels with other county departments, recommended potential new hires. Ordered supplies as needed; supervised staff; general circulation/reference duties. Planned community/library programming.		
REASON FOR LEAVING: Found new employment.		
DATES: From: 9/1999 To: 11/2006	EMPLOYER: City of Redlands/A.K. Smiley Public Library	POSITION TITLE: Administrative Assistant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 125 W. Vine Street, Redlands, California, 92373		
PHONE NUMBER: 909-798-7565	SUPERVISOR: Don McCue - Archivist	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 3	
DUTIES: Handled daily operations of the Heritage Room; helped patrons with research requests, arranged tours of the Lincoln Shrine; general secretarial duties, supervised/trained docents; answered local history questions.		
REASON FOR LEAVING: Found new employment.		
DATES: From: 6/1994 To: 5/1998	EMPLOYER: Law Office of James Spring/Conflict Panel	POSITION TITLE: Secretary/Assistant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Riverside Ave., Rialto, California, 92316		
PHONE NUMBER: 000-000-000	SUPERVISOR: N/A - N/A	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

- * Answered phones
- Organized discovery and alphabetized files
- Assisted attorneys and investigators as needed
- Did intake forms
- Made appointments for clients to meet with attorneys

REASON FOR LEAVING:

College graduation. It was a summer job.

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: Laura Cook	POSITION: Administrative Assistant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Beaumont, California 92223		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Gail Lucas	POSITION: Library Manager (retired)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Nordland, Washington 98358		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Amy Shultz	POSITION: Early Learning Specialist
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Brea-Olinda Unified School District, [REDACTED] Brea, California 92821		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

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.
www. governmentjobs.com
6. If you were personally referred for this job opening, who may we thank for referring you?
NA
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?
NA
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?
NA
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?
NA
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.
Do not contact Beaumont Library District. I have other references I use from there. The Holdrege Area Public Library Board of Trustees has changed since I was director there. Everyone who was on the board is now gone. Kings County Library both of my previous directors/supervisors are no longer there. One died and the other retired. I have another contact I use as a reference for Kings.
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.
MA English
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.
In my former position as a Library Director for the Holdrege Area Public Library I interact with staff and the public on a daily basis. As Director I have three rules that I follow. The first is never to forget what it was like to be on the front lines. I remember what it was like to be on the front lines and I respect front line staff. They are the ones who do the hardest part of the job. I value my staff's opinions and encourage them to voice their opinions when it comes to library operations. The second is that I never ask my staff to do anything that I cannot do myself. Just because I am director does not mean that I just sit in my office and direct staff to do things. The third thing I follow is to always have a good attitude. Working with staff and the public can be tough. I have learned that a smile and a kind word go a long way. I always try to have a smile on my face and be a good example to my staff.
5. In 300 words or less, describe what you think are the major challenges facing a library today.
Technology and AI will be a bigger part of library operations. But there needs to be people who know how to use the technology and AI to show others how to use it. Libraries are where people come to get help with technology. But with better, newer technology there is also the question of funding to help the library keep up with the latest and greatest technology. Funding for libraries is always tricky—especially since there is a current movement to defund libraries. Also, politics are affecting libraries with lawmakers wanting to throw librarians in jail . Lastly, staffing is an issue. After the pandemic library staff are leaving the profession due to how much is/was expected of them and how burned out they are.

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 Allison Peyton on 7/11/24 4:10 PM

Signature_____

Date_____

July 11, 2024

Churchill County, NV
Human Resources
155 N Taylor Street, Suite 177
Fallon, Nevada, 89406

Dear Hiring Committee:

I am excited and interested in the Library Director position!

I completed my master's in library/information science through San Jose State University and hold a MA in English through La Sierra University.

At Crafton Hills College (part of the San Bernardino Community College District) I work as a part-time reference librarian. I answer students research requests via Lib Chat, in person or over the phone. I also use LibGuides when assisting students. I have researched medical, psychological, and legal questions for students and faculty using the library's EBSCO databases, including Ebsco Academic Search Complete, JSTOR, and Political Science Complete. I teach workshops on basic research when assigned. I also help students with technical questions such as how to print or download items they are viewing.

As the former Principal Librarian for Beaumont Library District, I was responsible for staff training, administering collection development and creating a collection development budget for the fiscal year. I coordinated a staff training day. I planned programming for the year and coordinated staff schedules for the reference desk and worked at the reference desk. I was head of Circulation and Reference. I was the liaison for Friends of the Library and worked with local law enforcement and other City of Beaumont/Riverside County agencies for adult programming at the library. I also researched and applied for library grants and oversaw local history. I reviewed and created/updated library policies along with fostering good community relations. I interviewed potential new library employees, vetted resumes for possible new employees and recommended who to hire to the director. I handled confidential situations with staff and the public. I did community outreach for the library. I worked with the City of Beaumont Recreation Department to help coordinate library programs at the Senior Center. I also assisted patrons with using their Kindle, iPad and using the Libby app. I ordered e-materials for the collection and did e-book displays. I conducted legal research for patrons along with planning programs with local legal entities. Lastly, I coordinated and presented 8-10 employees' annual work reviews.

As the former Library Director for the Holdrege Area Public Library, I was responsible for everyday operations. The library was supported by both the City of Holdrege and Phelps County. I created the budget and presented it to both the City of Holdrege and Phelps County. I was responsible for the hiring process of new employees and oversaw the daily operations of the library. I also reported to the Library Board of Trustees in monthly meetings. I represented the library at both City and County Council meetings. I was the back-up IT person. I developed community connections with local law enforcement and other City/County agencies for library events. I went to the local schools and made library cards for students. I also administered collection development. I created the materials budget and let my staff know how much they had to spend for the fiscal year. I created the library's strategic plan so that HAPL would keep its accreditation through the Nebraska Library Commission. As a part of that process, I earned 45 hours of CEs to keep my accreditation as a Librarian V through the NLC and made sure the Library Board earned their 20 hours of CEs for accreditation.

As a Library Manager for the Kings County Library (part of the San Joaquin Valley Library System) I oversaw the daily operations of five branches of the Kings County Library system: Avenal, Lemoore, Corcoran, Stratford, and Kettleman City. I was responsible for eight employees. I evaluated my eight employees annually. When the Hanford Manager was absent, I supervised 12 employees. I arranged staff's schedules and covered the branches when needed. I promoted the library at City and County events. I evaluated my employees annually. When the Hanford Manager was absent, I supervised her employees. I arranged staff's schedules and covered the branches when needed. I ordered materials for all five libraries including the main branch at Hanford. Genres ranged from materials on the LGQBT community to erotica to materials in Spanish. I assisted with a major circulation/reference remodel. I had alarm systems installed in my library branches and I planned murals at two of my branches in Kettleman City and Corcoran. I also worked with other city/county agencies to promote the library. I attended the Kings County Leadership academy and had HR training there. I worked with HR when my library employees needed changes made to their job duties and I was responsible for making sure those changes were implemented. I sat on interview panels with other county departments, suggested who to hire to the library director and assisted with creating interview questions. I researched the library databases and created library cards. I worked the reference desk. Lastly, I assisted patrons with legal research regarding their court cases though the California Courts website to find what forms they needed based on information the court sent them to the library for.

As an Administrative Assistant in the Heritage Room at A.K. Smiley Library I was responsible for the day-to-day running of the archives. I assisted patrons with City of Redlands research, Civil War research, genealogy, and California history. I worked with primary and secondary documents (Civil War letters, photographs, and newspapers). I made sure patrons filled out research forms and made appointments for patrons to use local resources. I gave tours of the library, Heritage Room, and Lincoln Memorial Shrine (the largest Lincoln/Civil War Museum west of the Mississippi). I learned how to preserve items in mylar and acid-free boxes. I also made sure patrons used gloves when looking at items that required them.

As a Secretary/Assistant working for the Law Office of James Spring I assisted attorneys and investigators as needed. I organized and filed all the discovery that came in making sure it was in its properly color-coded file. I made appointments for clients to meet with their attorneys, I blocked out discovery when needed. As it was a criminal defense office, I dealt with confidential information daily. Lastly, I did secretarial duties.

As a librarian I have worked with a diverse clientele. I have taught children how to find materials in the library to seniors using a public computer for the first time. I have arranged and given library tours for grade-schoolers to library directors. I have organized and signed off on volunteer opportunities for high-school students while at the Kings County Library, including court-ordered community service. Lastly, I was the Volunteer Coordinator for the Lincoln Memorial Shrine making sure there were people to run the daily operations.

I see this job opening as an opportunity for growth.

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

Sincerely,

Allison Peyton

Profile

Library professional with more than 20 years of experience in library services. Excellent customer service skills. Highly proficient with Microsoft Office software. Familiar with Blackboard and Canvas.

Relevant Experience**Reference Librarian/Adjunct Faculty, Crafton Hills College, Yucaipa, CA 06/2022-Present**

- Staff reference desk
- Assist students with research
- Answer online requests with LibChat/in person/telephone
- Teach workshops as needed

Principal Librarian, Beaumont Library District, Beaumont, CA 10/ 2017-09/2023

- Administered and directed Collection Development of BLD
- Created and managed Collection Development budget
- Developed and implemented library policies of BLD
- Sat in on hiring process and recommended who to hire
- Supervised employees and organized staff training
- Served as a community liaison for BLD
- Served as the Friends of the Library liaison for BLD
- Acted as lead when Library Director was absent
- Planned and advertised library programming for adults
- Coordinated Reference Desk schedule and assisted patrons with reference request
- Searched and applied for grants
- Proficient with TLC library software and created library cards

Library Director, Holdrege Area Public Library, Holdrege, NE 01/2014-10/2017

- Administered daily operations of HAPL
- Responsible for all staff hiring and training
- Developed and implemented library policies
- Developed community outreach programs and fostered positive community relations
- Coordinated, facilitated and attended library board meetings
- Managed professional, technical and administrative staffs
- Directed collection development for a collection of 60,000 materials
- Created, presented and managed library budget
- Accountable to both the City of Holdrege and Phelps County
- Proficient in searching KOHA library software and created library cards

Library Manager, Kings County Library, Hanford, CA

12/2006-01/2014

- Managed and directed five branch libraries in Kings County
- Oversaw branch materials acquisition and collection development of a collection of 90,000 materials
- Searched SirsiDynix ILS for items and created library cards.
- Copy-cataloged/linked items to library catalog
- Recommended and implemented appropriate library policies
- Participated in community outreach and collaboration with county employees
- Searched for grants and completed grant applications as well as other means of financial support
- Supervised staff development

Administrative Assistant, A.K. Smiley Public Library, Redlands, CA

09/ 1999-11/2006

- Managed daily operations of library's Heritage Room and Lincoln Memorial Shrine
 - The Heritage Room is the repository for all city and area historical material, documents and records
 - The Lincoln Memorial Shrine is the largest Civil War and Lincoln research center west of the Mississippi
- Suggested titles for collection development
- Searched for items in SirsiDynix library software
- Trained, managed, and supervised interns and docents
- Researched patron requests for information from records, photographs and archived material
- Scheduled and conducted tours of the library & Lincoln Shrine for up to 75 people
- Handled checking/saving accounts through Quickbooks. Made sure bills were paid.

Secretary/Assistant, Law Office of James Spring/Conflict Panel, Rialto, CA 06/1994-05/1998

- Answered phones
- Organized discovery and alphabetized files
- Assisted attorneys and investigators as needed
- Did intake forms
- Made appointments for clients to meet with attorneys

Library Assistant, Westmont College, Voskuyl Library, Santa Barbara, CA 09/1994-05/1998

- Handled interlibrary loan requests
- Provided reference assistance to library patrons

EDUCATION

Master of Information and Library Science, San Jose State University, San Jose, CA 2013
Master of Arts, English, La Sierra University, Riverside, CA 2002
Bachelor of Arts, English, Westmont College, Santa Barbara, CA 1998

CANDIDATE INTERVIEW RATING SHEET *LIBRARY DIRECTOR*

Candidate Name _____

Total Rating _____.

NOTE: All ratings are to be based upon the information provided by the candidate during the interview session. Please be certain to rate EACH DIMENSION SEPARATELY based upon the candidate's responses to ALL questions.

INSTRUCTIONS

Complete one form for each candidate interviewed. Describe behavior/performance observed under each of the dimensions using your notes. Record all significant information under each dimension in the space provided. Assign a rating for each dimension by placing a circle around the number that most nearly reflects the individual's position on the scale. Refer to the rating guide in your packet as necessary.

KNOWLEDGE AND EXPERIENCE

Candidate has knowledge of the work assignment and is effective in performing technical and administrative activities related to the job in the area of library operations. Has worked with a Board. Understands key issues for today. Has supervisory experience. Budget experience. Project management experience. (Questions 1-4, 6-10, 12-14)

Rating:	1	2	3	4	5
	Inadequate		Adequate		Superior

Comments: _____

COMMUNICATION

Effective in expressing self in a clear, distinct, and understandable manner. Persuasive and effective in getting point of view across. Can elicit information from others and listens to what they have to say before responding. Asks clarifying questions of panel. Is able to summarize and justify effectively. Presents self in positive manner. (Questions 1-16)

Rating:	1	2	3	4	5
	Inadequate		Adequate		Superior

Comments: _____

RELATIONS WITH OTHERS

Deals with people in a manner that shows respect for others. Does not arouse antagonism. Able to motivate others and provide a workplace that encourages employee morale. Demonstrates an understanding of the needs and motives of others. Treats people in a fair and impartial manner. Is cooperative, positive, and functions as part of the team. Effective in communicating with subordinates and superiors. Works effectively with the Board/others in getting ideas implemented. Builds collaborative relationships with other individuals and organizations. (Questions 3-6, 10, 11, 13- 15)

Rating:	1	2	3	4	5
	Inadequate		Adequate		Superior

Comments: _____

ADAPTABILITY/PLANNING

Able to evaluate issues facing libraries today. Identifies the role of the library and sets goals in alignment with that role, both now and in the future. Plans for effectively leading the Library in an expansion. Able to plan effectively and see the big picture. Able to set goals and attain them. Sets departmental and professional goals. Can adjust to change. Identifies why s/he wants this job and how it meets personal goals. Plans for 5-10 years down the road and expects to be here for that period of time. (Questions 1, 2, 4, 6, 7, 8, 9, 12)

Rating:	1	2	3	4	5
	Inadequate		Adequate		Superior

Comments: _____

LEADERSHIP

Understands the role as the leader and providing direction. Understands the role of the Library. Sets the tone for the department, including ideas about censorship. Guides and manages others in the same direction to attain goals. Able to provide direction and leadership to achieve goals and complete projects. Effectively handles situation with subordinate to ensure the goals of the library are upheld. Disciplines subordinate as necessary. (Questions 2, 3, 6, 7, 14, 16)

Rating:	1	2	3	4	5
	Inadequate		Adequate		Superior

Comments: _____

Rater Signature