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library.douglascountynv.gov

**Douglas County Public Library Board of Trustees  
SPECIAL MEETING  
Notice and Agenda**

**REVISED**

April 28, 2022

The Douglas County Public Library Board of Trustees will hold a special meeting at **10:00 a.m.** on ~~Tuesday~~ **Wednesday, May 4, 2022** in the Meeting Room of the Minden Library, 1625 Library Lane, Minden, NV. The meeting will be in-person and will not be simultaneously streamed via YouTube or Zoom®. Below is an agenda of all items scheduled for consideration.

**Agenda**

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board.

**Lunch Break**

**The Library Board of Trustees will break for lunch at approximately noon and will reconvene after a break at the discretion of the Chairperson.**

**1. Public comments. [No Action]**

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment.

**2. For possible action. Discussion on approval of the agenda. The Library Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.**

3. For presentation only. Overview, discussion and training for Trustees on the Library Director recruitment process, including but not limited to: the structure of the interviews, evaluation of applicants, and selection of finalists. Presentation by CPS HR Consulting & Douglas County Human Resources Department.
4. For possible action. Interview of applicants for the Library Director position, selection of applicants to move forward in the recruitment, and discussion on the next steps in the process, including confirming the scheduling of an open house and final interviews. Applicants to be interviewed are: Timothy DeGhelder, Debra Greenacre, Colleen Kilbreath, and Courtney Oberhansli. (Listed in alphabetical order.)
5. Closing public comments.  
At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.
6. For possible action. Adjournment.

According to the provisions of NRS 241, this notice and agenda has been posted at or before 9:00 a.m. on the third working day before the meeting at the following locations:

Douglas County Library, 1625 Library Lane, Minden NV,  
<https://library.douglascountynv.gov/>  
Douglas County website,  
[https://douglascountynv.granicus.com/ViewPublisher.php?view\\_id=1](https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1)  
State of Nevada website, <https://notice.nv.gov>

Supporting materials are available at the Minden Library, 1625 Library Lane, Minden, NV or at the Douglas County website address listed above. A request for copies of the supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager  
Douglas County Public Library  
1625 Library Lane, Minden, NV 89423  
775-782-9841  
[vhallam@douglas.lib.nv.us](mailto:vhallam@douglas.lib.nv.us)

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before May 4, 2022 for arrangements.

# Candidate Evaluation Manual

**Library Director  
Douglas County, NV**

PREPARED BY:  
ANDREW NELSON  
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Your Path to Performance

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## Schedule of Activities

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Wednesday, May 4, 2022  
 Board Interviews  
 Minden Branch – via Zoom

<b><i>Time</i></b>	<b><i>Activity</i></b>
10:00 – 10:30 AM	<b><i>Briefing</i></b>
10:30 – 11:30 AM	<b><i>Tim Deghelder</i></b>
11:40 – 12:40 PM	<b><i>Colleen Kilbreath</i></b>
12:40 – 1:00 PM	<b><i>Lunch</i></b>
1:00 – 2:00 PM	<b><i>Debra Greenacre</i></b>
2:10 – 3:00 PM	<b><i>Deliberation</i></b>

## Briefing Agenda

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1. Review schedule
2. Interview Questions – finalize list and assign speakers
3. Discussion on appropriate follow up questions
4. Fielding questions from candidates (Board Chair assignments)
5. Preferred ranking sheet instructions
6. Specific instructions from Counsel or County Human Resources

# Evaluation Process Components

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## Structured Interview

Following each candidate's opening introduction, the panel will have approximately 60 minutes to ask structured questions. Questions selected by the Library to elicit information on areas identified as being of utmost importance, are enclosed for your use.

## Tips on Observing and Rating

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1. Be familiar with the **candidate profile and key attributes** prior to the interview process.
2. Suggested questions, designed to elicit information on key attributes being assessed, are provided on each **Interview Questions**.
3. Write notes on the **Interview Questions**, recording observations and significant direct quotations. The objective should be an accurate profile of the candidate to facilitate rating after the interview.
4. A **Preferred Ranking Form** is enclosed for use in ranking candidates in relation to each other as the interviews progress. This should be completed after each interview. The consultant will explain its use.

## Sample Ranking System

The preferred ranking system allows panelists to rank candidates in relation to each other and to continually reassess rankings as the day progresses. Below is a sample to indicate how the system works.

1	2	3	4

Blank form above designed to rank a group of four (4) candidates; completed sample below.

Ms. Loomis is the first candidate interviewed and is ranked #1.

Mr. Smith is interviewed next and is ranked #1 and Ms. Loomis is moved to rank #2.

After an interview with Ms. Bell, Smith is ranked #1, Bell #2 and Loomis #3.

The next interview is with Mr. Jones who is ranked #1 above the three other candidates.

*Rankings are to be assigned at the end of each interview.*

After Interview #1	Loomis			
After Interview #2	Smith	Loomis		
After Interview #3	Smith	Bell	Loomis	
After Interview #4	Jones	Smith	Bell	Loomis
	1	2	3	4
	Ranking			

A ranking form for this set of interviews is enclosed within this manual for your use.



# Interview Questions

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- A. Welcome and Introduction of the Board Members (individually).
- B. Description of the interview process (CPS HR).
  
- 1. **Candidate Introduction (5 min).** Tell us about yourself, your qualifications, and your interest in this position.
  
- 2. **Candidate Questions (15 min).** Candidates may use this time to ask the board pertinent questions about the Library and the position.
  
- 3. **Board Questions (40 min).**

## Interview Questions – Do's and Don'ts

*The below information is provided as guidance to ensure all questions are job-related.*

Topic	Unacceptable	Acceptable
Military Service	<ul style="list-style-type: none"> <li>What type of discharge did you receive?</li> </ul>	<ul style="list-style-type: none"> <li>What type of education or training did you receive while in the military?</li> <li>In what branch of the armed services did you serve?</li> </ul>
Disabilities	<ul style="list-style-type: none"> <li>Do you have any disabilities?</li> <li>When did you lose your eyesight/leg/hearing/etc.?</li> </ul>	<ul style="list-style-type: none"> <li>Are you able to perform the essential functions of the job you are applying for?</li> </ul>
Age/Date of Birth	<ul style="list-style-type: none"> <li>How old are you?</li> <li>When did you graduate from high school, college, etc.?</li> </ul>	<ul style="list-style-type: none"> <li>Are you over the age of 18?</li> <li>Are you legally eligible for employment in the United States?</li> </ul>
Affiliations/Religion	<ul style="list-style-type: none"> <li>What clubs or organizations do you belong to?</li> <li>Do you go to church?</li> </ul>	<ul style="list-style-type: none"> <li>What professional or other organizations that you belong to do you consider relevant to your ability to perform this job?</li> <li>Are you available to work on Saturdays and Sundays?</li> </ul>
National Origin/ Citizenship	<ul style="list-style-type: none"> <li>Where were you/your parents born?</li> <li>What is your native language?</li> <li>Are you a US citizen?</li> <li>What is your country of citizenship?</li> </ul>	<ul style="list-style-type: none"> <li>Are you authorized to work in the United States?</li> <li>Will you now or in the future require sponsorship for employment visa status?</li> </ul>
Race/Color/Origin/Sex/Gender/ Addresses/Worker's Comp	<ul style="list-style-type: none"> <li>All questions are illegal</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
Personal	<ul style="list-style-type: none"> <li>How tall are you?</li> <li>How much do you weigh?</li> <li>What is your mother's or father's name?</li> </ul>	<ul style="list-style-type: none"> <li>Are you able to perform the essential functions of the job you are applying for?</li> </ul>
Marital/Family Status	<ul style="list-style-type: none"> <li>Are you married or do you have a partner?</li> <li>Do you have children or grandchildren?</li> <li>What are your childcare arrangements?</li> <li>With whom do you live?</li> </ul>	<ul style="list-style-type: none"> <li>Would you be willing to relocate, as necessary?</li> <li>Do you have responsibilities or commitments that would prevent you from meeting specified work schedules?</li> </ul>
Reliability/Attendance	<ul style="list-style-type: none"> <li>Do you own a car?</li> <li>How many sick days have you used over the past year?</li> </ul>	<ul style="list-style-type: none"> <li>What hours and days are you available to work?</li> </ul>

## Key Attributes Being Assessed

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*At the beginning of this recruitment, the County identified attributes of the ideal **Library Director** candidate. These attributes have been utilized during the recruitment and the preliminary screening of candidates. While many factors will contribute to the County's selection of a final candidate for this position, a review of these attributes should assist greatly in the evaluation of candidates.*

### Ideal Candidate Profile

The next Library Director will demonstrate four key characteristics:

#### Unifier

The Douglas County Public Library must confront complex internal and external challenges. A successful Library Director will have the capacity to respectfully manage diverging views and unify stakeholders with a common purpose.

#### Community-Oriented

For the Library to thrive, all employees from the top-down need to be focused on community and patron needs. Douglas County has many distinctive traits, and a successful Director needs to recognize this community's unique opportunities and challenges. This quality will be particularly valuable as the Library seeks to build community partnerships to augment creative service offerings to the community.

#### Collaboration

A successful Director will need to know how to listen, take in feedback from many perspectives, and help people feel heard, even if their input is not ultimately acted upon. Equally as important is the ability to communicate decisions and manage change in a way that builds trust.

#### Data Driven

Successful library operations rely on data-driven decision making, using data to determine what services the community needs and developing a continuous quality improvement process for library programs. A successful Director will be skilled in collecting, analyzing, and using data to deliver high-quality library programming.

Other desirable experiences for the Director to possess include (1) past management of volunteers and volunteer programming; (2) capital project management, including planning for renovation of existing spaces; and (3) excellent communication and an eagerness to build relationships.

### Education and Experience

Competitive candidates will possess a Master's Degree in Library Sciences, or a closely related field AND seven (7) years of managerial experience in a library environment OR an equivalent combination of education, training and experience.

## **Recruitment Summary**

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CPS HR received 18 applications for the position. Six were screened from additional consideration for not meeting minimum qualifications. Three candidates withdrew voluntarily. The selection committee considered nine candidates and eliminated four. Of these four, two candidates did not possess a Master's in Library Science or equivalent, but did have experience as Library Directors and were certified Public Librarians by their respective states.

The five candidates each have a Master's degree in Library Science or equivalent. These candidates were interviewed on April 22-28 and three were referred forward for the full Board of Trustees consideration on May 4.

March 28, 2022  
Library Board of Trustees-Douglas County Public Library  
1625 Library Lane  
Minden, NV 89423

Dear Library Board of Trustees, Library Staff and Community Members:

I am an extremely high-energy and innovative professional who is excited about submitting my resume for the position of Library Director for Douglas County Public Library. Moving back to the West to live in a breathtaking location and serve in a fabulous community where I would be a unifier and collaborator is an opportunity I would excel at. This position strongly fits the person that I am and the abilities that I have achieved through my education and work experiences.

When I began my library career eighteen years ago as the Children's Librarian for Ishpeming Carnegie Public Library, I was thrilled to be planning programs for children; however, my resources were limited, and I wanted to do more. Enlisting and coordinating volunteers, I began weeding and updating a library comprised of thousands of outdated books so that our collection could be better utilized by our patrons. This was only the beginning of my commitment to literacy and library service! My strong work ethic and ability to successfully learn and manage many tasks helped me gain the position as the Assistant Librarian which gave me the opportunity to expand services and programs to teens.

My experience as Library Media Specialist for Ironwood Area Schools was an opportunity of a lifetime for me to transform their libraries into centers of learning for the students and teachers. The opportunity to work with the entire school district to improve literacy skills by implementing new library resources and programs was a challenging yet rewarding one.

Working with a small budget as Library Director for St. Ignace Public Library I wrote grants to help provide better resources for the community. I enjoyed this position and community however I was ready to advance in my career and to start a new adventure in my life which led me to Colorado. As Library Director for Dolores Public Library District, I was given the opportunity to empower and inspire the Library Board and staff to embrace change and implement new programs and services for our community.

Bringing my passion for libraries back to Michigan, as Library Director for Three Rivers Public Library we created a vibrant new image for the library by implementing a library enhancement project and technology upgrade along with securing a building for the future library. My current position as Executive Director for Manistee County Library continues to be rewarding as we work together to create welcoming environments in all six of our libraries along with new programs for our communities in Manistee County. At the same time, I'm being inspired to move to a warm and supportive community in the Sierra Nevada Mountains which would allow me to share my creativity and enthusiasm with your team to bring outstanding services to the public. I would love to bring my sense of humor, leadership skills, vision for the future, and knowledge and commitment of library services to your communities. I welcome the opportunity to further discuss my professional and personal experiences that make me a strong candidate for this position. If you should have any questions, please contact me at [REDACTED].

Thank you for your consideration and I look forward to speaking with you soon.

Sincerely,

Debra Greenacre

- ## EDUCATION & CERTIFICATION

**Library Director (October 2016-October 2017)**

Three Rivers Public Library, Three Rivers, MI

Chief Executive and Administrative Officer. Performs highly administrative and supervisory duties and is responsible for the overall management of all phases of the library serving a population of 14,000.

- Recommended and monitored the annual budget of \$587,000 for the library with input from the City Finance Department, the Library Board, and the library team.
- Prepared reports, directives, and resolutions for the library with policy decisions to be approved by the Library Board.
- Supervised, coordinated, and inspired library team of 12.
- Responsible for materials selection and processing, programming, inventory, overdue procedures, collection retention, and building and grounds maintenance.
- Compiled and filed the State Aid Report as required by the Library of Michigan.
- Created a new service model to provide patrons with a welcoming environment.
- Revitalized the collection, streamlined circulation process, and increased programming.
- Developed and implemented a strategic plan to help guide library services and programs.
- Initiated and oversaw \$50,000 library enhancement project and \$25,000 technology upgrade.
- Spearheaded new library move and renovation, working with the Library Board, the library team and Arkos Design team.

**Library Director (November 2013-October 2016)**

Dolores Public Library District, Dolores, CO

Chief Executive Officer and administered all day-to-day library operations including collection, circulation, personnel, technology and information services, programs, facilities and other administrative duties under the general direction of, and in collaboration with, the Board of Trustees.

- Prepared annual budget for Board approval, monitored library budget of \$334,000, received and expended funds, and maintained up-to-date, accurate financial records within approved budget.
- Lead the development and management plans for programs and services.
- Assisted the Library Board with the creation of the strategic and technology plan.
- Provided leadership to employ and develop high performance professional staff of 7.
- Served as the community liaison to advocate and promote library services and programs.
- Partnered with the Pinon project to provide free lunches through the Children's Nutrition Initiative Program during the Summer of 2015.
- Developed and enforced facilities maintenance practices and procedures for resources, space, and equipment. Initiated library remodel project and completed phase one that improved the library environment by creating a quiet room and adding windows in 2015.

**Library Director (February 2012-October 2013)**

St. Ignace Public Library, St. Ignace, MI

Supervised and performed day-to-day library tasks: technology management, collection development, cataloging, material processing, interlibrary loan, circulation, shelving, website, reference, and monthly newsletter.

- Administered policies and made policy recommendations to the Library Board.
- Prepared library budget of \$120,000 for Library Board approval and submitted, monitored, and approved expenditures as directed by the Library Board.
- Oversaw maintenance of library facilities and equipment.
- Wrote and was awarded \$36,000 in grants for a new furnace and other library needs.
- Directed and implemented effective public relations and advocacy programs.
- Supervised, assigned, and evaluated job responsibilities of library team of 3 and volunteers.

**Library Media Specialist (November 2010-June 2011)**

Ironwood Area Schools, Ironwood, MI

Transformed the outdated school libraries into the hub of learning utilizing \$348,000 through the Increasing Academic Success Through Libraries Grant.

- Supervised Library Aide and student volunteers.
- Weeded over 11,000 volumes from the K-12 libraries.
- Collaborated with teachers to order new resources for K-12 libraries.
- Planned and implemented professional development for teachers and after school programs for student.

**Assistant Librarian (July 2006-October 2010)**

Ishpeming Carnegie Public Library, Ishpeming, MI

Performed day-to-day library tasks: technology management, collection development, cataloging, material processing, interlibrary loan, circulation, shelving, reference, and overdue notices.

- Oversaw library operations in absence of Library Director.
- Wrote and was awarded grant for Teen Area development.
- Planned and supervised Summer Reading Program for Teens.
- Encouraged collection management providing easier access for patrons.
- Initiated and coordinated volunteer activities.

**Children's Librarian (August 2003-July 2006)**

Ishpeming Carnegie Public Library, Ishpeming, MI

Managed Children's Library, programs, and class visits.

- Coordinated RIF Program and Summer Reading Program.
- Assisted the Friends of the Library with Million Penny Fundraising Project to benefit the Children's Room.
- Networked with area schools to promote Library services.

**PROFESSIONAL DEVELOPMENT**

- Meeting in the Middle: Dealing with the Unique Challenges of Branch Level Library Management 2014
- E-Rate 2014
- Project Outcome 2017
- Millage Campaigns: The Nuts and Bolts 2018
- Executive Summit-Leadership and Change Management 2018
- Community Engagement Summit 2018
- The Exceptional Team Leader 2018
- Small Libraries, Big Impact Conference 2019
- Marketing Your Library 2019
- Advanced Facilitation Training: Handling Conflict 2019

**LIBRARY AND COMMUNITY INVOLVEMENT**

- Dolores Chamber of Commerce Board Member 2014-2016
- Manistee Area Leadership Program 2018-2019 (Toured local schools, factories, museums, city and county entities while collaborating with other area community leaders to raise funds to create patio area at new Senior Center)
- Leadership Learning Lab 2019 (Learned leadership skills with area non-profit directors)
- Lakeside Club Vice-President 2019-2021 (Supports community non-profit organizations)
- Manistee Historic District Commission 2020-2021
- Michigan Library Association Work Group-Marketing Your Library Workshop 2019
- Mid-Michigan Library League Board of Trustees Member-2020-2023
- Member of MLA, ALA, PLA, and ARSL

**TECHNOLOGY PROFICIENCIES**

- Microsoft Office
- Ebooks and Digital Magazines/Online Databases
- Sirsi/Dynix Unicorn, Workflows
- Innovative Millennium
- TLC
- Atrium



## REFERENCES

Joyce Valentine  
Library Board President  
Manistee County Library

[REDACTED]  
[REDACTED]

Rysta Williford  
Library Board  
Dolores Public Library

[REDACTED]  
[REDACTED]

Julie Cirone  
Assistant Director  
Manistee County Library

[REDACTED]  
[REDACTED]

Carol Shively  
Reference Librarian  
Manistee County Library

[REDACTED]  
[REDACTED]

Sheryl Mase  
Director  
Mid-Michigan Library League

[REDACTED]  
[REDACTED]

Tracy Logan-Walker  
Director  
Cadillac Wexford Public Library

[REDACTED]  
[REDACTED]

Walsh, CO 81090

April 1, 2022

Douglas County Library – Minden  
Board of Trustees  
c/o Andrew Nelson  
CPS HR Consulting

Dear Andrew, and Board of Trustees,

I saw an online listing looking for a visionary Library Director to support and grow your team and community at the Douglas County Library, Minden, NV location. This is successfully accomplished, partly, with consistent delivery of your values, vision, and commitment to excellence in messaging and planning, using local and library data, and collaborating with local businesses and organizations. Timing is everything – asking the right people for the right thing at the right time.

Challenges are opportunities that present themselves. Internal and external challenges are no longer challenges (or they diminish) with win-win solutions, compromise, policy, and in time. I would be honored to be considered for this position. I have included my resume and application for your consideration. Please consider my Bachelor of Science degree, unfinished master's in elementary education, and prior work experiences in lieu of MLIS, and know that if it is district/state required I will pursue it.

For the past almost 5 years I have been the Library Director for the Stanton County Public Library in rural Johnson, Kansas [2000 population]. In this role, I had total responsibility for all library function and operation to include:

- Communicating with library board of trustees, along with county commissioners – managed meeting documents, prepared financial reports, and drafted a director's report
- Create annual budget, and manage with current financials
- Facility: on-going space planning and use; managed new LED light replacement and HVAC in 2021
- Planning library services and programs – weekly, monthly, and annual events
- Book clubs – monthly ladies Page Turners, 4-week summer YA
- Ordering all library books, materials, and resources – manage collection and weeding
- Created social media standards, website development, and library news and announcements
- Decreased library debt and increased savings
- In 2018, 47,000 people visited our little library; 700 FB followers
- 2021 Library grant funding:
  - \$37,000 total received for new LED lights, 1000BBK, touchless bathroom fixtures, and ALA grant library wages
  - \$30,000 total received for the community in the form of an ALA grant to transform the middle/high school library to a library media center (no library for 10 years), and KDOT “safe crossings” project for a sidewalk and flashing crosswalk signs from the elementary school to the public library.

You are in an amazing location and destination to take advantage of opportunities to grow your library and community. I look forward to the opportunity of discussing the library director position with you.

Sincerely,  
Colleen Kilbreath

## COLLEEN KILBREATH

## OBJECTIVE

Results-driven Library Director with 5-years experience seeking the Library Director position at the Douglas County Library, Minden location. Focus will be on establishing services that best support the library to be a vibrant and attractive resource providing maximum benefit for the entire community.

## SKILLS &amp; ABILITIES

- Experienced in a wide range of library operations: overall administration; planning; budgeting; staff supervision and development; facility management; public relations; special events.
- Accurate, clear, objective assessment of ongoing flow of activities. Constant mindfulness of possible changes or improvements. Resourceful, flexible and creative in streamlining, improving, and adapting procedures.
- Critical awareness of community involvement and public relations. Thoughtful in seeking input and responsive to expressed needs. Creative use of media to sustain communication. Attentive to budget constraints and the need to minimize wasted money or energy.

## EXPERIENCE

**LIBRARY DIRECTOR – STANTON COUNTY PUBLIC LIBRARY**

April 2017 – January 2022

Honored to have served the community, building programs and services in an inviting space. Reallocated 6336 sqft space for best use, new LED lighting throughout with 2/3 of cost grant funded. \$30,000 ALA COVID grant awardee to transform middle/high school library to a media center. Managed a staff of 7. Monthly trustee meetings; quarterly county commissioner meetings. 2017 budget: \$296,00. 2022 budget: \$253,000 April 2019 completed 1-year comprehensive ApPLE (Applied Public Library Education) course of study for the State of Kansas. Attended 2 library conferences each year, and annually 100+ hours of continued education.

**BOOKKEEPER- OWNER**

January 2010- current

Supported a variety of clients as office manager with various administrative and bookkeeping needs to include Quickbooks transactions, inventory, cattle, monthly invoices, AR/AP, sales tax, payroll and liabilities, quarterly and year end forms and reports, reconciliations, and taxes preparation.

Cash flow \$750,000 - \$3M. June 2012-current bookkeeping at Bear Creek Aviation, 15 hrs/mo.

**RETAIL CONSTRUCTION PROJECT MANAGER**

2006 – 2008 Forman Industries: The Home Depot account

2003 – 2006 The Sports Authority: remodeled 15 stores per year

1999 – 2003 Limited Brands: Bath & Body Works, VS, Lane Bryant, New York & Company

Managed projects, project budgets, and staff, requiring administrative skills, effective communication, organization, problem solving, and time management. Managed and developed staff for growth, worked with customers, partnered with peers, managers, contractors, and local municipalities for permits. Project budgets \$10,000 - \$13M

## EDUCATION

**THE OHIO STATE UNIVERSITY- OHIO**

1992 – 1995 Pursued Master's in elementary education. DNF – student teaching + 2 classes shy

**BOWLING GREEN STATE UNIVERSITY- OHIO**

1983 – 1990 Bachelor of Science in Education specializing in facility management/general business

**REFERENCES**

Luke Gerard, 2-term Library Board Chair

[Redacted]

John Smith, Stanton County Commissioner

[Redacted]

Amy Brucker, Library Director Hamilton County, Syracuse, KS

[Redacted]

Toni Bressler, Library Director, Morton County, Elkhart, KS

[Redacted]

Cheryl Berens

[Redacted]

Polly Cartwright

[Redacted]

The year of 2022, it is my 27th anniversary since I graduated library school in 1995. Giving great customer service in our communities has been a fulfilling journey. I have had the pleasure of getting most of my experience in one library district. My library district had an 18 million dollar budget and served 360,000 people. We circulated over 5.5 million items and had over 2,000 programs from 12 locations. I was responsible for all aspects of one location: staff, hiring, evaluating, volunteers, budget, building, community outreach, volunteers and programming. My budget was over one million dollars and when I attended monthly board meetings it was my job to answer any questions about my location.

Being a senior level staff member, I was a member of committees that helped plan for the future of our library district. I enjoyed being part of the management team. I love giving the tools to my staff so they can go beyond ordinary service. I also like doing outreach and getting the community involved. Libraries keep evolving to our customer needs. Right now there is a lot going on. How exciting!

I took a semi-retirement break and taught English in Thailand for over three years.

I returned to America in 2021 to take a library director job in Paris Texas. This is a department head position where all library responsibilities are part of the job. The community structure in Paris is also very similar to the size in Douglas County. The job description is also identical.

I am very interested in the Library Director position and I would enjoy seeing if we are a good match.

My experience of teaching english in Thailand has also given me the appreciation of different communities and cultures.

I can interview on-line and travel to your location for an interview.

I look forward to hearing from you.

Take care, Timothy DeGhelder

# **Timothy G. DeGhelder**

**4261 Castlegate, Paris TX, 75462**

**timothydeghelder@gmail.com**

**Career Goal**      Give the best possible library services to the general public.

## **Library Director Paris Public Library**

### **June 2020 to Present**

- In charge of \$735,000 budget with 11 FTE
- Responsible for developing new trends of service (see annual report)
- Materials and programming for population of 50,000 citizens
- Developed new community partnerships
- Responsible for building needs and modifications
- Provided a safe and secure workplace
- Created an atmosphere where staff can develop and grow
- Responsible for political and community connections
- Created a three year strategic plan for future direction of the library
- Promoted digital and electronic services

## **English Teacher in Thailand for SINE Education**

### **Kumphawapi High School July 2018 to March 2020**

- Teach daily lessons to over 700 students each week
- Keep students motivated through positive reinforcement and feedback
- Give speaking and listening tests
- Become involved in school activities as needed
- This position requires preparation and practice to be more successful

## **Library Experience (21+ years)**

### **Branch Manager at St. Charles City-County Library District**

#### **Kisker Road Branch & Deer Run Branch 2001-2017 (16 Years)**

- Branch budget (responsible for planning and implementation)
- Coordinator for homebound services as part of Deer Run management duties 2008-2011
- Coordinator of successful in branch volunteer program
- Responsible for all customer service and policy implementations
- 20 hours each week giving general reference services
- Collection development for the branch
- Represent district on committees involving policies, training and special projects
- In charge of hiring, training, motivation, evaluation and supervision of employees
- Develop branch budget for personnel, materials, building maintenance and Information Technology
- Keep employees on task with positive interaction and communication
- Responsible for building maintenance and security
- Attend all board meetings and inform on branch progress
- Raise money for Friends of the Library selling materials in the branch

## **Information Resource Manager for Nonprofit Services at St. Charles City-County Library District 1996-2001 (5 years)**

- Helped develop and created initial services for countywide nonprofits
- Coordinated Materials- For Nonprofit Collection
- Gave Group and Individualized Tours of Collection

- Provided Outreach For Nonprofit Organizations in St. Charles County
- Organized digital materials for electronic use, including maintaining nonprofit web page
- Worked With Metropolitan Association of Philanthropy to Coordinate Area Services
- Helped Nonprofit Groups With Research Pertaining to Specific Needs
- Helped New Organizations Develop In Metropolitan Area
- Worked with Community College and Community Council to Develop Seminars

## **Corporate Management Experience Business Retail**

Warehouse Foods Inc. (Shop-n-Save, Price Chopper) **1981-1994**

Shift Manager responsible for all operations- Seven Years on Management Team- (Super Center- Sales \$400,000 avg/week)

- Supervised 40 employees with 10 departments
- Scheduled employees
- Processed payroll for 150 employees
- Verified daily financial reports, trained employees
- Evaluated employees
- Administered store policy
- Planned operations agenda
- Purchased products
- Calculated bank deposits
- Inventoried stock
- Maintained customer satisfaction through personal interaction

## **Associations and Organizations**

- Professional Associations over the years- LLAMA, ALA, PLA, MLA
- Secretary of the St. Charles City-County Library Foundation and web developer 1999-2008
- Mid-Rivers Optimist 1999-2004
- Co-Chair & Founder Volunteer Management Forum 1998-2000
- Tender Loving Pets- Founder & Board President 1999-2002
- Chair of Trivia Night Fundraiser for Library Foundation 1999-2008
- Vision Leadership Program Graduate 2000
- Community Council Board Member 2000-2001
- University Alumni Association of Missouri St. Louis
- Volunteer- St. Louis Tax Association- IRS 2006
- O'Fallon Chamber Board Member 2010-2014
- O'Fallon Optimist Board Member 2016- 2017
- Citizen's Police Academy Graduate 2011
- Dual Track with St. Charles City-County Library District 1999-2007

## **Education**

- **Master of Public Policy Administration- 2007** University of Missouri at St.Louis  
Accredited by the National Association of Schools of Public Administration and Affairs (NASPAA)
- **Graduate Certificate Studies- 2007** (18 hour graduate studies), University of Missouri at St. Louis,  
Nonprofit Management and Leadership
- **Master of Library Science, ALA accredited- 1995** University of Maryland, Graduate Assistantship
- **Bachelor of Science, Education- 1993** University of Missouri at St. Louis, Worked full-time in  
earning 100% of educational and personal expenses.

## References

### Timothy DeGhelder

Worked with Lisa for many years at St. Charles City-County Library District and in the grocery business. (Warehose Foods Inc.)

Lisa Kimmel

40159 Pelican point parkway

Gonzales Louisiana 70737

Cell. [REDACTED]

Email. [Lisakimmel@hotmail.com](mailto:Lisakimmel@hotmail.com)

Worked with Steve 21 years

Steve Wilmes, Network Administrator

St. Charles City-County Library District

77 Boone Hills Drive

St Peters MO 63376

[REDACTED]

[stevewilmes@gmail.com](mailto:stevewilmes@gmail.com)

Worked with Trevor for 15+ years

Trevor Rees, Business Resource Manager and assistant manager

St. Charles City-County Library District

[REDACTED]

[Trevor.rees3@gmail.com](mailto:Trevor.rees3@gmail.com)

Worked with Gino teaching english in Kumphawapi, Thailand

Eugene (Gino) Scheepers

Kumphawapi High School. As part of SINE English Teachers.

[scheepersgino@gmail.com](mailto:scheepersgino@gmail.com)

[REDACTED]

Currently working with Tracy Clark- Children's Librarian

Paris Public Library

[REDACTED]

[tclark@paristexas.gov](mailto:tclark@paristexas.gov)

Current Library Advisory Board President and City Manager contacts given on request