



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** June 17, 2021

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the appointment of two members to the Library Board of Trustees, each to fill a four-year term that will expire in June, 2025. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Board of Supervisors appoints five persons who are residents of Carson City to serve as library trustees. There are two vacancies due to the expiration of terms. Amanda Long submitted an application for reappointment. New applications were submitted by Sarena Nichols, Kelsey Penrose, Scott Hoen and Elizabeth "Betts" Markle.

Agenda Action: Formal Action / Motion **Time Requested:** 1 hr 15 mins

Proposed Motion

I move to appoint _____ & _____, each for a term that will expire in June, 2025.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

NRS 379.020

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Attachments:

[Library Board of Trustees Packet 06-17.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay


(Vote Recorded By)



Board Details

To govern all library policy and to hold property and effects of the library in trust for the public. To represent the library both to the people and to the governing officials and to provide the people and the governing officials a well-run library.

Overview

 **Size** 5 Seats

 **Term Length** 4 Years

 **Term Limit** 8 Years

Additional

Meetings

•5:15 p.m. •The fourth Thursday of each month (Changes authorized by Board Chair)

Powers & Duties

Typical duties are listed below: 1. Set, appoint and evaluate the professional performance of the library director. 2. Determine the policy of the library to allow development of the highest possible degree of operating efficiency in the library. 3. Submit the annual budget and work to secure adequate funds to finance the requested library services. 4. Through the library director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they met the requirements of the total library program. 5. Study and support legislation which will bring about the greatest good to the library. 6. Cooperate with other public officials and boards to promote the services of the library and participate in maintaining vital public relations. 7. Other duties as set forth under NRS 379.025.

Additional Information

[NRS_379.020..pdf](#)



Carson City, NV

Library Board of Trustees

Board Roster



Julie A Balderson

1st Term Aug 01, 2019 - Jun 30, 2023

Appointing Authority Board of Supervisors



Nicholas J Cranston

1st Term Jul 19, 2018 - Jun 30, 2022

Appointing Authority Board of Supervisors



Amanda M Long

1st Term Jul 06, 2017 - Jun 30, 2021

Appointing Authority Board of Supervisors



Beth B Lucas

1st Term Aug 06, 2020 - Jun 30, 2024

Appointing Authority Board of Supervisors



Phyllis Patton

2nd Term Jul 06, 2017 - Jun 30, 2021

Appointing Authority Board of Supervisors

Profile

Amanda _____ M _____ Long _____
 First Name Middle Initial Last Name

amandalongnv@gmail.com _____
 Email Address

3 Penn Cir. _____ Suite or Apt _____
 Street Address

Carson City _____ NV _____ 89706 _____
 City State Postal Code

Mobile: (775) 720-2549 _____
 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

I have been serving on this Board for several years and would like to continue to serve.

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Marketing for the Carson Farmers Market

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Major Subject:

Degree Conferred:

Associates in Applied Science - Paralegal Degree from WNC.

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I am a long-time Carson City resident. I have served on the board since 2017. My background in digital marketing helps the Library and Board on projects such as the library website revamp and communications. My 4 yrs of experience on the Board brings context to a newer board.

List the community organizations in which you have participated and describe participation:

I am currently working with the Carson Farmers Market on their digital marketing and communications. I was the president of the Carson City Harvest Hub non-profit, applying for grants and collaborating with community members. For 6 years I was an involved parent with Fritsch and Carson Middle PTAs when my kids were at those schools (now in High School). During that time I managed the PTAs social media and communications. My current marketing career involves working with many local businesses.

List your affiliation with professional or technical societies: *if required for the position.

I am a member of the American Marketing Association.

Upload a Resume

Declaration to Accept Terms & Conditions

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Amanda Long
3 Penn Circle
Carson City, Nevada 89706
(775) 720-2549

Experience:

In Plain Sight Marketing

Carson City, NV

11/2018 – Current **Account Manager**

Collaborate with the IPSM team and directly with clients to follow projects as they develop from the brainstorming process to the client presentation. Work closely with my team to create campaigns and strengthen relationships with clients. Accountable for project timelines. Track results from final project results and monthly campaigns to craft specialized marketing plans for each client. Work with clients to ensure their satisfaction, address concerns that arise in the business partnership. Create and execute digital advertising and email marketing campaigns. Identified and created operating systems and processes for internal account management best practices.

Smart Marketing Squad

Carson City, NV

5/2017- Current **Owner**

Digital and email marketing coaching. Manage all social medial platforms, websites, and digital advertising. Collaborate and consult with clients with regard to digital marketing for business growth. Manage bookkeeping, working with vendors, clients and virtual assistants. Client development and acquisition.

Kaia FIT Corporate

Carson City, NV

10/2017 – 11/2018 **Marketing Director**

Developed and implemented a new strategic marketing plan for the corporate office and 45 franchise studios and grew companywide membership. Responsible for brand management and enforcement. Manage vendors and virtual assistants. Mentored franchise owners created sales funnels and social media strategy. Development of corporate event marketing and design of apparel and merchandise.

Dyer, Lawrence, Penrose, Flaherty & Donaldson

Carson City, NV

09/2006 – 1/2017 **Paralegal (Family Law, Corporate, Employment, Estate**

01/2000 – 10/2003 **Planning & Promote & Marketing Manager)**

Head of case management for family law, estate planning and employment law cases. Development of process and procedures for new practice development. Case preparation and management for 5+ attorneys. Responsible for overseeing the restructuring of the existing practice to establish more productive procedures along with the implementation of new technology and IT programs for practice efficiency and security. Marketing manager.

Harley-Davidson Financial Services, Inc.

Carson City, NV

11/03 – 8/2006 **Paralegal**

Developed processes and procedures for legal department contract review, deployed servicemember account handling, trademark use review in marketing, and responsible for review of financial and banking specific forms.

Education: **Hubspot**, Email Marketing Certification
Hubspot, Inbound Marketing Certification
Google, Google Ads Display Certification
Marie Forleo, B-School 2016 alumni
Amy Porterfield, List Builders Society
Western Nevada Community College Carson City, NV
Associate of Applied Science - Legal Assistant (Graduated: May 2001)

Profile

Sarena

First Name

J.

Middle Initial

Nichols

Last Name

snichols@nic.nv.gov

Email Address

401 SANDSTONE DRIVE

Street Address

Suite or Apt

Carson city

City

NV

State

89701

Postal Code

Home: (775) 885-1828

Primary Phone

Mobile: (775) 720-3884

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

As a life long reader, I believe libraries are vital to our community. Carson City library offers more than books; it connects residents, including students to programs and services they might otherwise miss out on. The library is our center of education, self discovery, and social connection.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

University of N. Carolina

Major Subject:

History and English literature

Degree Conferred:

Bachelor's in History, Master's in Humanities

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

Critical thinking skills which help when having to decide on policy or any issue. Critical thinking skills require that all possibilities be considered, and allows for the ability to think out-side of the box. I have been a patron of the library for 17 years and understand the role it plays in our community. As the Program Officer for the Nevada Indian Commission it is my job to manage several projects and once, and to be a team player. We actively engage with a diverse group of people with differing opinions on social matters. It is my job to listen to all and work towards consensus. I would be a an active member who is willing to work with different voices for the good of our community.

List the community organizations in which you have participated and describe participation:

I was an active member of the Friends of the Library from 2005-2007, volunteering many hours in the small bookstore. I continue to support their efforts. I work with PLAN, a native voting rights group. In my role at the Nevada Indian Commission I work with small tribal community groups and support their efforts to ensure their voices are heard. During our last election I worked hard to make sure our tribes had access to early and on-site voting.

List your affiliation with professional or technical societies: *if required for the position.

Upload a Resume

Declaration to Accept Terms & Conditions

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Sarena Nichols
401 Sand Stone Drive, Carson City NV, 89706
775-885-1828

Education

Bachelors of Liberal Arts/History, Summa Cum Laude, 2012 University of North Carolina

Masters of Liberal Arts-English Literature, 2014 University of North Carolina.

Phi Beta Kappa Honors Society

Summary of Experience

Organizational management skills

Owned and operated successful small business

General knowledge of office management

Ability to work with others, in both supervisory and support staff roles

Experience in organizing and running support staff meetings

Experience in policy making and updating office manuals

Experience in training and hiring support staff

Communication Skills

Experience in business writing and communication

Experience in computer communication and research

Excellent customer relation skills

Proficient in various computer software programs including but not limited to;

Word, WordPerfect, Excel, QuickBooks, and PowerPoint, Advantage, NEATS

Office Support Skills

Telephone Reception, Scheduling, Record Keeping, File Maintenance, Data Processing, Accounts Receivable, Accounts Payable, Inventory Control, Billing, Reconciling, Research, Collections, Light Bookkeeping, Supply Ordering, Social Media, Website Building, Editing, Proof Reading, Web Content Writer.

Experience

State of Nevada 05/09 to present

Indian Commission 08/17 to present

Program Officer 1

Budget and grant management. Social Media and community outreach coordinator, Stewart Indian School campus projects coordinator. Stewart Gym scheduling.

Miles Construction, Carson City, Nevada 9/06 to 05/09

Office administrator

Writing Business Correspondences, First point of contact for all incoming calls. Greeting clients. Arranging Meeting and travel for all three owners. Updating business licenses.

Western Nevada Community College, Carson City, Nevada 1/2006 to 9/06

Temp Financial Aid Secretary

Helped students fill out FASFA and other financial aid forms. First point of contact for all incoming calls. Arranged seminars. Helped loan officers as needed.

Flathead Valley Orthopedic Center, Kalispell, Montana 7/01 to 4/04

Patient Registration/Insurance specialist

Registered new patients. Worked with insurance companies to insure quality patient care.

Full Spectrum Chiropractic, Kalispell, Montana 10/00 to 7/01

Office Manager

Medical billing, collections, appointment scheduling, supply ordering.

Timberhill Ranch Resort, Timberhill, California 9/1997 to 11/2000

Assistant Front Office Manager

Trained new hires, reservationist, payroll, and concierge.

The Fruit Basket, Timberhill, California 3/ 1995 to 9/1997

Owned and operated small produce market on coast of Northern California.

My specialty was organic and fresh from the farm produce.

Profile

Kelsey

First Name

Penrose

Last Name

Middle Initial

kennaroe@gmail.com

Email Address

3611 Jarrard CT

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Home: (775) 297-1150

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

I would like to serve on this Board because I have been attending the Carson City Library since I was 4 years old and I think it is one of the most important establishments in our community. Further, I believe that my expertise working with the media will be of great benefit to the library.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Western Nevada College, University of Nevada, Reno, Arizona State University

Major Subject:

English, Anthropology

Degree Conferred:

Bachelors in English, Bachelors in Anthropology

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I believe that my experience with media and marketing will be valuable to the Board including my connections with many local and regional non-profits, businesses, and leaders. As a born and raised Carsonite who has frequented the library all of my life, I also feel like I have a view of how the library has changed over the years, and how it continues to change today.

List the community organizations in which you have participated and describe participation:

I have volunteered my time for the Carson City Fair Board to write press releases, contact other businesses and non-profits on their behalf, and offer connections with media sources. Years ago I also volunteered my time with the Ron Woods Center's food cabinet.

List your affiliation with professional or technical societies: *if required for the position.

Upload a Resume

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I Agree *

Profile

Scott

First Name

Hoen

Last Name

Middle Initial

scott@scotthoen.com

Email Address

2689 Danielle Drive

Street Address

Suite or Apt

Carson City

City

NV

State

89706

Postal Code

Home: (714) 270-9607

Primary Phone

Mobile: (714) 270-9607

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

I camped out in the library growing up and using all the resources available and it made a lasting impression on me and wanting to give back. Bringing Accounting, Marketing and Technology skills to the board. Helping our community better understand the power of technology -- I see the library teaches the basics but Social Media isn't going away and how to use / what to use and where to find the information available at little or no cost to benefit the community. Looking to start serving the City that helps 100% of the citizens is my objective and get more involved. How do we draw more people to the resources the library has? Can help grow the library's Facebook presence - Only 2200 members of the page are following the library - thats only 6% of the total population.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

BA - Lewis and Clark College, Portland, OR MBA - Pepperdine University - Malibu, CA

Major Subject:

Accounting / Economics and Marketing

Degree Conferred:

BA - Lewis and Clark College, Portland, OR MBA - Pepperdine University - Malibu, CA

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

My background of Accounting, Marketing, Economics and Technology skills with email, texting, websites and the ever changing social media platforms can be an asset to the Library.

List the community organizations in which you have participated and describe participation:

Have served with the Carson City Republican Party for the past two years and recently elected to Chairman for the next two years.

List your affiliation with professional or technical societies: *if required for the position.

Upload a Resume

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I Agree *

Senior Title Insurance Executive

Innovative, ambitious senior executive with 25+ years' experience in leading sales, marketing, and business development efforts to achieve industry-leading sales and revenue in competitive markets. Expertise in developing and implementing enterprise systems to improve sales and operations processes and to improve communication between sales associates and clients. Intuitive leader with experience in channel development and in training and developing highly productive sales teams. Strong track record of personnel retention through professional development and incentive efforts.

Areas of Expertise:

- New Business Development
- Enterprise Systems
- Process Improvement
- Talent Recruiting & Development
- Market Analysis
- Territory Development & Leadership
- Branding & Internet Marketing
- Client Communications
- Sales Team Management
- Digital Communication Tools

Professional Experience

Hollywood Title Company (February 2020 to present)
COO

Manage the day to day operations of Hollywood Title Company, underwritten by North American Title Company. Full P&L responsibility and sales management with this growing Title Company in Los Angeles CA.

Title Capture (August 2018 to 2020)
Chief Industry Specialist and Technologist

Directed the development of a Direct Title Insurance product and managed the introduction to National Underwriters along with managing the over 1,200 Agencies served by the closing cost calculator platform. Directed the implementation of NetSheet.com to national audience via trade shows and real estate internet platforms.

First American Title Company – Direct Title Division US
VP Marketing Systems and Sales Technologies (2013 to 2018)

Directed communications and technology systems for over 1200 Direct Division Title Professionals in 27 states. Produce and deliver Title Tech Talk each week for 236 consecutive weeks, instructing sales professionals on sales strategies and providing market updates. Created and managed webinars for internal personnel and clients on referrals and increasing market share. Initiated and maintained productive vendor relationships to ensure strong communication and productive sales channels.

Selected Contributions:

- Oversaw Direct Sales Onboarding of more than 550 representatives across the US and trained professionals on company systems to gain competitive advantage over competition.
- Generated 236 consecutive Title Tech Talk Videocasts with weekly updates and sales tips to motivate sales associates in meeting and exceeding aggressive sales goals.

...continued...

County Sales Manager – San Diego (2010 to 2012)

Recruited, trained, and managed effective sales team and oversaw comprehensive sales strategy. Developed and implemented back-end systems to assist sales representatives in increasing productivity and managing business workflow. Developed effective communication and client retention efforts.

Selected Contributions:

- Increased market share from 14.5% to 20.5% in two years to leading position in market.
- Achieved 100% sales representative retention through effective training and motivation incentives.
- Increased profit retention to highest levels in many years.

TitleRepSolutions, LLC – Whittier, California

Creator, General Partner and Owner (2009)

Developed and launched online CRM and order sourcing solution for title insurance agency. Created and implemented marketing solutions to ensure sustainable company growth. Initiated and launched companion CRM systems for agents, brokers, and lenders, to increase efficiency and sales efforts.

Selected Contributions:

- Developed and launched platform for Title Sales Professionals to communicate effectively with clients; tool assists in tracking orders, clients, and communication to grow marketshare.

Fidelity National Real Estate Solutions – Santa Ana, California

Senior Vice President CyberHomes Sales and Settlement Services Group (2007 – 2008)

Executive Vice President General Manager (2004 – 2007)

Spearheaded business programs and roll-out plans to create competitive product and market intelligence solutions. Transitioned technical components of Fidelity National Financial into one organization in order to achieve increase profits. Created and implemented Property Profile Systems and tools in insurance division to improve information flows for title professionals. Managed all Technology Assets of FNRES: Paragon MLS, DPN Accounting, Agent Office, Broker Office, Transaction Point and Broker systems.

Selected Contributions:

- Created CyberHomes platform, which became RPR with National Association of Realtors.
- Launched CyberHomes.com at National Association of Realtors convention in 2006, boosting market share and consumer awareness.
- Grew revenue 5% per year over three years while providing tools to Fidelity Title Partner.

Additional Experience

Senior Vice President Orange County Sales Manager ▪ Fidelity National Title Company

Senior Vice President Marketing and Systems Development – Los Angeles Co. ▪ Fidelity National Title Company

Vice President – Marketing Systems and Sales Technologies, Direct Division ▪ First American Title Company

Vice President – Los Angeles County Sales Manager ▪ Commonwealth Land Title Company

Vice President – Sales and Marketing ▪ American Blood Institute

Vice President, Sales and Marketing, Southern California ▪ American Title Company / North American Title

Education and Credentials

Master of Business Administration (MBA) in Marketing • Pepperdine University, BA Lewis and Clark College

Profile

Elizabeth (betts)

First Name

Markle

Middle Initial

Last Name

bettsm@gmail.com

Email Address

1951 Molly Dr

Street Address

Suite or Apt

Carson City

City

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State

89706

Postal Code

Home: (775) 843-8424

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

As a professional librarian, I believe I have a library background that would benefit the Carson City Library Board of Trustees. I have close to 40 years of administrative and staff experience in several different types of libraries including public, academic, and special, and have worked with many library professionals in the area. Additionally, I served two terms on the Nevada State Council for Libraries and Literacy. My husband and I have lived in Carson City over four years now (after ten years in Incline Village) and we have both enjoyed participating in activities and groups in the area. During the coming time of budget cuts, it is ever more important to have a strong library board to share the good work of the library with the community and continue to support the leadership and staff of the Carson City Library.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

National Louis University, Wheeling, IL Dominican University, River Forest, IL Colorado State University, Ft. Collins, CO

Major Subject:

Degree Conferred:

Bachelor of Arts Master of information and Library Science Ph.D. in Education Leadership

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

Extensive library experience, knowledge about other libraries in Nevada, experience with libraries in other states.

List the community organizations in which you have participated and describe participation:

Leisure Hour Club - 2nd vice president - 2018-19, Muscle Powered - Hike/walk coordinator for the Muscle Powered Board of Directors

List your affiliation with professional or technical societies: *if required for the position.

American Library Association, Nevada Library Association

Upload a Resume

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I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Elizabeth Markle

Summary of qualifications ▪ Demonstrated ability to effectively administer a small college library

1951 Mollu Dr.
Carson City, NV 89706
775-843-8424

- Effective interaction with personnel at all levels
- Self-motivated and skilled at multi-tasking
- College classroom teaching experience
- Extensive computer skills including online teaching
- Experienced and knowledgeable in electronic resources and Internet capabilities
- Classroom and workshop presentation experience
- Successful grant writing experience

Education

- 2006 Colorado State University, Ft. Collins, Colorado
Ph.D. Education Leadership
- 1997 Rosary College (now Dominican University)
River Forest, Illinois
Master of Arts in Library and Information Science
- 1993 National Louis University, Evanston, Illinois
Bachelor of Arts in Management

Work experience

Collection Dev. Nevada State Library Carson City, NV
2019-2021

- Collection development activities for the Nevada State Library
- Worked with Library Services Department to organize and manage the library
- Worked with the Polaris library software to manage the collection
- Routine library tasks including online reference and library assistance
- Successfully wrote and administered several LSTA grants for the library

Library Director Sierra Nevada College Incline Village, NV
2007-2017

- Managed small college library, including budget and collection development
- Developed and taught library/research skills presentations for graduate and undergraduate students
- Managed online catalog - currently utilizing Polaris software
- Provided library reference and Internet assistance for students and faculty
- Supervised interlibrary loan activities utilizing OCLC
- Successfully wrote and administrated 6 LSTA grants through Nevada State Library
- Developed Sustainability Resource Center and Poetry Center with LSTA funds
- Taught on a regular basis for the Teacher Education graduate program, both online and face to face

Library Director Argosy University Atlanta, GA
2005-2007

- Developed and taught library/research skills presentations for graduate students
- Library Liasion for Education program – Master’s and Doctorate level
- Managed online catalog - currently utilizing Endeavor’s Voyager software

- Prepared library promotional materials.
- Provided library reference and Internet assistance for students and faculty
- Supervised interlibrary loan activities utilizing OCLC and CLIO

Library Director DeVry University Alpharetta, GA
1997-2004

- Developed and managed small college library
- Supervised 2.5 FTE staff, including student workers
- Managed online catalog - utilizing Endeavor's Voyager software
- Participated as an active member in First Year Initiative Learning Communities
- Developed and taught progressive information literacy classes
- Technology in Education conference participant

Adjunct Faculty Sierra Nevada College Incline Village, NV
2010-2017

- Project Director for Masters level students in Teacher Education

Library Director DeVry Institute of Technology, Addison, IL
1994-1997

Library Assistant DeVry Institute of Technology, Addison, IL
1991-1994

- Processed and maintained library materials
- Supervised student library assistants
- Provided library assistance for students and faculty

- Professional Memberships
 - American Library Association
 - o Association of College and Research Libraries

- Nevada Library Association

Professional Activities

- 1999 ACRL/Harvard Leadership Institute
Harvard Graduate School of Education
- 2000 Poster Presentation at LOEX of the West in Bozeman, MT
“Developing and Integrating a Program of Comprehensive Bibliographic Instruction into the Undergraduate College Experience”
- 2003 DeVry Trainer/Mentor for eCollege Training for faculty
- 2007 ACRL Conference Roundtable Session –
“Librarianship in For-Profit Higher Education”
- 2012-2017 Academic Library representative to Nevada State Council on
Libraries and Literacy
- 2012-2017 Board member for SCEL (Statewide California Electronic
Library Consortium)
- 2014 Panel presentation at ALA, Las Vegas, with Sustainability
Roundtable

- 2017 Program Committee Co-Chairman, Nevada Library Association Conference
- 2019 Presentation at Nevada Library Association Conference regarding Libraries' participation in 2020 U.S. Census

NRS 379.020 Trustees of county library: Appointment; terms; vacancies; compensation; expenses; removal.

1. The board of county commissioners shall appoint five competent persons who are residents of the county to serve as county library trustees. Three trustees shall hold office for the terms of 1, 2 and 3 years respectively, and two trustees shall hold office for terms of 4 years. Annually thereafter, the board of county commissioners shall appoint one trustee who shall hold office for a term of 4 years, except that in those years in which the terms of two trustees expire, the board of county commissioners shall appoint two trustees for terms of 4 years. County library trustees shall hold office until their successors are appointed and qualified.

2. No trustee may be appointed to hold office for more than two consecutive 4-year terms.

3. All vacancies which may occur at any time in the office of county library trustee must be filled by appointment by the board of county commissioners.

4. County library trustees serve without compensation, except that the board of county commissioners may provide for compensation in an amount of not more than \$40 per meeting, with a total of not more than \$80 per month, and may provide travel expenses and subsistence allowance for the members in the same amounts as are allowed for employees of the county library.

5. The board of county commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees.

[2:187:1925; A 1956, 214] — (NRS A 1959, 329; [1967, 1060](#); [1971, 133](#); [1981, 997](#); [1989, 612](#))