

Daniel Gillane



March 30, 2021

Dear Members of the Lafayette Public Library System Board of Control,

I offer my name and credentials for consideration for the position of Library Director for the Lafayette Public Library System. As you will see from the enclosed résumé, I have nearly thirty years' experience working in and with Louisiana libraries at the state and local levels. I believe I possess, by education and experience, the skills, abilities and qualities you seek in your next director. I, of course, possess the threshold credential for the director position. I received certification from the State Board of Library Examiners in 2016, and I am currently serving as the interim library director.

I began my professional work as a reference librarian at the Jefferson Parish Library and then worked as a library consultant, a 'librarian for librarians,' at the State Library of Louisiana, where I served as liaison between Louisiana public libraries and statewide electronic resource vendors, provided assistance regarding rules and application processes for e-rate and assisted library administrators with questions regarding their libraries and communications with their library boards.

For the past thirteen years I have worked in the Lafayette Public Library System. Currently, I am serving as interim library director. I also hold the Librarian IV position, and I have served as assistant manager of the Main Library, supervising the library reference staff and the 'Maker Space.' My system-wide administrative responsibilities include filing the library's e-rate papers, which help to fund telecommunications and internet services for the library. I am the main contact with telecommunications vendors and the integrated library system provider. I administer the integrated library system. I coordinate and help with evaluation and negotiation of the library's electronic resources, including those shared with the Bayouland Library System, a responsibility which has grown as the State Library budget has decreased. More recently, I have been re-appointed to the State Library Database Committee.

I work with multiple local government agencies as the library representative and serve on two Lafayette Consolidated Government safety committees. I have worked as part of the library's outreach efforts with community organizations, including Goodwill's GED/HiSet programs and local/diocesan school programs. As the Lafayette community works to address its homeless situation, I have served as the library's contact with church service groups and regional organizations to collect and provide information to assist in provision of services. More recently, I have led a project to provide a library card for each public school student in Lafayette. I am proud to say that Lafayette was the first library in Louisiana to go live with this program in August 2018.

In performance of my duties I work closely and regularly with the library director, assistant director and operations manager. I have been involved in many projects related to Lafayette's significant library expansions, new constructions and renovations over recent years. I am therefore well-informed regarding the needs assessments, budgeting and data analyses involved in those projects. I am also mindful of the related issues of funding and community challenges associated with tax renewal efforts. As a concerned citizen and an interested employee, I have attended Library Board of Control meetings, often at the request of the director.

I believe that teamwork is essential for accomplishment of institutional goals, and I have worked to be a dedicated team member without concern for titles. Although I have never served as director of a library, I have spent my career working closely with the responsible individuals in multiple state systems and especially in the Lafayette System, and I believe I can say with some modesty that I have served as a go-to person for those individuals. I frequently am called upon to collect and maintain statistical information critical to their work, and I believe my input is highly regarded.

My personal goal over the past 5-6 years has been to position myself to assume the directorship of a public library should the opportunity present itself to me. I have had the benefit of working for and with many library directors during my career, and I have had good guidance in learning the scope of the director's work, identification of administrative problems and their solutions, development of skills in community interaction and service and building relationships for the exchange of ideas and best practices. Having served as interim library director for the past six weeks, I have had the opportunity to work with the Board, to meet with several local elected officials and to see firsthand the needs of the library system from a new perspective. I believe I am prepared to continue the responsibilities of library director on a more permanent basis, and I look forward to discussing that prospect with you.

With regards,

Daniel Gillane



DANIEL GILLANE

EDUCATION

1989 University of New Orleans, New Orleans, Louisiana
Bachelor of Arts in English

1990 - 1991 University of New Orleans
Graduate studies in English and education

1992 Louisiana State University, Baton Rouge, Louisiana
Masters in Library and Information Science

1993 - 1996 University of New Orleans
Graduate studies in English

2001 Louisiana State University
Certificate of Advanced Studies in Library and Information Science
Graduate studies in library and information science and vocational education, focusing on information storage and retrieval, HTML and adult education.

2016 State Board of Library Examiners Certification

WORK EXPERIENCE

March 2021-. Lafayette Public Library, 301 W Congress St, Lafayette, Louisiana 70501
Interim Library Director

2008-. Lafayette Public Library, 301 W Congress St, Lafayette, Louisiana 70501
Librarian IV

- Assistant Branch Manager, Main Library, 2015-2017.
- Administrator for integrated library system (Symphony)
- Manage library makerspace services and related technologies on a system wide basis.
- Supervise makerspace staff at the Main Library
- Responsible for administering the E-Rate program within the Library. This federally enacted program partially funds the Library's telecommunications and internet services.
- Manage the Library Warehouse facility.
- Supervise networking and computer services department, 2008-2015.
- Supervise technical services, cataloguing and acquisitions departments and processes, 2008-2015.

- Compile and report monthly and annual statistics for system.
- Oversee the evaluation and purchase of technology for the library, 2008-2015.
- Oversee the evaluation and purchase of electronic resources for the library.
- Responsible for records retention policies implementation.

Lafayette Consolidated Government (LCG) Central Safety Committee, 2012-2015.

- LCG Interdepartmental Safety Advisory Committee, 2011- (Vice Chair, 2012-1014; Chair, 2014-)
- Co-creator/designer of the library's web site.
- (with others) Evaluated and then oversaw the Library's move to system-wide VoIP system.
- (with others) Evaluated and oversaw transition to new integrated library system.
- Updated library technology plan.

2007. State Library of Louisiana, PO Box 131, Baton Rouge, Louisiana 70821

Library Consultant-Library Development

- Oversaw activities related to the various Gates Foundation grants received by the State Library, including the Staying Connected Grant and the Rural Libraries initiative.
- Helped devise a formula for how state funding for connectivity would be divided equitably among Louisiana public libraries.
- Responsible for Universal Service Fund [E-Rate] as it applies to Louisiana libraries, including handling the application for statewide Internet access and keeping current on changes in Universal Service Fund developments to assist public libraries with E-Rate applications.
- Assist Louisiana public libraries with issues relating to all aspects of library service and administration.
- State Data Coordinator.
- Consult with Louisiana public libraries and with State Library staff on the use of technology to provide better service or access.
- Help to maintain the State Library web site.

2005-2007. University of Louisiana at Lafayette, 302 E St Mary Blvd, Lafayette, La. 70502

Assistant Professor and Development and Gifts Librarian

2004-2005. Johnson Controls, Inc., National Wetlands Research Center (NWRC), USGS, 700 Cajundome Blvd, Lafayette, Louisiana 70506

Research Librarian

- Identify resources relating to the Gulf of Mexico and Lower Mississippi River Valley (LMV) regions for inclusion in National Biological Information Infrastructure (NBII) catalogue.
- Develop resource list of elected officials in Gulf of Mexico and LMV regions.
- Remain current on legislation and issues affecting wetlands and the Gulf and LMV regions.
- As part of a team, develop and maintain the Central Southwest / Gulf Coast NBII information node.
- Perform literature searches for NWRC scientists.

- Remain current on NBII sites and on NBII and FGDC metadata standards and tools.

2004. State Library of Louisiana, PO Box 131, Baton Rouge, Louisiana 70821

Library Consultant-Library Development

- Responsible for Universal Service Fund as it applies to Louisiana libraries, including handling the application for statewide Internet access and keeping current on changes in Universal Service Fund developments to assist public libraries with E-Rate applications.
- Assist Louisiana public libraries with issues relating to all aspects of library service and administration.
- Serve as a central contact between public libraries and vendors for statewide electronic databases.
- Consult with Louisiana public libraries and with State Library staff on the use of technology to provide better service or access.
- Help to maintain the State Library web site.

1998 – 2004. State Library of Louisiana, PO Box 131 Baton Rouge, Louisiana 70821

Library Consultant-Computer Services

- Responsible for Universal Service Fund as it applies to Louisiana libraries, including handling the application for statewide Internet access and keeping current on changes in Universal Service Fund developments to assist public libraries with E-Rate applications.
- Serve as a central contact between public libraries and vendors for statewide electronic databases.
- Assist Louisiana public libraries with technology, including automated systems, Internet access, public access computers, locating technical training for library staff, assessing training needs.
- Consult with Louisiana public libraries and with State Library staff on the use of technology to provide better service or access.
- Help to develop and to maintain the State Library web site, work with departments within the State Library and with Louisiana public libraries to develop content for the site.
- Administer and maintain integrated Horizon on-line library system, including web interface for system.

1996 – 1998. State Library of Louisiana, PO Box 131, Baton Rouge, Louisiana 70821

Recorder of Documents

- Administered the Louisiana State Document Depository System. Responsibilities included: Assisting state agencies and document depositories in complying with Louisiana State Document Depository law; receiving publications from all state agencies; distributing publications to 42 document depositories around the state; establishing procedures for processing, distributing and making available state publications; compiling and editing *Public Documents*, the official bibliography of state publications; serving on the Louisiana State Documents Depository Council.
- Administered the Federal Document Depository Collection within the State Library. Responsibilities included: Receiving and processing Federal documents received through

the depository program; serving as liaison between the State Library and the Superintendent of Documents, U.S. Government Printing Office; ensuring that the State Library complied with all regulations and laws regarding Federal documents.

1993 – 1996. Jefferson Parish Library, 4949 W Napoleon Ave, Metairie, Louisiana 70003

Reference Librarian

- Worked in the headquarters branch of a public library owning nearly one million volumes and serving over 450,000 people.
- Responsibilities included: Answering reference queries in person, over the telephone or through mail; providing on-line database searches (DIALOG, OCLC, LLN); collection development; providing reference support to fifteen branch libraries.
- Served on the editorial board for the *Jefferson Parish Library Newsletter*.

1991 – 1992. Jefferson Parish Library, 4949 W Napoleon Ave, Metairie, Louisiana 70003

Library Associate

Responsibilities included basic library functions: Public service; circulation desk; basic reference; stack maintenance; filing.

1990 – 1991. St. Paul Lutheran School, New Orleans, Louisiana

Teacher

Taught social studies, chess, physical education to 6th, 7th and 8th grade students.

PUBLICATIONS

John Ashbery Bibliography. In *John Ashbery in Conversation with Richard Ford*. London: Between the Lines, 2003.

Donald Justice Bibliography. In *Donald Justice in Conversation with Philip Hoy*. London: Between the Lines, 2001.

“The Gates Library Foundation in Louisiana.” *Louisiana Libraries* 62, no. 1 (Summer 1999): 11-12.

“Universal Service and Louisiana Public Libraries.” *Louisiana Libraries* 62, no. 1 (Summer 1999): 12-13.

The Bibliography of Weldon Kees. Jackson, Miss.: Parrish House, 1997. With Robert Niemi.

Public Documents, no. 97, January-June 1998. With Alison Foster and Stacey Hathaway-Bell. Baton Rouge: State Library of Louisiana, 1998.

Public Documents, no. 96, July-December 1997. With Alison Foster. Baton Rouge: State Library of Louisiana, 1998.

“State Recorder of Documents and the State Depository System.” *Information Resources Exchange* 18, no. 2 (June 1997): 2-3.

Public Documents, no. 95, January-June 1997. With Alison Foster. Baton Rouge: State Library of Louisiana, 1997.

Public Documents, no. 94, July-December 1996. With Alison Foster. Baton Rouge: State Library of Louisiana, 1997.

“Money and the Library: Part One: The Funding of the Library.” *Jefferson Parish Library Newsletter* 3, no. 9 (October 1996): 1-2.

GRANTS, PRESENTATIONS, COMMITTEES

2020- Member. Syndetics Unbound Public Library Advisory Board.

2019- Member. LSU School of Library and Information Science Advisory Council, a group of current students, alumni, employers, adjunct faculty, library staff, and other stakeholders charged with providing SLIS with feedback and input in areas such as desired student learning outcomes and competencies, curricula and courses, and long-term planning.

2018-. Member. State Library Advisory Committee on Databases. The Committee advises the State Library on database issues including selection of databases for Louisiana Library Connection database offerings to Louisiana public libraries.

2011- Lafayette Consolidated Government Central Safety Committee (Vice Chair, 2012-2013, Chair 2014-)

2008-2015. Annual Universal Service Fund applications and commitments for internet and telecommunications service for the Lafayette Public Library.

2010 Broadband Technologies Opportunity Program (BTOP) grant for Public Computing Centers to upgrade and expand existing computing centers in the public library and Senior Centers, to create new computing centers in three Housing Authority developments, to expand the Library’s current mobile computing capacity; to provide additional electronic informational, educational and career resources, and to expand the Library’s computer training programs to more than double training opportunities at Library locations and at Senior Centers, Housing Authority developments and Recreational Centers. \$1,065,468. Grant not awarded.

2007-2008. Universal Service Fund application and commitment for internet access for all Louisiana Public Libraries.

2007. Notable Books Council. American Library Association.

2006-2007 GRAMMY Foundation grant to provide original and copy cataloguing of and access to the Cajun and Creole Music Collection at the Edith Garland Dupre Library, University of Louisiana at Lafayette. With Sandy Himel and Denise Goetting.

June 9-12, 2004. Panelist. The Achievement of Weldon Kees. West Chester University Poetry Conference, West Chester, Pennsylvania.

2004 – 2005. Member. State Library Advisory Committee on Databases

March 2004. Panelist. CIPA and Filters: What's a library to do? Annual Conference. Louisiana Library Association, Automation and Technology Interest Group.

1998 – 2005. Annual Universal Service Fund applications and commitments for internet access for all Louisiana public libraries.

1996 Received a Louisiana Decentralized Arts grant to bring a series of poets to present at the Jefferson Parish Public Library

1993. Travel grant from the University of New Orleans Graduate School to do research on the Weldon Kees bibliography.

OTHER

Active parishioner of the Cathedral of Saint John the Evangelist, Lafayette

Co-founded the Catherine M. Landry and Danny Gillane Feline Studies Scholarship at the Louisiana State University School of Veterinary Medicine.

REFERENCES

Patricia Husband
Assistant Library Director, East Baton Rouge Parish Library
7711 Goodwood Blvd.
Baton Rouge, La. 70806
225-231-3780

Marylyn Haddican
Library Director, Jefferson Parish Library
4747 West Napoleon Ave.
Metairie, La. 70001
[REDACTED]
mhaddican@jefferson.lib.la.us

Ted Landry
Library Director, Acadia Parish Library (retired)
1125 N Parkerson Ave.
Crowley, La. 70526
[REDACTED]
tlandry@state.lib.la.us

Dear Ms. Wingate,

I believe myself to not only be a suitable candidate for the position of Library Director, but the ideal candidate. I have experience working in multiple libraries as well as a Master's Degree in Library Science. I have a full understanding of the inner workings of a library and the duties and responsibilities involved.

I have a cumulative eight years of supervisory experience working as Director of Religious Education. My experiences in this position have forced me to develop excellent interpersonal skills. I have supervised a diverse team of up to twenty-four people and have organized large scale events such as the Midnight Run food and clothing drive for the homeless population of Manhattan. The large-scale events such as these have required me to coordinate between local businesses, the general public, my volunteers, as well as my staff. Bringing people together for a greater cause is something I have proven myself to be skilled at time and time again.

I also served as one of the main heads of the Parish Renew Board at St. Joseph's Church. The board's purpose was to identify issues and determine how to best adapt to serve our parish population, increase attendance, and secure both internal and external funds. I believe these skills are all directly transferrable to the position of Library Director.

I am also fluent in all forms of social media, having worked as a social media marketer and serving as social media chair of two executive board groups in college. I also am familiar with the Microsoft office suite and google office applications.

Aside from my qualifications and experience, I am known for having a warm, pleasant attitude. My goal in all walks of life, both professional and personal is to make people feel welcome and safe. I am known for being exceedingly friendly and easy to talk to and was even once voted "Most likely to brighten your day". I know that if given the opportunity, I could take the library to new heights.

Sincerely,

Michael Chirichella

Michael Chirichella



Education

Saint John's University – Queens, NY

Bachelor of Arts, May 2016 – History Major, Criminal Justice Minor

Clarion University – Clarion, PA

Master of Library Science with a concentration in child and youth services, May 2019

Experience

Antique Handler – All Wrapped Up, Lincoln Park, NJ

January 2021- Current

- Ensures safe storage and transportation of items
- Catalogs items
- Keeps storehouse clean and organized
- Curates items
- Labels and ships items

Assistant Youth Group Director - St. Joseph's Church, West Milford NJ

March 2017- Current

- Plan, organize, and chaperone events and meetings
- Create and run Service Events
- Work with youth group leaders to ensure events and meetings are efficient, engaging, and include the appropriate content
- Advise/Mentor Youth Group members
- Assist Youth Group Director in various tasks
- Act as member of Parish Renew Board
- Secure and handle funds both from internal and external sources

Communications Support Staff - St. Cyril and Methodius Church, Boonton NJ

February 2020- August 2020

- Created weekly bulletins for the parish
- Updated and maintain the parish website
- Assisted with running live stream masses during COVID-19 lockdown

Author - Deadly Nights on the Island by Michael Chirichella

October 2019

Director of Religious Education - Our Lady of Good Counsel Church, Pompton Plains, NJ

August 2016 – January 2020

- Managed and supervised the CCD Programs from kindergarten to age 18
- Supervised instructors and volunteers
- Created entire program and lesson plans for the CCD program
- Taught classes in the absence of the scheduled instructor
- Oversaw the curriculum and ensured efficiency and competency of instructors
- Performed Administrative tasks
- Ran the Vacation Bible School
- Tracked attendance
- Kept records up to date
- Advised/Mentored Youth Group members

Library Assistant – Bloomingdale Public Library, Ridgewood Public Library
December 2017- May 2018

- Manned the circulation desk
- Operated interlibrary computer system
- Assisted staff and patrons with technology issues
- Assisted in running children's events

Camp Counselor - Bubbling Springs Day Camp, West Milford, NJ
June 2010 – August 2018

- Responsible for safety and daily activities for 30 children
- Developed and implemented original events
- Shaped and enforced camp policy to ensure excitement, structure, value, and safety
- Supervised and cared for children on day trips to various locations

Leadership/Service Programs

Lector and Usher - Saint Joseph's Church, West Milford, New Jersey

- Appointed to direct the parish in readings of various biblical passages during Mass
- In charge of collection and transportation of parishioner donations

Member of Saint Joseph's Church Parish Renewal Board - Saint Joseph's Church, West Milford, New Jersey

Active Member - Knights of Columbus

- Organization performing philanthropic and charitable services

Technical/Practical Skills

- Proficient in Word, Excel, PowerPoint
- Photography and Video Production
- Excellent at all forms of Social Media
- Wood working
- Writing

Charitable Activities

- Participated in multiple Midnight Runs- Providing Food and Clothes to the Homeless
- Multiple Year Team Member for Relay For Life
- Volunteered at Woman's Shelter on a monthly basis
- Organized numerous charity bake sales
- Organized numerous food/clothing drives

I would like to be considered for the Library Director position. Since 2014, I have been leading library development in both public and academic library systems, with specific focus on service development, resource management, and communication and outreach. I have had experience in the wide range of library administrations, in the workings of both public and academic institutions, particularly in addressing users' library experience. As a director and manager in public libraries, my most rewarding successes have been in service development, achieving more responsive public, technical, and programming services. During my time in academic library administration, I have seen success in achieving more flexible, responsive community engagement and more efficient metric and analysis systems. Having worked in systems contending with budget cuts and changing communities, I am experienced in being a constant and aggressive promoter of my library as well as being a patient, empathetic listener to feedback from users, the community, and staff alike. I have lived in Lafayette three years now and seen the mix of passion and struggle in the Library's growth during changing, turbulent times. I feel that Lafayette has potential to achieve even greater ranges of service as part of a vibrant community ready to embrace new opportunities. I want to see the LPL reach those new heights, and I will help it get there through effective management, empathic leadership, and comprehensive communication.

The primary skill I will bring is my leadership experience in public and outreach services. As an administrator, I have had success developing teams across a range of library sizes and types. At Dothan Houston County Public Library, I was the lead manager training staff in public and tech service skills for a broad population, both urban and rural. Across the four-branch system, I saw success in mentoring staff to serve at-risk and special populations, develop new programs and technology classes, collaborate with local organizations, and work between departments for system-wide initiatives. This effort saw particular success in improving service and outreach to homeless populations and individuals with technical literacy needs through more personal staff interactions. This experience will allow me to connect quickly and comfortably with the faculty and staff across the LPL's branches and service points.

I have provided leadership in rural, suburban, and urban branches at the Opp and Dothan libraries, developing strategies to address a wide range of needs in libraries of different sizes and serving different demographics. This included policy direction, developing new public services, programming, and budgetary policy in Opp and Dothan, and fiscal policy at UL Lafayette. As a supervisor, I have applied Agile methodology concepts to staff development, including routine strategy meetings, cross-training, and outcome driven planning. At UL Lafayette, this strategy has allowed the e-resources department to improve technical support of public service and expand vendor and interdepartmental communication. Because of this experience, I will effectively be able to develop new strategies and policies that fit into Lafayette's unique, evolving needs.

I have had success in resource management overseeing dynamic collections and developing new platforms. At Opp Public Library, I launched both the first young adult collection and the first e-reader platform, leading the collection strategy and marketing for each. With Dothan Library System, I developed the first structured budget and collection development strategy as part of the Management Team, systematizing expenses and reducing waste. As the Head of E-Resources and Serials at UL Lafayette, my department maintains a collection of over 100 active databases and over 1000 active serials. I have standardized procedures for collection development, record maintenance, and policy updating in order to keep a collection that is responsive to university needs. Working with vendors, I have overseen trials for new resources and negotiated savings to costs, at times as high as 50%. I use a lean management approach to budgetary spending. This management approach allowed me to reduce

expenditures at Opp and Dothan libraries through the consolidation of positions, the streamlining of materials purchasing, and the long-term evaluation of programs and services. Because of this experience, I will efficiently work within budget and resource limitations to properly invest in new resources, and efficiently document metrics justifying new investments.

My ability to communicate is my most important skill as an administrator. With Opp and Dothan libraries, I established routine outreach between the library and community stakeholders in the form of media, presentations, and surveys. This outreach led to improved goal-setting, better feedback in decision making, and the introduction of new programs and services, including writing clubs, music programs, tax assistance, and special needs initiatives. I performed outreach across various forms of media, including social media, news publications, and live interviews. This success will allow me to effectively and comfortably perform outreach to Library users across the broad range of LPL's community.

Among staff, I engaged in routine one-on-one communication with direct reports as well as regular, structured staff meetings. I used a 360, outcome-based style of mentoring to allow staff the opportunity to provide feedback and to set realistic, useful goals that fold into the larger strategic plan of the library. This standard of feedback-driven goal-setting saw success with Dothan Library System, included improved patron services, increased programming (especially technical programming), and improved team cohesion. At UL Lafayette, I set up a more responsive communication system with each academic program in reporting available library resources. This system has increased resource awareness and made it easier for each program to make informed budgetary decisions on new subscriptions and tools. Because of this, I will be able to quickly network with both my colleagues in the Library and in the Lafayette community to develop healthy, collaborative relationships.

If chosen for this role, I will actively lead, develop, and guide the growth of Lafayette Public Library. I will work through listening, to library staff, to users, to community stakeholders, to industry experts, and collate that information into functional plans of action within the Library's resource limitations. I am familiar with the broad range of labor vital to libraries, including public service, outreach, and development, and I am able to respond to the ever-changing, evolving needs of a dynamic community. My experience will allow me to quickly transition into developing relationships with staff and users alike. Lafayette Public is where I want to use my experience in support of a worthwhile institution. I hope to share more with you soon.

Sincerely,
Michael Mitchell

Michael Mitchell



Professional Summary

I am a librarian with exceptional skill in leadership, communication, and resource management. I have experience overseeing library resources, both physical and digital, developing staff, services, and programming, and fostering a collaborative environment. I want to work for a high-impact organization where I can create worthwhile services and improve the quality of life for all of its users.

Education

Master of Library Science (December 2013), The University of Alabama
Bachelor of Arts in English (May 2012), The University of Southern Mississippi

Professional Experience

Head of E-Resources and Serials Department, *University of Louisiana at Lafayette*
07/2018 - Present

- Supervised staff of 4 full-time employees
- Managed resource budget of \$2M
- Managed collection of serials and databases
- Liaised and negotiated with vendors on pricing, troubleshooting, and trials
- Established routine, interdepartmental communication
- Established e-resources management system
- Established staff training and development routine, specifically staff cross-training and routine resources refresher training
- Designed collection development policy
- Headed E-Resource Committee and Collection Development Committee
- Oversaw implementation of online discovery system
- Established department documentation and labor structure
- Trained staff in technical services skills and adaptation to new tools
- Represented the library as liaison to the College of Sciences
- Oversaw shift to telework labor in response to COVID crisis, including project management and remote staff supervision

Central Library Manager, *Dothan Houston County Library System*
01/2017 – 06/2018

- Supervised staff of up to 9 full- and part-time employees
- Managed system-wide budget of \$1.2M as part of leadership team; worked with leadership team to establish new, standardized budget and spending structure
- Oversaw hiring and development of library staff; saw success in staff training for public service, programming, and collection development
- Supervised library customer service, technical services, cataloging, and programming
- Oversaw system-wide collaboration initiatives for staff including interdepartmental swaps, projects, and standardized procedures; developed staff development structure
- Developed standardized collection development policy; oversaw implementation of the policy for Central Library as well as resource and facility management
- Collected and assessed metrics related to library use, material use, and programming

- Engaged in strategic planning and policy making as part of leadership team
- Developed library programming included technology training courses, retirement lectures, and art workshops
- Oversaw program management in the development of collections and new programming services
- Partnered with local organizations to develop new services for diverse demographics, including senior citizens, low-income citizens, technology learners, and homeless users
- Performed outreach to local news media and organizations to increase library awareness in community

Branch Manager, Dothan Houston County Library System

03/2015 – 01/2017

- Supervised staff of up to 11 full- and part-time employees
- Managed system-wide budget of \$1.2M as part of leadership team
- Oversaw hiring and development of branch staff; saw success in staff training for public service, programming, and interdepartmental collaboration
- Supervised branch customer service, technical services, cataloging, and programming
- Oversaw branch collection development, resource management, and facility management
- Collected and assessed metrics related to library use, materials use, and programming; developed system-wide metric data point set for use analysis
- Engaged in strategic planning and policy making as part of leadership team
- Oversaw program management in the development of collections and new programming services
- Partnered with local organizations to develop new services for diverse demographics, including senior citizens, low-income citizens, language learners, and teens
- Developed branch programming included conventions, music exhibits, technology classes, and language learning
- Performed outreach to local news media and organizations to increase library awareness in community

Library Director, Opp Public Library

06/2014 – 03/2015

- Supervised staff of 3 full- and part-time employees
- Managed budget of \$30,000; restructured outdated budget and established standardized spending structure
- Improved customer service through staff hiring and training
- Standardized collection development of library materials; developed first young adult graphic novel collection
- Developed and expanded new services to meet community needs including expanded open hours, genealogy and writing programs, and increased technical services
- Liaised with vendors on contract to launch first ebook platform
- Developed first customer service feedback tool; collected and analyzed metrics for use in improving services
- Oversaw program management in the development of collections and new programming services
- Collaborated with local government and library board on strategic planning and future library developments including assessing future renovation and construction needs
- Provided resources for public training and use of computers and other devices
- Expanded library social media presence to include web, local print, and local news

Memberships

American Library Association

Association for Library Collections and Technical Services

Association of College & Research Libraries

Louisiana Library Association

References

- Terah Harris, Head of Resources & Digital Strategy, Dothan Houston County Library System, [REDACTED]
- Kim Driskell, Branch Manager, Dothan Houston County Library System, [REDACTED]
[REDACTED]
- Courtney Smart, Library Director, Opp Public Library, [REDACTED]
opppubliclibrary@oppcatv.com

DAREMY R. BUTLER, JD, MLIS, CRA



Lafayette Public Library
Attn: Ms. Joan Wingate, Search Committee Chairperson
301 W Congress St.
Lafayette, LA 70501

In Re: Director of the Lafayette Public Library Position

Dear Ms. Wingate,

Hello. I am Daremy R. Butler. Please accept this letter and accompanying resume' as my expressed interest in your Director position. My skill set is that of a hybrid nature combining the law, library science, history, data science, digital rights management, strategic information governance and records management, and knowledge management.

I have years of records management; information governance; project management; federal regulatory; legal research experience; and management analysis methodologies. I have graduated with a Master of Library and Information Science program; my degree's focus is in Knowledge Management. I have a graduate certificate in Records and Information Management. My Certified Records Analyst certification has been granted by the Institute of Certified Records Managers.

I was recently employed as a Graduate Assistant in the Paul M. Hebert Law Center Law Library. In this position, I performed and assisted with legal reference duties. I staffed the library reference desk where I responded to reference requests from faculty members, students, and public patrons. In this position, I conducted legal (domestic and foreign law) and non-legal research (as assigned). Lastly, I updated and created Foreign and International Law LibGuides with appropriate descriptive metadata and taxonomy relationships. Simultaneous with my employment as a Graduate Assistant, I worked as an Extern at the State of Louisiana's State Archives/Secretary of State Office. In this capacity, I engaged in the composing of retention schedules and identifying documentation that is subject to legal holds. I also drafted information management strategies and/or roadmaps. I currently work as a Catalog Librarian at Southern University in Baton Rouge, Louisiana and as a Records and Information Management System Analyst and Developer for Globalpundits, Inc.

My Knowledge Management background gives me great insight into providing training materials and training presentations for various audiences. Lastly, I bring confidence and competence if I am in this role. Therefore, I can provide substantive guidance on knowledge management initiatives and become a member of working groups to ensure my department is represented well and woven into the development of present and new products and services.

If I am chosen for this position, I will make sure that premium patron service is at the heart of everything done at the Lafayette Parish Public Libraries. In addition to instilling premium customer service, I will implement a system of open educational resources so students will have access to cheaper course textbooks and that the library meets all digital accessibility initiatives under federal and state disability laws.

I have mentioned a few of my relevant skills and a few of the initiatives that I would bring to the Lafayette Public Library system. I would like to join the Lafayette Public Library to support your mission:

To enhance the quality of life of our community by providing free and equal access to high-quality, cost-effective library services that meet the needs and expectations of our diverse community for information, life-long learning, recreation, and cultural enrichment.

I believe with my education and experience I am a fit to advance your mission. It would be a pleasure to discuss this opportunity with you. Thank you.

I am,

Yours very truly,

Daremy R. Butler

DAREMY R. BUTLER, JD, MLIS, CRA



EDUCATION

Master of Library and Information Science (graduated May 2018)

Louisiana State University (Baton Rouge, LA)

- Specialization in Knowledge Management
- American Association of Law Libraries – Student Member
- American Library Association – Student Member
- Chevron Master of Library and Information Science Scholarship Recipient

Certified Records Analyst Certification

Institute of Certified Records Managers (Albany, NY)

- Completed and passed parts 1-5 of the six parts required to receive the Certified Records Manager certification as granted by the Institute of Certified Records Managers

Graduate Certificate in Records and Information Management

Louisiana State University (Baton Rouge, LA)

Juris Doctor and Bachelor of Civil Law (graduated May 2006)

Louisiana State University - Paul M. Hebert Law Center (Baton Rouge, Louisiana)

- Ernest N. Morial Memorial Legal Scholarship Recipient (conferred by Louisiana State University – Paul M. Hebert Law Center)
- Black Law Students Association - Parliamentarian

Bachelor of Arts in History (graduated December 2002)

Louisiana State University (Baton Rouge, Louisiana)

- Dean's List
- Minor in African/African – American Studies
- Phi Alpha Theta National History Honorary Society (conferred by Louisiana State University's History Department)
- TOPS Scholarship Recipient (conferred by the State of Louisiana)

PROFESSIONAL EXPERIENCE

Librarian Cohort Leader for American History I

(March 2021 – Present)

LOUIS The Louisiana Library Network (Baton Rouge, LA)

- Leads a cohort of five teaching faculty in the development of master courses for one of 25 dual enrollment general education courses.
- These courses have the potential to reduce costs and improve outcomes for approximately 20,000 high school students and 250,000 total student enrollments statewide per academic year.

Records and Information Management System Analyst and Developer

(September 2020 – Present)

Globalpundits (Baton Rouge, LA)

- Assists in development of plan and system of support for record and information management system;
- Assists in development of criteria for classifying and categorizing documents and information;

- Provides ongoing application, infrastructure and technical advice to ensure business continuity;
- Provides support for records and information management activities including the operation of equipment, scanning, document review, and document classification;
- Plans upgrades and patches, establishes fail-over plans, and oversees testing environments;
- Reviews documents with the State of Louisiana's Office of Risk Management (ORM) Staff to determine proper taxonomy and cataloging verbiage;
- Assists in developing taxonomy system for information management and applies it to existing records; and
- Assists in applying Louisiana Public Records Requirements to existing records and updating the ORM's Record Retention policies and plans.

Member of the LOUIS Digital Accessibility Working Group (October 2019 – February 2021)

- Group is tasked with evaluating digital accessibility risks related to third-party content and develop short-and long-term plans for mitigating risks for the consortium.

Freelance Legal Researcher (May 2006 – Present)

Self-employed (Baton Rouge, LA)

- Delivers professional legal and non-legal reference and research services.
- Expertise with both print and online legal research platforms, including Westlaw, LexisNexis, Bloomberg Law.

Catalog Librarian (November 2018 – Present)

John B. Cade Library

Southern University (Baton Rouge, LA)

- Provides professional development training for new-hire faculty members in the area of plagiarism;
- Manages library's Twitter accounts;
- Compiles circulation statistics, collection valuation reports, and the annual ACRL library survey;
- Assists with collection development, including inspection, acquisition, weeding and deleting, using scholarly reviews, catalogs, and recommendations;
- Creates knowledge repositories for acquisition and weeding/deleting process which perpetuates an efficient collection development process;
- Assists with reference desk duties such as checking out, renewing and discharge of library materials, reference requests, shelving, and payments of patron fines;
- Answers patron inquiries regarding computer equipment rental policies and procedures;
- Maintains print and electronic periodicals, online databases and information;
- Catalogs materials using Online Computer Library Center (OCLC), SirsiDynix, Resource Description & Access (RDA), and Library of Congress Subject Headings (LCSH);
- Teaches undergraduate and graduate students the nuances of academic research and proper literary citation methods;
- Creates and updates catalog records for serial publications; and
- Library liaison to Fine Arts, Political Science, Public Policy, and Public Administration departments.

Externship at State of Louisiana's State (January 2018 – May 2018)

Archives/Secretary of State Office

State of Louisiana (Baton Rouge, LA)

- Created internal controls to standardize the preservation of electronic and hard copy files and content for various State of Louisiana agencies.

- Field experience of 100 hours at the Louisiana State Archives/Secretary of State engaging in the composing of retention schedules and identifying documentation that is subject to legal holds.
- Field experience also consisted of drafting information management strategies and/or roadmaps.

**Graduate Assistant for the
Louisiana State University**

(March 2017 – May 2018)

Paul M. Hebert Law Center Law Library

Louisiana State University - Paul M. Hebert Law Center (Baton Rouge, LA)

- Managed and edited legal web content and conducted systematic reviews of web content produced by the LSU Law Library for updating and ensuring continued value and relevance to the LSU Law Center community;
- Performed and assisted with legal reference duties;
- Staffed the library reference desk;
- Responded to reference requests from faculty members, students, and public patrons;
- Conducted legal (domestic and foreign law) and non-legal research (as assigned);
- Updated and created Foreign and International Law LibGuides with appropriate descriptive metadata and taxonomy relationship;
 - <http://libguides.law.lsu.edu/c.php?g=664726>
 - <http://libguides.law.lsu.edu/c.php?g=656369>
 - <http://libguides.law.lsu.edu/c.php?g=693022>
 - <http://libguides.law.lsu.edu/c.php?g=703647>
- Updated and created marketing materials;
- Designed library displays; and
- Assisted with circulation, stacks maintenance, and inter-library loan activities as required.

Graduate Assistant for Middleton Library

(February 2017 – March 2017)

Access Services Department/Circulation Unit

Louisiana State University (Baton Rouge, LA)

- Handled routine tasks relating to the checking out, renewing and discharge of library materials, shelving, and payments of patron fines;
- Answered questions from patrons regarding Access Services policies and procedures;
- When Research and Instruction personnel were not available, assisted patrons with research questions;
- Supervised undergraduate student workers when full time staff members are not working;
- Created user records for public patron card holders;
- Opened and closed the building as scheduled, including nights, weekends, and holidays; and
- Completed special projects and assisted staff as needed.

**Disaster Recovery Specialist II – Projects and Grants Manager
(Full-time position)**

(December 2007 – September 2014)

State of Louisiana, The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) (Baton Rouge, LA)

- Responsible for data utilization and data governance across the organization;
- Responsible for data analytics and business intelligence;
- Responsible for data management, ensuring data quality and creating data strategy;
- Performed records management closeout of grant projects and executed closeout process upon the request of GOHSEP leadership;

- Ensured all required performance reports, financial status reports, contracts, and other pertinent records were received and maintained in accordance with the terms of the grant;
- Developed detailed elevation project work plans that appropriately addressed disaster recovery methodologies and monitored substantive progress against the work plans; developed and monitored elevation project budgets and financial reports;
- Worked with project staff to ensure that staff remained on task and on target to successfully execute and complete elevation projects within stated time frames, taking steps necessary to address and resolve any issues that arose, and critically assessed and evaluated the quality and appropriateness of deliverables;
- Scheduled and organized work meetings and coordinated events for internal and external audiences, managing both the substantive content and logistics;
- Maintained up-to-date records and thoroughly documented elevation projects at all stages of development;
- Built and maintained collaborative relationships with internal and external stakeholders and key partners; and
- Conducted research and analysis of complex issues related to disaster recovery and environmental law and the policies of the State of Louisiana relating to disaster recovery matters. The results of analyses were presented orally and in writing and are used by the State of Louisiana to make decisions or implement recommendations on the manner in which GOHSEP deals with all aspects of disaster recovery settlements.

FEMA CERTIFICATIONS

- IS-00030 – Mitigation eGrants System for the Subgrant Applicant
- IS-00100 – Introduction to the Incident Command System (ICS 100)
- IS-00139 – Exercise Design
- IS-00200 – ICS for Single Resources and Initial Action Incidents
- IS-00230 – Principles of Emergency Management
- IS-00235 – Emergency Planning
- IS-00240 – Leadership & Influence
- IS-00241 – Decision Making & Problem Solving
- IS-00242 – Effective Communication
- IS-00244 – Developing and Managing Volunteers
- IS-00253 – Coordinating Environmental & Historic Preservation Compliance
- IS-00279 – Retrofitting Flood Prone Residential Structures
- IS-00393.A – Introduction to Hazard Mitigation
- IS-00631 – Public Assistance Operation I
- IS-00700 – National Incident Management System (NIMS) an Introduction
- IS-00800 – National Response Plan (NRP), an Introduction

Legal Researcher (Part-time position)

(August 2007 – April 2008)

The Schout Company, Inc. (Grand Rapids, MI)

- Provided, either in writing or verbally, strategic guidance, advice and counsel in support of new and existing business opportunities in the Baton Rouge Metropolitan area to The Schout Company, Inc.;
- Commercial representative on a multi-discipline team for the geographic area and served as the commercial subject matter expert related to the real estate development process;
- Established strategic partnerships with state government and municipal officials while researching and collecting building permit data for a ten-parish metropolitan area, as part of a large scale mixed-use real estate development project being undertaken by an international real estate development company;

- Served as the primary external commercial interface for the Schout Company in the Baton Rouge Metropolitan area;
- Entered and maintained the collected building permit data in a ten-parish metropolitan area database;
- Evaluated boundary and topographic surveys and building permit information to quantifiably gauge the rate of commercial and residential development in the Baton Rouge metropolitan area;
- Responsible for the development, negotiation, drafting, administration and management of real estate development contracts and agreements;
- Implement and update as needed Stakeholder Engagement Plan for the Baton Rouge Metropolitan Area and Schout Company Executives; and
- Developed and implemented a cohesive market and customer engagement plan for the region.

Law Clerk

(January 2005 – May 2006)

(Part-time position)

The Law Office of James E. Boren (Baton Rouge, LA)

- Researched substantive criminal law, including White Collar crime and Post-Conviction Appeals for Capital defendants;
- Drafted various motions, briefs, and memorandums of law for inter- and outer-office correspondence/research and court submission purposes;
- Responsible for the training of new-hire law clerks in general company-related and administrative matters;
- Drafted various motions, briefs, and memorandums of law for inter- and outer-office correspondence/research and court submission purposes;
- Responsible for the training of new-hire law clerks in general company-related and administrative matters;
- Provided advice and guidance, including interpretations, opinions, or decisions, regarding programs or policies;
- Performed research of laws, legislative history, case law, judicial and administrative presidential decisions, and Federal regulations on highly technical issues;
- Provided support documentation based on case review and/or case law research to evaluate and plan for litigation of administrative actions, grievances, complaints, etc.;
- Drafted answers for subpoenas, compliance with the requests to produce documents to insure substantive compliance with production requests and to protect the defendant's interests against the release of privileged material; and
- Analyzed statutes, court decisions, policies, and other legal references and publications.

SKILLS

- Experienced in data management, ensuring data quality and creating data strategy.
- Experienced in data analytics and business intelligence.
- Experienced in producing metrics that indicate how an Enterprise Privacy Office is performing, where there are privacy gaps throughout the enterprise, and progress towards closing those gaps;
- Experienced in working with operational risk and Third Party Risk partners and others to assess new products, services and third parties for privacy risks; and to be the subject matter expert and be able to quickly and comprehensively weigh in and report on the risks;
- My Knowledge Management background gives me great insight into providing privacy training materials and training presentations for various audiences;
- Experience in providing substantive guidance on business initiatives, and becoming a member of working groups to ensure privacy is represented well and woven into the development of new enterprise products and services;

- Knowledge of HTML coding;
- Creator and applied taxonomies and/or classification schemes in electronic environments;
- Develop and implement eDiscovery response plans;
- Experienced in web design and web design architecture;
- Experienced in creating blueprint target state architectures for Information Management platforms including specification of required orchestration and microservices;
- Articulate in the value of the information management platform and knowledge management solutions;
- Understands the value of data as a strategic business asset by being able to provide an organization, product, and strategy teams with support and transforming ideas into technical solutions;
- Experienced in creating legal logical data models and design solutions for legal workflow orchestration;
- Experienced in implementing controls required to support data governance processes;
- Experienced in creating technical design recommendations for developing and integrating new software and system technologies;
- Experienced in reviewing and influencing new and evolving design, architecture, standards, and methods for microservices;
- Experienced in ensuring best practices and design principles are followed and to contribute to the library of shared and reusable services;
- Strong analytical and troubleshooting skills - desire to solve complex problems at scale;
- Fluency in development, algorithms and systems design architecture;
- Deep and broad understanding of services and architecture required to build computing platforms;
- Ability to design, articulate, and implement modern, web scale distributed systems;
- Knowledge of HIPAA;
- Proficient in Data/Information Architecture, Metadata standards, Metadata management, and Taxonomy standards; and
- Enterprise data management, data warehousing and/or business intelligence; data modeling, integration and/or synchronization, quality, security, conversion and analysis; database administration; and/or enterprise data management policies, procedures, compliance & risk management; and
- Computer related experience to include usage of databases, operating systems, office automation applications.

REFERENCES

Darlene Goring, Professor (Former professor)
Paul M. Hebert Law Center
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Archives and Records Management Division
State of Louisiana Secretary of State
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