

Jeanne Crider Williams

100 W State St Suite C

Sedro-Woolley, WA 98284

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SUMMARY OF SKILLS

- Sixteen years of experience working in public libraries
- Ten years of experience as Library Director
- Skilled in managing library operations including planning, budgeting and administration
- Experience writing and managing grants equaling over \$1.4 million over ten years
- Nine years of experience in handling human resources issues for 18-20 employees
- Capable in the use of financial software such as Quickbooks for payroll administration, liabilities and expenses, and reports for tracking finances
- Strong in information and communications technology with thorough understanding of PC environment and SirsiDynix Symphony/Workflows
- Strong written and oral communication skills when dealing with team members, elected officials, volunteers, and local news sources
- Experience dealing with the various agencies involved in public libraries, including county departments, state agencies, and volunteer organizations

WORK EXPERIENCE

- 07/2015-present Director, Central Skagit Library District
100 W State Street Suite C
Sedro-Woolley, WA 98284 360.755.3985
This position is responsible for the establishment of a public library special purpose district while administering library services to district residents. Includes facility project forecasting, budgeting, purchasing, voucher payment, payroll, human resources, benefits management, technology management, summer reading coordination, risk management, and conflict resolution. Involves detailed understanding of tax levy system, the Revised Code of Washington involving district libraries and special purpose districts, and state and federal auditing standards.
- 05/2006-06/2015 Director, Lamar County Library System
144 Shelby Speights Drive
Purvis, MS 39475 601.794.8651

This position was responsible for the administration of four branch libraries and headquarters location. Included grant-writing and administration, E-rate, policy interpretation, budgeting, purchasing, human resources, technology management, summer reading program coordination, risk management, facilities management and patron issue resolution. Position answered to a five-person Board of Trustees and was responsible for all aspects of managing the library system. Managed 20 staff members at five sites and administered an annual operating budget of over \$900,000.

- 12/2004-04/2006 Floater Librarian, Bonita Springs Public Library
Lee County Library System
26876 Pine Avenue
Bonita Springs, FL 34135 239.992.2118
My number one job objective was to provide exemplary customer service to patrons when working the Reference Desk, Circulation Desk, and Youth Services Desk. Responsibilities included providing reference services to both adults and children; collection development for adult and children's collections; planning and presenting youth services programs; and supervision of employees and the facility when the branch manager was not onsite. Other secondary duties included weeding, processing new materials, processing lease books, and attending meetings and workshops as assigned.
- 8/2003-11/2004 Branch Manager, Lumberton Public Library
Lamar County Library System
122 Shelby Speights Drive
Purvis, MS 39475 601.794.8651 (Headquarters)
Under the direction of Cheri Godwin, I oversaw the operation of the Lumberton branch. Duties included planning and executing all adult and children's programming; management of circulation in a fully automated library (SirsiDynix Unicorn/Workflows); assisting patrons with reference and computing questions; collection development and maintenance; facility upkeep and maintenance; and web page creation and maintenance. I supervised one full-time public services librarian and up to ten volunteers, depending on the programming season.
- 1/2001-5/2003 Law Library Assistant, Forrest County Law Library
Graduate Assistanceship, School of Library and Information Science, University of Southern Mississippi

Dr. Joy Greiner, Supervisor 601.266.4232
Generally the sole librarian on duty, responsibilities included organization of the print and electronic legal materials held by Forrest County and assisted patrons in the use of these materials. I was responsible for installing updates and troubleshooting legal software.

EDUCATION

December 2003	Master of Library and Information Science University of Southern Mississippi
December 2003	Master of Arts, Anthropology University of Southern Mississippi
May 1999	Bachelor of Arts, History University of Southern Mississippi
May 1999	Certificate in Tourism Planning and Development University of Southern Mississippi