

Kyle Neugebauer

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Education

University of Pittsburgh; Pittsburgh, PA; 2007-2009
Master of Library and Information Science

Northland College; Ashland, WI; 2003-2006
Bachelor of Arts; History Major; Magna Cum Laude

Work Experience

Adult Services Librarian; 2013-present

Walker Memorial Library, Westbrook, ME

- Under the leadership of the Library Director, executes the daily operation of the Adult Services Department
- Serves as the main point of customer service for individuals needing assistance with library services, including information needs, public computers and other equipment, and readers' services.
- Responsible for the evaluation and purchase of all Adult Collections; including books, audiovisual materials, periodicals, and electronic resources
- Plans all Adult Programming from coordinating outside speakers or authors to presenting informational sessions using engaging techniques.
- Market library services, collections, and programs to the wider community using various means, such as traditional paper and social media

Library Director; 2009-2013

Algona Public Library, Algona, IA

- Oversee daily operation of all aspects of the library
- Responsible for the library budget; this included developing the annual library budget through collaboration with various stakeholders, and also working to ensure expenditures remained within the established budget throughout the year
- Lead long range planning and SWOT analysis (strengths, weaknesses, opportunities, and threats)
- Supervise and work with the library staff to ensure delivery of quality library services
- Foster collaboration with the library board, library staff, city officials, and outside organizations
- Active in promoting the library to the greater community

Contract/Volunteer Work for BEACON Library Automation Consortium, 2010-2014

- Migrated over 50 public libraries and two school districts from independent systems to consortium
- Provided initial and follow-up training to member libraries
- Maintained shared database through bibliographic and authority record clean-up work
- Continued to provide technical assistance with the system for member libraries until end of 2014

Circulation Supervisor; 2006-2009

Northland College; Dexter Library; Ashland, WI

Skill Set

- Excellent communication and customer service skills
- Long term outlook minded
- Strong analytical thinking and problem solving skills
- Supervision and management experience
- Extensive use of social media, internet applications, complex library systems and many other computer programs

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References

William Alexander, Interim Director (former), Walker Memorial Library
207-400-6795
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Jan Andrews, Secretary, Algona Public Library Board
515-295-5635
kaja@netamumail.com

Sheila Foxhoven, Assistant Director, Algona Public Library
515-295-5476
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