

18 Savannah Lane
East Waterboro, ME 04030

October 7, 2015

Thomas Memorial Library
c/o Michael McGovern
320 Ocean House Road
Cape Elizabeth, ME 04107

Dear Mr. McGovern,

Please accept my application for the position of Library Director. I possess the knowledge, skills, and experience you are seeking for this position.

During my career, I have worked in a wide range of libraries and communities. I began my library career in the forests of Lake Superior at Northland College in Ashland, Wisconsin. From there, I became the director of a small town public library in the rural setting of northern Iowa. Currently, I am the Adult Services Librarian at a medium sized public library in a more urban setting just outside of Portland, Maine. During my time at each library, I have witnessed firsthand the impact of a strong, innovative leader on the success of the organization.

In my previous position as Library Director of the Algona Public Library, I was able to help guide that organization as their leader. It was my responsibility to carry out the visions of the City and Library Board to provide the citizens of Algona with the best library services possible. It was through that prism that I undertook managing the daily operations of the library. However, to do this effectively, I needed the assistance and regular input of the library staff and general public to help me mold how the overall goals set forth should be executed. To achieve this, I maintained positive communication channels with the Library Board, staff, local officials, and the community at large. I have always found that goals are best achieved when a genuine sense of collaboration and cooperation is felt by everyone involved.

While working with all of these parties around the library, I would engage in planning and executing projects of all types and scales. Some projects occurred with some regularity, such as the summer reading program or the annual budget. Others were more unique or even a once in a lifetime project, such as a community quilt festival or even a potential library renovation project. While working on some may have been more enjoyable than others, each project was regarded with the same level of professionalism and attention to detail, because each one was equally important to the wellbeing of the organization.

I would welcome the opportunity to further discuss my qualifications for the Library Director position. My passion is for leading libraries through the challenges that being a modern public library bring, something I was able to successfully do in Algona. It is my goal to bring that same passion and expertise for community libraries to Cape Elizabeth. You may reach me at 207-522-7749 or kyleneugebauer@gmail.com. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Kyle K. Neugebauer". The signature is written in dark ink and is positioned above the printed name.

Kyle Neugebauer