

5E-1

AGENDA ITEM SUMMARY

[X] Regular
[] Public Hearing

Submitted By: Administration

Motion and Title: Staff recommends motion to approve: Library Advisory Board selection of Douglas Crane as Director of the Library Department.

Countywide (A4)

Background and Justification: Chapter 2000-405, Laws of Florida, codified all special acts related to the Palm Beach County Library District. The Chapter requires that the Board of County Commissioners establish a citizens advisory board to represent them in administering the library system. The Library Advisory Board is charged with selecting the head librarian (Library Director) and advising the Board of County Commissioners on library policy and budget matters. On July 10, 2014, a selection committee of Advisory Board members conducted first round videoconference interviews with eight candidates. Later, on August 6, 2014, the full Advisory Board conducted formal in-person interviews of the two finalists and, by unanimous vote, selected Douglas Crane as the preferred candidate. A letter from the Chair of the Advisory Board recommending Mr. Crane was forwarded to the County Administrator immediately following the selection. The Advisory Board also recommended that the County re-advertise in the event that agreement between the County and Mr. Crane can't be reached. Upon approval of the Advisory Board recommendation, a formal offer of employment will be provided to Mr. Crane.

1. Recommendation letter from Library Advisory Board
2. Resume of Douglas Crane

N/A

Date _____

Date _____

8/7/14

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
External Revenues	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
NET FISCAL IMPACT	* <u>-0-</u>	* <u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>

ADDITIONAL FTE

POSITIONS (Cumulative) _____

Is Item Included in Current Budget? Yes _____ No _____
Budget Account No.: Fund _____ Department _____ Units _____
Object _____ Program _____



B. Recommended Sources of Funds/Summary of Fiscal Impact:

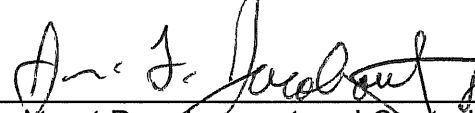
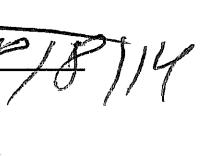
* There is no fiscal impact associated with this item. The salary for this position is included in the department's annual budget.

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:


OFMB 


Contract Development and Control 

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:

Department Director

REVISED 10/95
ADM FORM 01



**Palm Beach County
Library System**

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Toll Free: (888) 780-4962
www.pbclibrary.org



**Palm Beach County
Board of County
Commissioners**

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Hal R. Valeche

Shelley Vana

Steven L. Abrams

Mary Lou Berger

Jess R. Santamaria

County Administrator

Robert Weisman

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August 6, 2014

Robert Weisman, County Administrator
Palm Beach County
301 N. Olive Avenue
West Palm Beach, FL 33401

RE: Recommendation for Library Director

Dear Mr. Weisman:

In accordance with the Laws of Florida, Chapter 2000-405 and the Bylaws of the Library Advisory Board (LAB) of the Palm Beach County Library System, a special meeting was held on August 6, 2014. The purpose of this meeting was to interview and recommend a candidate to County Administration and the Board of County Commissioners for the position of Library Director.

On a motion approved at the August 6, 2014 meeting, and on behalf of all LAB members, I am forwarding the following recommendation for your consideration and approval from the Board of County Commissioners:


Douglas A. Crane

On a motion approved at the August 6, 2014 meeting of the LAB, if an agreement cannot be reached between Mr. Crane and the County, the LAB recommends the County re-advertise the position for Library Director.

Collaborating with County Administration and Human Resources, all LAB members have been involved and valuable participants in this search. The Library Advisory Board Search Committee and Human Resources staff reported to the entire LAB at regular monthly meetings during the search process. Valuable discussions between Human Resources and the LAB established appropriate timelines, protocols and procedures for advertising the position. The qualifications of fourteen applicants were extensively reviewed by Human Resources and the LAB. Of these fourteen applicants, eight were chosen to participate in videoconference interviews. After months of due diligence by all involved, two outstanding candidates were chosen for final interviews. During the in-person interviews, critical examination and careful consideration was made by County Administration and the entire LAB. We believe the candidate chosen is the best qualified to provide the exemplary leadership required for the position as Director of the Palm Beach County Library System.

The Library Advisory Board extends its sincere thanks to County Administration and the entire Board of County Commissioners for their ongoing support of library services. We would also like to express our appreciation for the opportunity to serve the Library System and all the citizens of Palm Beach County.

Sincerely,


Harriet Helfman, Chair
Palm Beach County Library Advisory Board

cc: Jon VanArnam, Assistant County Administrator
Paul Matteodo, Testing and Assessment Specialist
Leilani Yan, Recruitment and Selection Manager, Human Resources

ATTACHMENT 1

EXECUTIVE LEADER

Librarian | Mentor | Administrator



"It is the capacity to develop and improve their skills that distinguishes leaders from their followers." Warren Bennis

Award winning international library professional approaching two decades in the industry. Seasoned in many facets of public library operations: youth services, electronic resources, branch operations, administration and facilities. Real-world problem solving skills with a deep well of experience to analyze, plan, and execute operational concepts. Collaborative team leader who fosters a professional work environment in line with the organizational mission, vision, and values. Experienced in coordinating projects and implementing policies across a multi-outlet library system. Skilled in the design and presentation of multimedia training programs. Has media relations experience.

ACADEMIC CREDENTIALS

Master of Information Studies - Library Science
University of Toronto – Faculty of Library & Information Studies

Bachelor of Arts – Majors in History and Geography
University of Toronto – Faculty of Arts & Science

Library Leadership

- Member – FLA Leadership Development Committee
- Graduate - Leadership Development Graduate - Center for Creative Leadership
- Graduate - 2012 County Leadership Level I
- Chair – Circulation Self Service Group
- Coordinator – Self Service Holds
- Mentor - State Library Leadership Institute
- Mentor - PBCLS Mentorship Program
- Trainer - Getting Things Done Workshops
- Graduate - Sun Seekers Leadership Program
- Chair - Branch Manager's Training Committee
- Co-Chair - Employee Performance Committee
- Member - Internet Policy Committee
- Member – Library Management Team
- VP of Education - PBC Government Toastmasters Club

PROFESSIONAL EXPERIENCE

PALM BEACH COUNTY LIBRARY SYSTEM, Palm Beach County, Florida 1998 to Present
Current Position: Director, Branch Public Services Division

Began tenure in Palm Beach County as a Youth Services Librarian, and was promoted to Electronic Resources Coordinator, then Branch Manager. After numerous commendations, was ultimately recruited to Director, Branch Public Services and tasked to oversee the operations across 16 branch libraries with over 370 merit employees and an annual circulation of nine million items.

Currently write system-wide administrative reports and coordinate policies and procedures across Branch Division. Build bridges to other library divisions to ensure effective communication and use of resources. Prepare the Branch Division budget and staffing allocation requests based on service needs and facility improvements. Evaluate and coordinate updates of internal operating procedures and external public policies, including Internet Access Policy, Employee Performance, Manager and Supervisor Training programs, and Mission Statement development. Develop and present staff training and mentorship programs to increase productivity and efficiency. Serve on Library Department Management Team to map the overall direction of the library's resources and services. Act Department Director when both the Director and Assistant Director are unavailable. Create and communicate vision for branch public services across the County.

...Continued...

...Professional Experience Continued...

Key Accomplishments

- ◆ Along with Library Administration, developed significant revisions to the public *Internet Access Policy*
- ◆ Oversaw the creation of the **Branch Manager Training Manual** and **Training Program**
- ◆ **Designed** and **presented** workshops on productivity and efficiency, based on the book, *Getting Things Done*
- ◆ Developed **Self Service Holds** best practices and solutions, resulting in **successful** system-wide implementation
- ◆ Chair the **Employee Performance Committee**, designed to address staff counseling and discipline issues
- ◆ Prepared Branch Division **budget and staffing requests** based on public service goals
- ◆ Graduate - Introductory **Budgeting & Capital Improvements Program** courses from the Carl Vinson Institute of Government, Athens, GA.
- ◆ Chair of system-wide **Self Service Group**; assist staff in troubleshooting sorting machines; maintain online guides for best practices to use sorting machines
- ◆ Member of system-wide **"Getting to 80%"** self check-out steering committee that increased the use of self service technology across the Library System
- ◆ Member of system-wide **"Black Belt Librarian"** committee tasked with updating and implementing *Guidelines Governing the Use of the Library - Policy CLO-101*
- ◆ Graduate of Palm Beach County **Leadership Level I** program, 2012 - first Librarian to complete the program.
- ◆ Graduate of the **Leadership Development Program** from the **Center for Creative Leadership**.
- ◆ Prepared and presented large events with **James Patterson**, **Mary Pope Osborne**, and **Harry Potter Day**.
- ◆ **Designed and maintained** the Library's public website for seven years
- ◆ Responsible for **PBCLS Long Range Plan Objective 1.1 - Circulation** goals
- ◆ Responsible for **PBCLS Long Range Plan Objective 4.1 and Strategy 4.2.2 - FY 2000-07**
- ◆ **Published** electronic newsletters for the public including **Books & Bytes**, **Calendar of Events**, & **BookLetters**
- ◆ Member of ALA, FLA, and the Palm Beach County Library Association
- ◆ Currently serve on Florida Library Association - **Leadership Development Committee**

AWARDS

- ◆ Palm Beach County **Golden Palm Winner** – Sorter Installation Project – 2012

Library Employee Recognition Awards

- ◆ Leadership/Productivity Training Program for Staff - GTD, 2013
- ◆ Harry Potter Display Steering Committee, 2013
- ◆ Sorter Online Troubleshooting Guide, 2012
- ◆ Sorter "Lost Book" Problem Resolution, 2011
- ◆ James Patterson Author Event, 2010
- ◆ Feature Film Production Support at Wellington Branch, 2009
- ◆ Three other Employee Recognition awards presented from 2002-2004
- ◆ Directors Award Winner – Read Together Campaign, 2002
- ◆ Five **"Outstanding Attendance"** Awards – 1999 to 2003
- ◆ SEFLIN Vista Award Winner – **"Train the Trainer"** workshop, 2002



Doug is Owner and President of **Limitless Press LLC**, a small press specializing in books that help children deal with grief and loss - www.limitlesspress.com

"I had the pleasure of being Mr. Crane's mentor with the Palm Beach County Learning Council. I was very fortunate to have had the opportunity to work with Mr. Crane; his work dedication, enthusiasm and passion for making a difference in whatever project he may be involved in is commendable." – Lili Finke, PalmTran Senior Manager of Organizational Development and Community Affairs & President of *ExecuCoach360*

"The one who influences others to lead is a leader without limitations." John Maxwell