

Item #15

**City of Carson City  
Agenda Report**

**Date Submitted:** June 10, 2008

**Agenda Date Requested:** June 19, 2008  
**Time Requested:** 50 Minutes

**To:** Board of Supervisors

**From:** Larry Werner, City Manager

**Subject Title:** Action to appoint one member to the Library Board of Trustees for a four year term expiring June 2012.

**Staff Summary:** Carson City Resolution 2000-R-42 and NRS 379.020 provide for the Board of Supervisors to appoint five competent persons who are residents of the county to serve as county library trustees. There is one vacancy for a four year term due to an existing members term expiring. There are four applicants.

**Type of Action Requested:** (check one)  
 Resolution  Ordinance  
 Formal Action/Motion  Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to appoint \_\_\_\_\_ to the Carson City Library Board of Trustees for a four year term ending June 2012.

**Explanation for Recommended Board Action:** There is one opening on the Library Board of Trustees due to a members term expiring. There are four applicants;  
Thomas Evans  
Sandy Foley (requesting reappointment)  
Helen Glenn  
Christopher Wahle

**Applicable Statute, Code, Policy, Rule or Regulation:** Resolution 2000-R-42, N.R.S 379.020

**Fiscal Impact:** None

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Alternatives:** n/a

**Supporting Material:** Letter requesting reappointment, applications, roster, recruitment announcement, Resolution 2000-R-42 and NRS 379.020

**Prepared By:** Rose Gardner, Management Assistant

Reviewed By:



(City Manager)

Date: 6-10-08



(District Attorney)

Date: 6-10-08

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

May 13, 2008

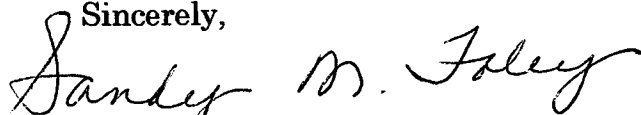
Rose Gardner, Carson City Executive Offices  
201 N. Carson Street, Suite #2  
Carson City, NV 89701

Dear Ms Gardner,

I am writing to inform you of my interest and desire to be appointed to a full term as a member of the Library Board of Trustees. I feel my knowledge of and interest in libraries has served the board well, and I have been both impressed and inspired by the hard work, intelligence and dedication of the members of the board, the library director, the Friends of the Library and the members of the Downtown Consortium. I hope you will consider my application and let me know if there is anything I need to do to facilitate the process.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Sandy M. Foley". The signature is written in black ink and is positioned above the printed name and title.

Sandy Foley  
Library Board of Trustees



**Carson City Human Resources**  
 201 N. Carson Street, #4, Carson City, NV 89701  
 (775) 887-2103 Fax (775) 887-2067

**An Equal Opportunity Employer**

**EMPLOYMENT APPLICATION**

*Active*  
**RECEIVED**  
 MAY 28 2008  
 Carson City  
 Human Resources

Carson City requires all employees to be no less than sixteen (16) years of age, at time of hire, except for certified Lifeguards and designated seasonal positions which require employees be no less than fifteen (15) years of age at time of hire.

If you have a disability and believe you require accommodation for the disability during the selection process, please contact the Human Resources Department to make appropriate arrangements.

Name: THOMAS KEELEY EVANS Position Applied For: CC LIBRARY TRUSTEE  
 Address (No P.O. Box): 3614 JARRARD COURT Department: CC BOARD OF SUPERVISORS  
 City: CARSON CITY State: NV How did you learn of this vacancy?  
 Zip Code: 89701 Telephone: (775) 841.5591 Web Site  Newspaper  Other Advertising  Carson City Employee   
 Have you been previously employed by Carson City? Name: \_\_\_\_\_ Dept: \_\_\_\_\_  
 No  Yes Date: \_\_\_\_\_ Are you related to a current or former employee of Carson City?  
 No  Yes Name: \_\_\_\_\_

**EDUCATION RECORD**

School Name	Location	Hours/Credits	Diploma, Degree or Certificate	Major Field of Study
High School/Technical/Vocational 1. <u>LAKWOOD SR HIGH</u>	<u>LAKWOOD CA</u>		<u>DIPLOMA</u>	
2. _____				
College/University (Undergraduate) 1. <u>LONG BEACH CITY COLLEGE</u>	<u>LONG BEACH CA</u>	<u>60</u>	<u>AA DEGREE</u>	<u>LIBERAL ARTS</u>
2. <u>CSULB</u>	<u>LB, CA</u>	<u>70</u>	<u>BA</u>	<u>GEOGRAPHY</u>
Graduate School				

For positions that require a high school diploma, G.E.D. or college degree, a certificate will be requested.

List driver's license and other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates. List any special skills you possess and/or equipment or office machines you can operate:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**EMPLOYMENT HISTORY**

Include all paid, military, and volunteer work that relates to the requirements for the position for which you are applying. Describe your most recent position first; then list other relevant positions in order. Use a separate block for each position:

May we contact your present employer? Yes  No

Present Employer: MICROSOFT LICENSING, GP Present Position: PROGRAM MANAGER  
 Address: 6100 NEIL ROAD From (Mo. /Yr.) 11/2005 To (Mo. /Yr.) PRESENT  
 City, State, Zip: RENO, NV 89511-1137 Full-Time (40+hrs. /wk.)  Part-Time (<40 hrs./wk.) \_\_\_\_\_  
 Supervisor's Name/Title: JASPER VAN SOLINGE / GROUP MANAGER Telephone: 775.823.5881 Salary: NA (APPLYING FOR VOLUNTEER POSITION)

Related Duties: RESPONSIBLE FOR OVERALL NORTH AMERICA OPERATIONAL MANAGEMENT OF MICROSOFT'S REFURBISHER, FRESH START AND END USER REBATE PROGRAMS

Reason for Applying to Carson City: WANTED TO SERVE THE CC LIBRARY SYSTEM AS A VOLUNTEER.

Employer: STATE OF NV- STATE LEGISLATURE Present Position: SENATE ATTACHE'  
 Address: 401 S. CARSON ST. From (Mo. /Yr.) 01/05 To (Mo. /Yr.) 07/05  
 City, State, Zip: CARSON CITY, NV 89701-4747 Full-Time (40+hrs. /wk.)  Part-Time (<40 hrs./wk.) \_\_\_\_\_  
 Supervisor's Name/Title: SHIRLEY HAMMOND / CLERICAL SERVICES ADMINISTRATOR Telephone: 775.684.1400 Salary: \$12+/HR

Related Duties: SENATE COMMITTEE PROOF READER

Reason for Leaving: END OF LEGISLATIVE SESSION

Employer: SIERRA OFFICE SOLUTIONS Present Position: ACCOUNT MANAGER  
 Address: 4710 LONGVIEW ROAD From (Mo. /Yr.) 08/03 To (Mo. /Yr.) 08/04  
 City, State, Zip: RENO, NV 89502 Full-Time (40+hrs. /wk.) X Part-Time(<40 hrs./wk.) \_\_\_\_\_  
 Supervisor's Name/Title: WILLIAM MARIANI /MGR. Telephone: 775.828.2679 Salary: \_\_\_\_\_  
 Related Duties: CUSTOMER BUSINESS NEEDS ANALYSIS, BUSINESS SOLUTIONS ANALYSIS, FINANCIAL PROPOSALS, BUSINESS MACHINE SALES

Reason for Leaving: PURSUE GIS CERTIFICATION AT WNC

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony or any lesser crime, other than a minor traffic infraction? Yes  No  A conviction or guilty plea will not necessarily disqualify you for this job. If yes, list all such offenses and provide date, name of court, and disposition. You may omit minor violations for which you paid a fine of \$50 or less.

**ACKNOWLEDGMENTS:**

Please READ ALL of the following statements and INITIAL EACH of the boxes to indicate you have read and understand each of the statements. If you have questions, please contact the Human Resources Department.

- Prior to an offer of employment, I will be required to successfully complete a drug test and criminal background check.
- Following an offer of employment, I will be required to submit verification of my legal right to work in the United States.
- All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing by the Human Resources Department.
- Employment will be at-will unless specifically stated to be otherwise. "At-will" means Carson City may terminate my employment at any time with no advance notice and for any reason or no reason.
- This application is the property of Carson City and will become part of my personnel file if I am hired.

Signature of Applicant: Thomas R. Egan Date: 5/27/08

I authorize Carson City to contact employers or individuals that I have listed on my employment application and to obtain job-related information from them. I authorize Carson City to contact any institution and/or licensing authority for job-related information regarding education, licenses, and/or certificates which I may currently hold or have held in the past.

In exchange for Carson City's consideration of my employment application, and/or my continued employment with Carson City, if any, I authorize anyone possessing this information to furnish it to Carson City upon request, and I release the individual company or institution and all individuals providing the information or acquiring the information, including Carson City, from all claims, liability, and damages whatsoever in furnishing, obtaining, or using said information including, but not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

My signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant: Thomas R. Egan Date: 5/27/08

**FOR HUMAN RESOURCES DEPARTMENT USE ONLY:**

Application reviewed by: \_\_\_\_\_

Applicant notified of: (Check appropriate boxes and indicate date)

- Interview
- Not Interviewed.
- Interviewed, Not Selected.
- Position not filled at this time.
- Application sent to another department for review for a different position.
- SELECTED- Offer letter sent \_\_\_\_\_
- Background Completed \_\_\_\_\_
- Drug Test Completed \_\_\_\_\_
- Start Date \_\_\_\_\_
- Orientation Scheduled \_\_\_\_\_

## **Thomas K. Evans**

3614 Jarrard Court Carson City, NV Phone: 775.841.5591 Email: thomaskeeleyevans@sbcglobal.net

### **CAREER OBJECTIVES**

Serve as a trustee for the Carson City Library system.

**Professional skills:** excellent management skills including project/program management, risk management, conflict mediation, team and direct report management, and seasoned consensus building background working among diverse groups with varied objectives. Excellent research skills, excellent data and needs analysis skills, excellent requirement analysis skills, and expert documentation planning and technical writing skills. Academic training in geographic information systems and geography. Expert verbal and written communication skills, excellent presentation skills, and cross-functional meeting facilitation skills. Experience in curriculum development and education-to-industry partnership development. Legislative experience as a Nevada State Senate attaché.

**Technical skills:** Expert proficiency with MS Project, MS Office applications, and FrameMaker. Proficiency with web authoring tools (DreamWeaver), UNIX environment, Windows environment, and online documentation authoring tools. High proficiency in end-to-end product development cycle, hardware and software product concepts.

### **WORK HISTORY**

**November 2005 to Present**

**Microsoft Licensing, GP, Reno, NV**

North American Operations Program Manager: Responsible for the overall management of front end and back end operations for the Microsoft IT Academy, Fresh Start for Donated Computers, Microsoft Authorized Refurbisher and End User Rebate programs. Responsibilities include vendor management, run time management, project and change management, budget analysis and reporting, and call center escalation management.

**January 2005 to November 2005**

**Legislative Counsel Bureau, Carson City, NV**

Consultant: Consulted as a technical writer documenting the LCB's Session Manager software.

Senate Attaché: Responsible for proofreading and validating meeting minutes for the Senate Standing Committees on Natural Resources, Transportation and Homeland Security, Commerce and Labor, and Human Resources and Education.

**August 2003 to August 2004**

**Sierra Office Solutions, Reno, NV**

Account Manager: Responsible for sale of office equipment in the Carson City, Dayton, and Carson Valley areas. Responsibilities include customer business analyses and solution identification to sell appropriate hardware and software solutions to meet the needs of our customers.

**May 2002 to June 2003**

**Self-employed (DBA: T&B Management and Publications Consultants)**

Independent management and publications consultant in Sacramento, CA. Responsibilities included planning, writing, and maintaining technical documentation, as well as project management and publications management.

**Jan 2001 through Apr 2002**

**Captus Networks, Incorporated, Woodland, CA**

Program Director: Responsible for the overall management of product development and delivery processes across all departments. I supervised process management, priority management, risk management, recovery management, project scheduling/budgeting, and project progress monitoring/reporting.

Project Manager: Responsible for new product development projects. Responsibilities included creation of master schedules for hardware and software product development across all participating departments and reporting to project participants, stakeholders, and executives. Managed the technical publications group.

**Mar 1996 through Oct 2000**

**Unify Corporation, Sacramento, CA**

Director of Program Management: Promoted to position January 2000. I was responsible for all product development and release projects. My responsibilities included creation of master schedules for all product releases across all participating departments, including Development, QA, Documentation, Product Management, Marketing, Product Services, Technical Support, Courseware, and Porting. Additionally, I monitored and reported *actual* progress in comparison to *planned* progress, providing metrics that indicated deviations from schedule and budget in a quantitative fashion. I conducted product review presentations for the executive staff and middle management in order to communicate project status and secure approval for each phase of the ongoing projects. I also conducted risk analysis meetings to identify problems and potential problems that threatened company objectives and helped formulate recovery strategies.

Director of Market Programs and Operations: Promoted to position January 1999. I was responsible for the execution of market programs in a timely fashion. This included content development for advertising and marketing collateral, blue line approval, and final production. I was responsible for successful scheduling and execution of mailer programs, tradeshow, and product launches. I chaired the Corporate Pricing Board to consider pricing proposals and implement product and support pricing. I also managed multiple interdepartmental teams to resolve problematic operational areas as identified by the executive staff; these included Y2K readiness, internal production database improvements, cross-territory transaction policy, and product licensing failure rate.

Manager, Continuing Engineering and Product Documentation: Promoted to position January 1997. I was responsible for legacy and new product maintenance, product enhancements, and database product development. I was also responsible for all product documentation. Additional responsibilities beyond functional management tasks included program management of the DataServer NT project, matrix management of the in-house database maintenance team and matrix management of the revision control system maintenance team. I managed 16 direct reports.

Manager, Product Documentation: Responsible for planning and development of all product documentation. I developed a strategy and began implementation for changing documentation from printed medium to distribution on CD-ROM. Managed 4 permanent direct reports.

**1993 to 1996**

**Integrated Systems, Incorporated, Santa Clara, CA**

Manager, Technical Publications: Responsible for delivery of all product documentation. Successfully managed in excess of 7,000 pages of documentation to plan and budget. Managed 9 permanent direct reports.

Principal Technical Writer: Responsible for design and delivery of ISI's MATRIX<sub>x</sub> control design software documentation. Product line included both hardware and software components. Contributed as a writer.

**1984 to 1993**

**Self-employed (DBA: T&B Technical Publications Consultants)**

Senior Engineering Writer/Planning Consultant: As an independent publications consultant for nine years, my major clients and responsibilities were as follows:

**Reply Corporation** – set up publications department including evaluation and selection of word processing and graphics software suitable for an IBM-compatible platform. Wrote all technical manuals.

**Seiko Instruments USA, Inc.** – planned, wrote, and verified all hardware manuals.

**Seiko Instruments Incorporated (Japan)** – worked at the Yatsu factory in Japan to coordinate a joint publications effort between the US and Japanese Graphic Systems Divisions. It was my charter to evaluate a major new product, as well as plan and develop appropriate publications. This was a ten-week project.

## **EDUCATION**

BA degree in geography, CSULB; Project Management Training, American Management Association; Hardware and Software Training, IBM; California Teaching Credential, UCLA; C Programming, UC Extension

## **OTHER INTERESTS**

**Author** – Collected essays, *Soul Storm* (ISBN: 1418411469)

**Independent inventor** – Hold US patent 3861714 (bicycle safety mechanism)

**Marathon walker** – Sacramento Marathon (2001, 2002, 2005-2007), Avenue of the Giants Marathon (2002), Silver State Half Marathon (2003 - 2005), Reno Marathon de Mayo (2006)





## CARSON CITY LIBRARY BOARD OF TRUSTEES

The Carson City Board of Supervisors is seeking applications from persons interested in serving on the Carson City Library Board of Trustees. This Committee oversees all Library policy and budgets. They meet the 4th Thursday of every month at 5:30 p.m. at the Community Center, in the Sierra Room. Applicants must be willing to serve approximately six to eight hours a month. There is one opening for a four year term, expiring June 2012.

The Board of Supervisors shall appoint a qualified person who is a resident and registered voter of Carson City to the board for four years. **Applications will be accepted until May 30, 2008.**

*Let it be known that all applications submitted to this office for this position will be considered public information.*

Volunteer applications may be obtained on our website or by contacting:

**CARSON CITY EXECUTIVE OFFICES**  
201 N. Carson Street #2  
Carson City, Nevada 89701  
(775) 887-2100 FAX 887-2286  
E-Mail [Rgardner@ci.carson-city.nv.us](mailto:Rgardner@ci.carson-city.nv.us)  
Web Page <http://www.carson-city.nv.us>  
**AN EQUAL OPPORTUNITY EMPLOYER**

Active

### Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: Carson City Library Board of Trustees

Title of Position: Trustee?

Name: Glenn Helen H.

Address: 4515 <sup>Last</sup> Bigelow <sup>Street</sup> Dr. Carson <sup>First</sup> City NV <sup>Middle Initial</sup> 89701 <sup>State</sup> Zip

Occupation/Business: retired librarian

Telephone: Work- 888 Home- 885-9528 Cell- \_\_\_\_\_ E-mail- \_\_\_\_\_

How long have you lived in Carson City: 1990 Are you an active Carson City Registered Voter: yes

**NOTE: ONLY COMPLETE IF A DEGREE IS REQUIRED FOR THIS POSITION**

College, professional, vocational or other schools attended	Major Subject	Degree Conferred

List any Professional License and/or Certifications you hold.  
(List license #'s with each license)

MLS - University of Hawaii at Manoa 1985

1. Briefly Describe the Qualifications You Possess Which You Feel Would Be An Asset to this Board/Commission/Committee.

Ran a small Country library in Durham, CA. (Butte Co) part time 2 yrs 86-88

Library Assistant in Butte Co. library in Chico, CA 1 1/2 yrs. 88-89

2. List the Community Organizations in Which You Have Participated and Describe Participation.

Natives + Newcomers Womens Club - general

Concern Carson City Women - program chair

Senior Center - Senior Follies, Senior Singers

3. List Your Affiliation With Professional or Technical Societies. (if required))

none at present time

4. Do You Anticipate Any Potential Conflicts of Interest? If Yes Please Explain

No

Business in Carson City Area: n/a

Length of time in Business: \_\_\_\_\_

**Personal/Professional References:**

Name	Address	Telephone #
<u>Cathie Tierney</u>	<u>2020 Shadow Brook Ct. cc NV 89703</u>	<u>884-3381</u>
<u>Howard Toley</u>	<u>397 Brittany Ct. cc NV 89708</u>	<u>885-7136</u>

**I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

Helen A. Glan

Signature of Applicant

May 13, 2008  
Date

**You May Attach More Information**

**All Applications are Public Information**

**Applications not acted upon will expire after two years from date submitted unless renewed by applicant.**

**Mail directly to Carson City Executive Offices  
Carson City Executive Offices, 201 N. Carson Street #2, Carson City NV 89701  
(775)887-2100 or 887-2027 Ext. 1205, Fax 887-2286**

✓ Active

# Carson City Application for Appointive/Volunteer Position

REC-114

Please print or type

Title of Board or Commission: Library Board of Trustees

Title of Position: Carson City

Name: Wahle Christopher M.  
Last First Middle Initial

Address: 4225 Northgate Carson City, NV 89706  
Street City State Zip

Occupation/Business: National Guard / office of the Military

Telephone: Work- Home- 541-4688 Cell-  
 E-mail-

How long have you lived in Carson City: 6 months Are you an active Carson City Registered Voter: YES

**Note: only complete if a degree is required for this position**

College, professional, vocational or other schools attended	Major Subject	Degree Conferred
MS-BS-AS	Criminal Justice	

List any professional license(s) and or certification(s):

License/Certification	License/Certification #
Post # 1	8709

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

- budgeting experience
- grant writing experience
- wrote policy manuals for police Dept-

2. List the community organizations in which you have participated and describe participation.

Carson Communicators Toastmasters club  
 \* assume president on 7-1-08.  
 Disabled American Veterans - member

3. List your affiliation with professional or technical societies. (if required for the Position)

IACP - Member

4. Do you anticipate any potential conflicts of interest? If yes, please explain.

NO

Business in Carson City Service Area: N/A

Length of time in Business: N/A

Personal/Professional References:

Name	Address	Telephone #
Alice Kelch	2852 Tucker CT	883-7489
Linda Robertson	2852 Tucker CT	246-1801
Richard Galimba	2460 Fairview	884-8410

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Signature of Applicant

5-16-08

Date

**You may attach more information.**

**All applications are public information.**

**Applications not acted upon will expire after two years from date submitted unless renewed by applicant.**

Mail directly to Carson City Executive Offices.  
201 N. Carson Street #2, Carson City NV 89701  
(775)887-2100 Fax(775)887-2286