

Attachments:

[Library Board Packet 11-21-19.pdf](#)

[Hays - Resignation.pdf](#)

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)




Carson City, NV

Library Board of Trustees

Board Details

To govern all library policy and to hold property and effects of the library in trust for the public. To represent the library both to the people and to the governing officials and to provide the people and the governing officials a well-run library.

Overview

 **Size** 5 Seats

 **Term Length** 4 Years

 **Term Limit** 8 Years

Additional

Meetings

•5:30 p.m. •The fourth Thursday of each month (Changes authorized by Board Chair)

Powers & Duties

Typical duties are listed below: •Establish, supervise and maintain the library •Appoint, evaluate and, if necessary, dismiss the library director •Submit annual budget to the Board of Supervisors

Additional Information

[NRS_379.020..pdf](#)



Carson City, NV

Library Board of Trustees

Board Roster



Julie A Balderson

1st Term Aug 01, 2019 - Jun 30, 2023



Nicholas J Cranston

1st Term Jul 19, 2018 - Jun 30, 2022



Jeremy Hays

2nd Term Jun 16, 2016 - Jun 30, 2020

Appointing Authority Board of Supervisors

Office/Role Chair



Amanda M Long

2nd Term Jul 06, 2017 - Jun 30, 2021

Appointing Authority Board of Supervisors



Phyllis Patton

2nd Term Jul 06, 2017 - Jun 30, 2021

Appointing Authority Board of Supervisors

Profile

Charles

First Name

J

Middle Initial

Zimmerman

Last Name

jeanneczim@gmail.com

Email Address

2636 Bohr Rd.

Street Address

Suite or Apt

Carson City

City

NV

State

89706

Postal Code

Mobile: (775) 233-5575

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

I would like to serve as a library trustee based on: 1) my active participation in the strategic master planning process during the first half of 2019, during which I became more informed about the library and its mission in serving the community; 2) an interest in continuing to support Carson City's services and giving back to the library, which has served me over the years in obtaining requested books; and 3) my past experience (3.5 years) with library functions working as a staff person at one of the campus libraries during my undergraduate years (a bit of nostalgia). I retired last year after working for 42+ years, and am looking for local volunteer activities that would satisfy my desire to help out.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

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

College, Professional, Vocational or Other Schools attended:

BS Geology, 1974 - UC Berkeley MS Geology, 1979 - University of New Mexico (2 years working for Phillips Petroleum in CA between BS and MS) MBA, 1994 - UNR (program offered by Newmont and Barrick for select employees in Elko) Because I have not uploaded a resume, I include the following work-related information in this section, and references are available upon request: 1974-1976 - Geothermal Exploration Geologist for Phillips Petroleum Company in California 1980-1984 - Mine Geologist for Climax Molybdenum Company in Colorado (now part of Freeport) 1984-1994 - Senior Mine Geologist and Hydrology Manger for Newmont Mining in Elko, NV 1994-1996 - Hydrogeologist for HydroSearch in Reno, NV 1996 - 2018 - Hydrogeologist and Project Manager for Brown and Caldwell in Carson City, NV

Major Subject:

Geology

Degree Conferred:

See above

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

My most significant qualification is a strong desire to help the library achieve its strategic plan objectives and fulfill its mission I have the relevant work experience to work together with the other trustees in: 1) problem solving, 2) improving team performance; 3) decision making regarding tactical advances in library functions and related fiscal responsibilities; and 4) perform community outreach activities, as needed

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

I was a member and chair of the Carson River Advisory Committee from 1997 through 2007 (chair for last 6 years).

List your affiliation with professional or technical societies: *if required for the position.

I have been a member of the Geological Society of America, Geological Society of Nevada, Society of Mining Engineers, American Institute of Mining Engineers, American Nevada Water Resources Association, DRI Advisory Council on Water Resources Research. I am no longer active in these organizations.

Upload a Resume

Declaration to Accept Terms & Conditions

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Profile

P. Nina

First Name

Sattely

Middle Initial

Last Name

glassynina@gmail.com

Email Address

100 S. Carson Meadow Dr.

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Mobile: (775) 220-3982

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

The public library is a wonderful service to the community. The greatest thing about it is that it is available to everyone regardless of age or economic status. My elderly mother and I both read a lot and are thankful for all the library has to offer. Also as a retired teacher, I love the fact that so many books are available to children.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:**Conflict of Interest**

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

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

College, Professional, Vocational or Other Schools attended:

Carlow College, Pittsburgh, PA

Major Subject:

Business Education

Degree Conferred:

Bachelors in Business Masters in Elementary Education

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

Experience with business small finance; ability to work in a cooperative group; good at finding creative solutions; enjoy all things literary; enjoy working with people

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

Please see resume.

List your affiliation with professional or technical societies: *if required for the position.

National Education Association

Upload a Resume

Declaration to Accept Terms & Conditions

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I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

(Penny) Nina Sattely

100 S. Carson Meadow Dr.
3982
Carson City, NV 89701
glassynina@gmail.com

775-220-

EMPLOYMENT HISTORY

4th Grade Teacher, Sutro Elementary School, Dayton, NV 8/2013-6/2019

- Planned and taught lessons in all subjects to a class of 20-28 9 and 10 year old students.
- Supervised free time activities
- Worked with small groups of teachers to plan and implement extra-curricular programs.

Substitute Teacher, K-6th Grades, Carson City School District

9/2012-6/2013

- Taught lessons in all grades and in all specials such as Band, Special Ed. and Physical Education
- Taught student support/enrichment both individually and in small groups

Substitute Teacher, K-6th Grades, North Hills School District, Pittsburgh, PA

3/2010-6/2011

- Taught lessons in all grades and in all specials such as Orchestra, Art, and Physical Education
- Taught student support/enrichment both individually and in small groups

Administrative Assistant, Dutilh United Methodist Church, Cranberry Twp, PA

8/1994 – 3/2002

- Created church newsletter, bulletin
- Planned joint activities between churches
- Coordinated building use for outside groups

Owner/Artist, Stained Glass Corner

1980-

Present

- Teach classes on the basics of stained glass as well as advanced classes
- Order supplies, balance books, maintain business checking account
- Design and create glass projects for custom orders
- Complete repairs on stained glass pieces for customers

VOLUNTEER HISTORY

- Elder, First Presbyterian Church (FPC)
- Coordinate and stock Food Pantry at FPC
- Praise Band, Choir at FPC
- Grace Works – Community projects completed
- Zephyr Point Conference Center – Cleanup, painting, etc
- Various community plays
- Victorian Dancers
- Night Off the Streets – help supervise warming shelter for homeless

EDUCATION

Carlow University, Pittsburgh, PA

- Masters in Elementary Education May 2012
- Elementary Education (K-6) Certification Dec 2011
- Bachelor of Science in Business Management, Magna Cum Laude May 2002

COMPUTER SKILLS

Elmo Board, MSWord, Excel, PowerPoint, Publisher

Profile

Sarena

First Name

Nichols

Last Name

Middle Initial

thearmchairscholar@charter.net

Email Address

401 Sandstone Dr

Street Address

Suite or Apt

Carson City

City

NV

State

89706

Postal Code

Mobile:

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

I am a passionate reader and lifelong learner. I cannot think of a time that I did not always support my local library. One of the first things that I did when coming to Carson was to volunteer for the library and join the Friends of the Library. I would like to continue to support our library and be a part of its continued success. I feel public libraries are vital to any community.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

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

College, Professional, Vocational or Other Schools attended:

University of North Carolina

Major Subject:

Liberal Arts- English Literature

Degree Conferred:

Masters of Liberal Arts- English Literature

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I am passionate about public libraries and would take my work seriously. I work well with, and listen to others in order to come up with solutions and plans. I am involved in tribal committees and always volunteer to do more.

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

Phi Beta Kappa Honors Society - Member only Stewart Father's Day Powwow Committee/ Vendor Coordinator Indian Territory Secretary/Treasurer As one of the officers it is my job to help put on the annual "Tribal Tourism Conference" . I take the meeting minutes as well as apply for and manage the grants. Friend's of the Library - Member only. Years ago before the membership was large, I worked in the small bookstore housed in the library and would then volunteer to shelve library books.

List your affiliation with professional or technical societies: *if required for the position.

Upload a Resume

Declaration to Accept Terms & Conditions

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Sarena Nichols
401 Sand Stone Drive, Carson City NV, 89706
775-885-1828

Education

Bachelors of Liberal Arts, Summa Cum Laude, 2012 University of North Carolina

Phi Beta Kappa Honors Society

Masters of Liberal Arts-English Literature, 2014 University of North Carolina.

Summary of Experience

Organizational management skills

- Owned and operated successful small business
- General knowledge of office management
- Ability to work with others, in both supervisory and support staff roles
- Experience in organizing and running support staff meetings
- Experience in policy making and updating office manuals
- Experience in training and hiring support staff

Communication Skills

- Experience in business writing and communication
- Experience in computer communication and research
- Excellent customer relation skills
- Proficient in various computer software programs including but not limited to;
Word, WordPerfect, Excel, QuickBooks, and PowerPoint, Advantage, NEATS

Office Support Skills

Telephone Reception, Scheduling, Record Keeping, File Maintenance, Data Processing, Accounts Receivable, Accounts Payable, Inventory Control, Billing, Reconciling, Research, Collections, Light Bookkeeping, Supply Ordering, Social Media, Website Building, Editing, Proof Reading, Web Content Writer.

Experience

- State of Nevada 05/09 to present
- Indian Commission 08/17 to present
- Program Officer 1
- Budget and grant monitoring. Grant application writing. Assisting Executive Director with all things Stewart Indian School related. Stewart Gym scheduling. Indian Territory Secretary

Miles Construction, Carson City, Nevada 9/06 to 05/09
Office administrator

Writing Business Correspondences, First point of contact for all incoming calls. Greeting clients. Arranging Meeting and travel for all three owners. Updating business licenses.

Western Nevada Community College, Carson City, Nevada 1/2006 to 9/06

Temp Financial Aid Secretary

Helped students fill out FASFA and other financial aid forms. First point of contact for all incoming calls. Arranged seminars. Helped loan officers as needed.

Flathead Valley Orthopedic Center, Kalispell, Montana 7/01 to 4/04

Patient Registration/Insurance specialist

Registered new patients. Worked with insurance companies to insure quality patient care.

Full Spectrum Chiropractic, Kalispell, Montana 10/00 to 7/01

Office Manager

Medical billing, collections, appointment scheduling, supply ordering.

Timberhill Ranch Resort, Timberhill, California 9/1997 to 11/2000

Assistant Front Office Manager

Trained new hires, reservationist, payroll, and concierge.

The Fruit Basket, Timberhill, California 3/ 1995 to 9/1997

Owned and operated small produce market on coast of Northern California.

My specialty was organic and fresh from the market produce.

Profile

Joseph

First Name

H

Middle Initial

Lushina

Last Name

jolushina@hotmail.com

Email Address

1351 Thompson St.

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

Home: (775) 230-6179

Primary Phone

Business: (775) 841-6767

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

I have been living in Carson City for 33 years (except 2006 - 2010 in Washoe Valley). I have a desire to serve our community. The Carson City Library is a vital institution for the well being of our citizens, guests, educators, researchers, and historians to mention a few.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:**Conflict of Interest**

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

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

College, Professional, Vocational or Other Schools attended:

Western Illinois University = Bachelor of Arts College For Financial Planning = CFP (Certified Financial Planner) & AAMS (Accredited Asset Management Specialist)

Major Subject:

Degree Conferred:

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

My vocation is Financial Advisor and I am a Certified Financial Planner. I have financial interpretation and analysis skills. I have experience with working budgets and project management.

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

Carson City Historical Society = Member St. Teresa's Church, Carson City = Current Chairman of the Finance Council and parish member. Carson City Rotary Club = Current Club President

List your affiliation with professional or technical societies: *if required for the position.

Declaration to Accept Terms & Conditions

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I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Profile

Beth

First Name

Lucas

Middle Initial

Last Name

bethblucas@gmail.com

Email Address

1502 Oreana Drive

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Mobile: (775) 230-0071

Primary Phone

Business: (775) 885-3566

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

Libraries have always been my favorite public institution. I grew up in Carson City, and have been an avid user of the Carson City Library my whole life. When I was young, a trip to the library was my favorite activity. I read voraciously, and would never have been able to access enough books to keep up if not for the library. I still check out paper books. I took my kids to storytime when they were little, they've been to Lego Club. There is no other community resource that provides as many benefits to residents of all kinds. I love that our library provides free, unlimited access to a wide variety of different media and reference sources, educational opportunities for both youth and adults, online resources, and public services. How many places can you go, sit in a comfortable chair and spend some quiet time learning or simply being entertained, without purchasing something? I am a senior accountant at a local firm here in Carson City and have recently attained my Certified Public Accountant license. I have considered applying to serve on the Library Board of Trustees for some time, and now that I am done with the time commitments of school and testing for licensure, I have the capacity to do so. I would be grateful for the opportunity to serve on this Board of Trustees and would appreciate your consideration.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

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

College, Professional, Vocational or Other Schools attended:

Major Subject:

Degree Conferred:

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

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

List your affiliation with professional or technical societies: *if required for the position.

Upload a Resume

Declaration to Accept Terms & Conditions

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I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Profile

<u>Deborah</u> First Name	<u>A</u> Middle Initial	<u>Lambin</u> Last Name
------------------------------	----------------------------	----------------------------

dlambin@mac.com
Email Address

<u>1501 Bolero Drive</u> Street Address	<u></u> Suite or Apt
--	-------------------------

<u>Carson City</u> City	<u>NV</u> State	<u>89703</u> Postal Code
----------------------------	--------------------	-----------------------------

<u>Mobile: (775) 781-6894</u> Primary Phone	<u>Home:</u> Alternate Phone
--	---------------------------------

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

As a book artist and resident of this wonderful city, I would like to provide my knowledge and growth to help our city in every positive way.

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

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

College, Professional, Vocational or Other Schools attended:

North Central College, B.A. Marketing Communications Western Nevada College, A.A., A.S., Marketing, Graphic Arts, GIS, Business Dale Carnegie Institute Social Media Academy

Major Subject:

Marketing, Communications, Art, Social Media, Adobe, GIS, Graphics, ESRI

Degree Conferred:

B.A., A.A., A.S.,

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I am a go getter and very involved in several activities such as our book art business, education at Western Nevada College as an art instructor, the Nevada Art Council involvement in the arts and grants. I am currently working with libraries in No. Nevada as well as So. Nevada with our NVArtStops Tour, taking our art all over Nevada. With my diverse background of an artist, marketer for many organizations working with publicity and social media, graphic arts, etc... I believe that I would be a great benefit to this board!

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

Girl Scouts of The Sierra Nevada (leader, trainer) 11 years Boy Scout of America (leader, counselor) 15 years Artown (artists selected for 2019 poster design) 1 years and 4 years raising and supporting funding 4H (leader, coach, marketing)

List your affiliation with professional or technical societies: *if required for the position.

Nevada Art Council (member and grant recipient of BRX and others) Sierra Arts Foundation (member, active) ArrowCreek Art Guild (marketing, publicity, artist, website designer) ArrowCreek Magazine (publisher) ArrowCreek Chefs (member, website designer) Owned an insurance company for 14 years (CFO, marketing, pr, etc..) Western Nevada College American Lung Association (volunteer coordinator for teaching youth against smoking) Prudential Spirit of the community (volunteer coordinator for excelling kids)

Upload a Resume

Declaration to Accept Terms & Conditions

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I Agree *

PROFESSIONAL PROFILE

- **12 years of Graphic Design** experience in the management of the complete design process, from conceptualization to delivery. Both print and digital media providing full service to businesses. Skilled with Adobe Creative Suite (Illustrator, Photoshop, InDesign, etc) Microsoft Office, HTML, CSS, ERSI, web design applications as well as script writing, filming, building videos to promote businesses from start to completion. Product marketing, design, branding and management.
- **20 years of Sales Marketing and Communication** responsible for software sales for the entire west coast along with various other products. Once purchased, provided training to use them. Responsible for marketing campaigns, promotions and news media, social media and liaison with the community as well as non-profit organizations, teaching various art instruction to educational institutes, cruise lines, libraries and other venues. Liaise with outside community and non-profit organizations. Writing and submitting press releases and demonstrating attention to detail. Research, analysis, advertising materials development, social media platforms and website content development.

PROFESSIONAL EXPERIENCE

3 years - Publisher for The Arrow magazine No. Nevada, California a monthly publication for residents in No. Nevada providing sales and marketing for companies in No. Nevada and California. In charge of layout, story input, printing and distribution.

12 years - Lambin Graphics, LLC - A full-service ad agency devoted to the well-planned execution of customized direct and digital marketing campaigns. Print as well as digital media. Created several websites for businesses from start to finish.

* Created www.MyThousandWords.com , www.Lambin.Arts.com making it one of the largest artist talents in No. Nevada California, from inception as artists to popularity.

* Developed numerous marketing programs (logos, brochures, newsletters, infographics, presentations, and advertisements) and guaranteed that they exceeded the expectations of our clients. Managed up to 5 projects or tasks at a given time while under pressure to meet weekly deadlines. Recommended and consulted with clients on the most appropriate graphic design options based on their overall marketing goals. Created multiple design presentations and proposals a month for clients and account managers.

15 years - Flying Eagle Insurance Services, Minden, NV

A full-service ad agency devoted to the well-planned execution of customized direct and digital marketing campaigns. Print as well as digital media.

Graphic Design Specialist Developed numerous marketing programs (logos, brochures, newsletters, infographics, presentations, and advertisements) and guaranteed that they exceeded the expectations of our clients.

- *Managed up to 5 projects or tasks at a given time while under pressure to meet weekly deadlines.*
- *Recommended and consulted with clients on appropriate graphic design options based on their overall marketing goals.*
- *Created multiple design presentations and proposals for publication for investors and financials.*

EDUCATION

North Central College - B.A., *Marketing and Communications*

Western Nevada College - A.S, A.A., *Graphic Design, Graphic Communication, Graphic Information Systems*

Adobe / ESRI / Insurance / N2 Publications / Dale Carnegie / Social Media - *certifications of completion*

ADDITIONAL SKILLS

- **Art Instructor, substitute teacher** for educational institutions and libraries teaching all facets of art and music.
- **Traveling Lecturer Instructor** teaching art to businesses and educational institutions across the country.
- **Worked with national companies teaching arts, fundraising;** Sakura Arts, Sanford Arts, Scholastic Arts, Free Art for Abused Children, Allergy and Asthma, American Lung Association, Douglas County School District, Elmhurst School District, Childrens Home and Aid, CASA, Reading is Fundamental, NASSP (National Association Secondary Principals), Prudential Spirit of the Community Awards, Boy Scouts of America, Nestles, Build A Bear Foundation, Kohls, Girl Scouts of America, Do Something, Angel Soft, Dr. Pepper, Cunard Cruise Lines, N2 Publishing, KNPB, 4H, etc... teaching and spreading the love of art and reading!

Profile**Mary**

First Name

Bianca

Middle Initial

Blohme

Last Name

bianca.blohme@gmail.com

Email Address

242 Crystal Water Way, Street Address

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Mobile: (775) 300-1106

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

I strongly feel that the public library is of great benefit to all members of our community, regardless of their economic condition. The library system in Nevada has a long standing history of being valued and protected. I currently volunteer for Nevada Talking Books and find that the organization is well run and appreciative of its volunteers.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:**Conflict of Interest**

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

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

College, Professional, Vocational or Other Schools attended:

Major Subject:

Degree Conferred:

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I am a creative thinker and have experience in budget and finances throughout my bookkeeping career.

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

Volunteer- Nevada Talking books, 3+ years. I have given 15+ hours per month as a reviewer of audio books. Volunteer- National Talking Books, 2+ years. I have given 15+ hours per month as a reviewer of audio books along with data entry into data base. Carson City School District, just began this month. I have volunteered my time as teachers need assistance at Eagle Valley middle School.

List your affiliation with professional or technical societies: *if required for the position.

Declaration to Accept Terms & Conditions

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

BIANCA BLOHME

Carson City, NV 89706

Cell- 775-300-1106 | bianca.blohme@gmail.com

Accounting Specialist

Full-charge Bookkeeper with 9+ years of in-depth experience handling all accounting needs in small office environment. Expertise in the complete cycle of accounting responsibilities including Accounts Receivable, Accounts Payable, General Ledger, Month End Reports, Bank Reconciliation, Quarterly and Annual Tax Reports, Payroll and Banking. Excellent written and verbal skills.

AREAS OF EXPERTISE

- General Ledger Reconciliation
- Detail Trial Balance
- Sales Orders, Purchase Order Entry
- Payroll & Payroll Reports
- Account Reconciliation
- Tax Reporting
- Computer Proficiency
- Detail Oriented
- Conscientious

PROFESSIONAL EXPERIENCE

Kelly Services , Carson City, NV

Greater Nevada Credit Union -Temporary Accounting Project
2,2015 May 31- Sept

- Reconcile Teller Deposit items against internal reports using Excel with company software to locate and resolve outages due to scanning issues.
- Located 80% of outages within a 2 person team, resolving over 6 months of out of balance deposits.
- Assisted Accounts Payable Representative with preparation of Fixed Asset reports for various counties
- Filing for Accounts Payable for both Credit Union and Mortgage Payable

Sunopta Healthy Snacks- Admin & Accounting Assistant
2017 Jan 2016 - Jan 20,

- Code and scan invoices to Corporate Accounts Payable, reconcile statements
- Prepare month end GL account reconciliations for Staff Accountant
- General set up of files in new office position, originate routing system for invoice approval
- Assist HR Manager in Sourcing and interview schedule for new employees , responsible for security key card issuance to new employees.
- Place and track freight claims with Logistic company along with Quality Assurance .
- Order and stock hospitality supplies for office. Maintain visitor calendar and security check in

FREEMAN CARTON CLOSURES, Anaheim, CA 2005-2015

Full-Charge Bookkeeper/Office Manager

- Single sales contact for orders by phone or email orders, processing purchase orders to vendors when needed.
- Implemented filing system for key account, saving company research time and money in decision-making process.
- Responsible for full cycle Accounts Payable & Receivable, Month End Close.
- Oversee Payroll and Employee Sales Commission.
- Maintain inventory adjustments.
- Monthly Bank Reconciliation.
- Supervise Customer Billing.
- Work with external vendor on payroll.
- Prepare and submit quarterly tax reports.
- Communicate with CPA for period and journal entries

COMPUTER AND TECHNICAL SKILLS

Computers: AS400, PC, Dell, HP and Mac

MYOB , Macola, Quickbooks Pro , Quickbooks Enterprise , Chempax , Oracle

MS Office: Word, Excel, Outlook- Mid level user

BIANCA BLOH

AWARDS AND RECOGNITION

2 consecutive terms as California Notary Public , Volunteer for Nevada Talking Books Program

Profile

Richard

First Name

J

Middle Initial

Arguile

Last Name

arguile@msn.com

Email Address

1145 Monument Peak Drive

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Home: (775) 392-3943

Primary Phone

Mobile: (949) 330-3190

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

I want to serve Carson City in a capacity where I have experience. I am retired. I was a manager or assistant manager of bookstores in California - Crown Books, Waldenbooks, and Borders Books for over a decade. My spouse is a NYT Bestselling author for Penguin Random House, NY for the last 25 years with a series of historical mysteries.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:**Conflict of Interest**

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

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

College, Professional, Vocational or Other Schools attended:

Major Subject:

Degree Conferred:

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

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

List your affiliation with professional or technical societies: *if required for the position.

Upload a Resume

Declaration to Accept Terms & Conditions

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

NRS 379.020 Trustees of county library: Appointment; terms; vacancies; compensation; expenses; removal.

1. The board of county commissioners shall appoint five competent persons who are residents of the county to serve as county library trustees. Three trustees shall hold office for the terms of 1, 2 and 3 years respectively, and two trustees shall hold office for terms of 4 years. Annually thereafter, the board of county commissioners shall appoint one trustee who shall hold office for a term of 4 years, except that in those years in which the terms of two trustees expire, the board of county commissioners shall appoint two trustees for terms of 4 years. County library trustees shall hold office until their successors are appointed and qualified.

2. No trustee may be appointed to hold office for more than two consecutive 4-year terms.

3. All vacancies which may occur at any time in the office of county library trustee must be filled by appointment by the board of county commissioners.

4. County library trustees serve without compensation, except that the board of county commissioners may provide for compensation in an amount of not more than \$40 per meeting, with a total of not more than \$80 per month, and may provide travel expenses and subsistence allowance for the members in the same amounts as are allowed for employees of the county library.

5. The board of county commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees.

[2:187:1925; A 1956, 214] — (NRS A 1959, 329; [1967, 1060](#); [1971, 133](#); [1981, 997](#); [1989, 612](#))

13 September 2019

Dear Diane Baker and the rest of the Carson City Library Staff,

It is with great regret that I must tender my resignation as a member of the Carson City Library Board of Trustees, effective immediately. I have relocated out of the municipality of Carson City, and per Nevada Revised Statute I am no longer eligible to serve. It has been my pleasure to have been of service to the Carson City Library since 2015. I know that you will go on to do great things, and I will continue to be a patron of the Library.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeremy Hays', with a horizontal line extending to the right.

Jeremy Hays

702-497-0884

jeremey.hays@gmail.com