

TIFFANY NEWTON, MLS

tnewton2011@hotmail.com

<http://tiffanynewton.webs.com>

1202 East Main St. Apt 1

Green Forest, AR 72638

(417) 254-4481

PROFESSIONAL SKILLS

Administration and Supervision

- Drafting and recommending policy to the Library Board
- Implementing library goals and objectives
- Collection Development, including selection and deselection of library materials
- Preparing the annual budget for presentation to the county
- Negotiating contracts for services and equipment
- Directing and controlling expenditures of funds
- Collaborating with other librarians, stage agencies, and groups to coordinate programs
- Preparing various statistical reports
- Managing library services, overseeing staff
- Hiring, training, evaluating, supervising, and terminating employees and volunteers

Customer Service

- Coordinating with patrons to improve library facilities
- Providing reference assistance in person, by phone, and online via email and chat
- Performing reader's advisory and locating materials for patrons
- Checking-in and -out library materials with many ILS including: Polaris, Innovative Millennium, Sirsi Dynix, OCLC's Worldshare Management System, and TLC's Library.Solution
- Creating customer service guidelines to help train and evaluate future employees

Programming & Outreach

- Performing outreach through social media networks
- Creating flyers, posters, web graphics, bulletin board displays, and other publicity materials
- Planning, organizing, and implementing events in the library
- Writing blog posts to attract new visitors to the site and to increase awareness of the library's resources and services

Technical Services & Skills

- Using Wordpress, Wix, Weebly, Webs, and other online website building creators
- Managing Web sites including developing, updating, and maintaining content
- Electronic Resource Configuration and Database Management using OCLC
- Redesigning webpages using Java Script, CSS, and HTML

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LIBRARY EXPERIENCE

Library Director

Green Forest Public Library Jan. 2014 – Present

INALJ Missouri Head Editor and Blogger (Volunteer)

I Need A Library Job (INALJ.com) Jan. 2013 – Dec. 2013

Instruction Librarian / Graduate Teaching Assistant

Emporia State University; Emporia, KS Aug. 2011 – June 2013

Library Assistant (Volunteer)

Messiah Lutheran Church; Emporia, KS May 2012 – Dec. 2012

Library and Technology Assistant (Volunteer)

Cabool Second Baptist Church; Cabool, MO Nov. 2008 – June 2011

Circulation/Maintenance Aide

West Plains Public Library; West Plains, MO Aug. 2006 – June 2008

Library Assistant (Volunteer)

Cabool High School Library; Cabool, MO Aug. 2005 – May 2006

For a complete list of employment history, please visit <http://tiffanynewton.webs.com/resume>.

EDUCATION

Masters of Library and Information Science; GPA: 3.92

Emporia State University; Emporia, KS August 2013

Bachelors of Science in Organizational Leadership & Management

Drury University; Springfield, MO; Magna Cum Laude May 2011

Associate of Arts in General Studies

Missouri State University; West Plains, MO August 2008

ASSOCIATIONS

- Arkansas Library Association Jan. 2014 – Present
- Association of Rural and Small Libraries Jan. 2014 – Present
- Missouri Library Association Member Jan. 2012 – Present
- Kansas Library Association Member Aug. 2011 – Dec. 2013
 - Presentation GTA = Great Teaching Adventure: Graduate Teaching Assistants in the Library Instruction Game October 2012
- INALJ.com blog posts: <http://inalj.com/?s=tiffany+newton> Mar. 2013 – Dec. 2013
- Friends of the Emporia Public Library Member May 2012 – Dec. 2013
- Empowered Students for University Libraries and Archives (ESULA) Aug. 2011 – Aug. 2013
 - President; May 2012- August 2013

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REFERENCES

- **Byron Russ** byron.russ@anstaffbank.com **(800)445-5754**
 - Mr. Russ is the COO and Marketing President of Anstaff Bank and Former Treasurer for the Green Forest Library Board of Trustees. He can speak of my abilities as the director of a rural library. I have known him since 2014.
- **Willa Kerby** **(870)480-6933**
 - Mrs. Kerby is the owner of Country Rooster Antiques and Café. She is also a former Secretary for the Green Forest Library Board of Trustees. She can speak of my abilities as a director in a rural library. I have known her since 2014.
- **Dencil Riddlesperger** **(870)654-0261**
 - Mr. Riddlesperger is President of Friends of the Green Forest Public. As a patron of the library he can speak of my eagerness and willingness to help patrons in any way possible. I've also worked with him to coordinate fund raisers for the library. He is also on our building committee. I have known him since 2014.
- **Dale Monobe** dmonobe@emporia.edu **(801) 946-5265**
 - Dr. Monobe is the Current Director of the MLS program in Utah through Emporia State University; however he was an instructor when I was attending ESU in Kansas. I also served him as a teaching aide for a semester. He was the faculty advisor for the student organization Empowered Students for University Libraries and Archives (ESULA) which I was president of for 2 semesters. I knew him from 2012-2013.