

The City of Columbus is in the process of updating its information on the «Organization» to reflect its most recent election. Please complete the following information to the best of your ability. **Updated database information will be forwarded to the Mayor's Office to ensure the appointment/reappointment of elected and re-elected members and will ensure timely and accurate distribution of funding opportunities, meeting notices, training opportunities, and other City activities. After completing this form, please return to Neighborhood Database Coordinator, City of Columbus, 50 W. Gay St., 2<sup>nd</sup> Floor, Columbus, OH, 43215.** Please contact your Neighborhood Liaison with any questions or comments.

<b>FIELD</b> <b>Step #4 Legistar</b>  <b>South Linden</b> <b>Area</b> <b>Commission</b>	<b>CURRENT INFORMATION</b> <b>Step #9 Legistar</b> Appointment of Larry Moore	<b>NEW INFORMATION</b>  (1) Please print new information clearly, OR (2) Place a "check" in these boxes if member is re-elected and information is unchanged (3) Do not forget to update "Term Expiration" for re-elected members
First Name		Sheryl
Last Name		Owens
Title		Commissioner
Address		2223 Cleveland Ave.
City		Columbus
State		Ohio
Zip Code		43211
Home Telephone		(614) 886-4154
Work Telephone		(614) 479-3233
Fax Number		
Email Address		<a href="mailto:sowens@columbuslibrary.org">sowens@columbuslibrary.org</a>
District/Designation		District 9
Term Start Date		7/21/2009
Term Expiration		7/21/2012

Chairman of Commission's Signature:

Date: July 22, 2009

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## *RESUME*

### **SKILLS:**

**Working with people:** All of the positions I have held have involved working closely with a variety of people. As a librarian, I work with groups as well as individuals on a continuous basis. As an administrator, I have worked with various community and professional groups and get a great deal of satisfaction from facilitating a joint effort, or joining several parties so that they may work together.

**Working alone:** Even though I work well in a group, I am self motivated and enjoy working alone or with limited supervision.

**Effective communication:** Being able to communicate either orally or in writing requires creativity, patience, research and good organization of time and thought. Whenever possible, I use all of these to prepare written and oral presentations. I have written successful grants, letters; designed surveys; prepared news releases; designed flyers, posters and bibliographies; edited newsletters, newspapers; written procedure and policy manuals and agency annual reports.

**Management:** I believe in positive reinforcement. Hire staff, train them well with ample opportunities for refresher as well as advanced training. Catch staff doing something positive and let them know it. Salvage staff before replacing them. Provide an open door atmosphere so that problems and concerns do not build up; have staff meetings when necessary not just to pass on information but to use as information gathering and group issues management. Give ample deadline notification whenever possible; allow space to achieve goals, and monitor progress passively.

### **EXPERIENCE:**

**6/09 -**

Manager, Columbus Metropolitan Library, Linden Branch Library

**ADMINISTRATION:** Manages day-to-day operations at the branch; oversees scheduling, budgeting and collection development issues, staffing, security and other issues.

**SUPERVISORY:** Supervises a staff of fifteen with emphasis on team building and staff and customer empowerment.

**8/98- 6/09**

Manager, Columbus Metropolitan Library, Shepard Branch Library.

**ADMINISTRATION:** Managed day-to-day operations at the branch; oversaw scheduling, budgeting and collection development issues, staffing, security and other issues.

**SUPERVISORY:** Supervised a staff of ten with emphasis on team building and staff empowerment.

**12/96-8/98**

Head of Circulation Services, Audio-Visual Librarian, Southwest Public Libraries, 3359 Park Street, Grove City, Ohio 43123.

**ADMINISTRATION:** Managed all aspects of Circulation Services including scheduling and hiring staff and shelvees. Collection management in the print

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areas of General Works, Library Science, Religion and Music, as well as adult/juvenile videos, and adult music CD's. I worked the circulation desk and assisted in planning collection moves and shifting as necessary.

**2/90-6-96** Head, Circulation Department, The Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, Ohio 43210-1286.

ADMINISTRATION: Administered all operations of the Main Library Circulation Department including, service desk, telephone service, automated circulation records control, closed reserves, book stacks operations, interlibrary loan, evening and weekend building supervision, building security and an off-site book depository. This position gave guidance to all circulation departments in all department libraries on OSU's main campus.

SUPERVISORY: Directly supervised the Heads of the Loan Section, the Interlibrary Loan section, the Book stacks Section and the Library Book Depository and security. COORDINATION: Coordinated the documentation and interpretation of circulation policies for the library system, recommends changes and improvements in circulation policies and procedures.

**10/84 - 2/90** Administrative Assistant, the Ohio Department of Youth Services, 51 North High Street, Columbus, Ohio 43215. COORDINATION AND **ADMINISTRATION:** Coordinated and implemented a Job Training Partnership Act (JTPA) funded career awareness program, including budgeting, personnel management, program design, grant writing, and on site monitoring of the project in the department's nine statewide institutions for incarcerated youth.

**6/77-10/84** Librarian, East Cleveland Public Library 14101 Euclid Avenue, East Cleveland, elementary schools; adult librarian/head of the branch library; Head of the Main Library; Assistant Director of the East Cleveland Public Library System, in charge of all public service areas and library public relations.

**11/74 - 6/77** Pre-Professional Librarian at the Cleveland Heights/University Heights Public Library, 2345 Lee Road, Cleveland Heights, Ohio 44118. Duties included, interlibrary loan, government documents clerk, program planning, book selection, general reference, film selection, foreign language book loan development, bibliographic production.

## **PUBLICATIONS:**

Owens, Sheryl. "Proactive Problem Patron Preparedness". Library and Archival Security 12 no 2:11+ (spring, 1994)

Owens, Sheryl, "Does Shelf Reading Affect Your Library's Image?" Ohio Libraries 5:14+(May/June 1992).

Leftridge, Sheryl, "Leaning With LJ." Library Journal 104:2598 (Dec.15, 1979).

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#### **TEACHING, PRESENTATIONS, AND SERVICE:**

- 2000** "Diversifying Collections" the Ohio Library Council regional conferences.  
**1992** "Supervising Part Time Employees", a panel discussion (participant) for the Ohio Library Association regional conferences (all 5 conferences).  
- Local Arrangements committee of the First Annual Conference of the Black Caucus of the American Library Assoc.  
**1990 -** OSUL User Education/ UVC library orientation classes to incoming freshmen; Orientation programs for graduate students in Black Studies.  
**1988** "Career Awareness - everyone's job", presented - 1988 Correctional Education Association of Ohio annual conference.  
- Planning Committee, the Ohio Black Expo, 1988

#### **EDUCATION:**

- 2006** Leadership Columbus  
**1982** Course work toward PhD in Information Science, Case Western Reserve University, Cleveland Ohio, with emphasis on statistics, data gathering, and systems analysis.  
**1977** Master of Library Science, Case Western Reserve University, Cleveland, Ohio, school media and academic libraries.  
**1974** Master of Science, Educational Communications, State University of New York at Albany, Albany New York; with emphasis on the design and writing of programmed instruction and library media center operations and management.  
**1973** Bachelor of Arts, English, Howard University, Washington, D.C.  
**1984-present** numerous workshops, special programs and CEU's, including Ohio Library Association Leadership Training Sessions, Miami University Center for Management Services of the School of Business Administration Executive Development Program of Library Administrators and its advanced course; National Alliance of Business' S.T.A.R. training for sales and job development; Ohio Management and Training institute workshops on contract negotiations, and many more.

#### **AWARDS, HONORS, MEMBERSHIPS:**

Leadership Columbus 2006  
Magna Cum Laude, Howard University  
Phi Beta Kappa Society Member, Howard University

**Sheryl Owens**  
**2957 Ivanhoe Drive**  
**Columbus, Ohio 43209**

<b>Work</b>	<b>Home</b>
<b>479-3233</b>	<b>email:sowens@columbuslibrary.org</b>