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# MEMORANDUM

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Date: September 2, 2016

To: The Honorable Chair and Members  
Pima County Board of Supervisors

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Resignation of Library Director Melinda Cervantes and Appointment of Interim Library Director**

I have appointed Ms. Amber Mathewson as the Interim Library Director of Pima County effective October 2, 2016. As the Interim Director of the Library District, Ms. Mathewson will continue the exemplary service of the library system to the citizens of Pima County. In fact, when we selected Ms. Melinda Cervantes four years ago, Ms. Mathewson was a finalist for the position.

Attached is Ms. Mathewson's resume for your information. I am confident Ms. Mathewson will pursue and advance all of the successful programs and activities of our Library District.

CHH/anc

Attachment

c: Chair and Members, Library Advisory Board  
John Bernal, Deputy County Administrator for Public Works  
Tom Burke, Deputy County Administrator for Administration  
Jan Leshar, Deputy County Administrator for Community and Health Services  
Melinda Cervantes, Director, Library District  
Allyn Bulzomi, Director, Human Resources  
Amber Mathewson, Deputy Director, Library District

# Amber D. Mathewson

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## EDUCATION

MLS	University of Arizona, Tucson AZ	1995
BS	Colorado State University, Fort Collins CO – Biological Sciences	1987

## EXPERIENCE

### **Pima County Public Library 1996 – Present**

#### **Deputy Director – Strategic Initiatives, December 2013 – Present**

- Oversight of four Library Divisions: Programs and Partners Office, Collection Development and Technical Services Department, Communications and Systems Department and Delivery Services
- Oversight of major initiatives including, workforce development, health and literacy partnerships
- Oversight of budget planning process for fiscal year 2016-2017 and the library accounting department
- Library representative for county-wide initiatives such as Addressing Poverty, Cradle to Career, and Healthy Pima

#### **Library Services Manager - Joel D. Valdez Central Library Head, 2012 – 2013**

- Head of the Main Library of the Pima County Public Library system; including supervision of approximately 70 employees
- Oversight of four branch libraries, Oro Valley, Flowing Wells, Sam Lena South Tucson and Santa Rosa of the Pima County Public Library System; approximately 30 employees
- Coordinator for Health Initiatives within the Pima County Public Library including the Library Nurse program in cooperation with the Pima County Health Department and Co-chair of the Health Literacy Team of the Pima County Community Health Action Task Force
- Coordinator for Small Business Development Initiatives with Pima County Public Library
- Member of the Executive Team for Pima County Public Library
- Administrator for Pima County Public Libraries Spanish Services Committee; GLBT Committee and the Young Adult Services Committee
  - Co-Chair Strategic Plan Update for 2013-2016

#### **Library Services Manager – Lifespan Learning, 2011 – 2012**

- Provide recommendations for the overall budget and oversight of programming budgets for Lifespan Learning from the library budget, Friends of the Library allocations, and grant funds
- Provide support to library staff in identifying and writing grants; programs and services
- Provide direction regarding implementation of the strategic plan
- Connect with partners to further the impact of library services within the larger Pima County Communities
- Evaluate resources, personnel, and facilities and long-range program planning
- Develop and establish short- and long-range goals and objectives and program performance plans for the assigned functional area
- Participate with community groups and organizations in planning and coordinating library-related activities
- Present information to the Library Board regarding functional area responsibilities and recommend policy changes as needed

# Amber D. Mathewson

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## **Managing Librarian – Joyner-Green Valley Branch Library, 2005 – 2011**

- Supervised three fulltime librarians, one part-time library associate, one fulltime library technical assistant, in addition to a circulation and paging staff
- Collection development and maintenance for a branch and collection with a \$107,000 budget
- Management of this branch included working with local Library Friend's group who provided funding for added collections, and programs
- Organization of a project to open a satellite branch in the town of Sahuarita beginning in 2009, as part of the management tasks of this library
- Oversight of a roofing and HVAC project completed during this tenure
- Co-Chair for PCPL Planning for Results – Strategic Planning process 2008 and Strategic Plan Implementation 2009-2012

## **Managing Librarian – Columbus Branch Library, 2003 – 2005**

- Directly supervised two fulltime librarians, one part-time library associate, one fulltime library technical assistant, in addition to a circulation and paging staff
- Collection development and maintenance for a branch and collection with a \$100,000 budget
- Member of the Collection Development Task Force, which was developed to work on facilitating budget and collection recommendations for the Pima County Public Library System
- Member of the Envision Ware Implementation Task Force, which was developed to collaboratively respond and direct the implementation of computer self- signup and pay printing software as well as update affected policies
- Member of the 29<sup>th</sup> St Coalition

## **Senior Children's Librarian – Main Library, 2000 – 2003**

- Development and coordination of the children's services plan and collection development for the Main Library's Children's Department – annual budget \$47,000
- Supervision included - one part-time librarian, two library associates, 2.5 FTE customer service staff and 2 FTE intermittent library page staff
- Prepared, performed and facilitated children's programs and events at the Main Library; including Storytimes, class visits, tours, and events such as Dia de Los Niños and the Family Arts Festival
- Responsibilities in this positing included coordination of the Sunday schedule for the Main Library involving more than 50 staff from area libraries, and weekly rotation as the person in charge of the Main Library facility
- Represented the library in citywide meetings such as the Youth Policy Committee, ArtNet, Downtown Arts District, Midtown Library Advisory Committee, and United Way's First Focus on Kids; and promoted PCPL's services for children through programs, collaborations and media contacts
- Children's Services Representative to the Service Response Team for the Library's Master Planning Process
- Training of children's services staff within the library system, as well as presenting basic storytime instruction, and multicultural literature for the UA SIRLS department (1999 – 2002) and throughout the state of Arizona at the Arizona Library Association Conference (2000)

# Amber D. Mathewson

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## **Senior Children's Librarian – Miller-Golf Links Branch Library, 1998 – 2000**

- Developed children's services plan for an emerging library in a vital community
- Hired and supervised intermittent paging staff
- Allocated branch children's budget account and maintained collections
- Chairperson of the Staffing Budget Committee, August – October

## **Unit Managing Librarian – Arivaca Branch Library, 1998 -- 1999**

- Managed small rural branch library including services, collections and programming within the library and throughout community
- Supervised two half time library technical assistants
- Allocated branch budget accounts
- Chairperson for the Substitute Budget Allocation Committee, Aug - Oct
- Arizona State Reading Program Committee member

## **Children's Librarian – Joyner-Green Valley Branch Library, 1996 – 1998**

- Performed children's programs within the library and community
- Responsible for children's and young adult budget, collections, services and programming
- Supervised four adult volunteers, and seven youth volunteers
- Active member of the children's and young adult services committee
- Arizona State Reading Program Committee
- Member of the Education, Literacy and Lifelong Learning Task Force to determine the Library's strategic directions

## **Grants**

### **LSTA**

Writer and facilitator for Library Service and Technology Act grant to fund collaboration between the public library and six area museums -the grant produced an on-going programming collaboration during the years of 2003-2005  
Completed the Arizona State Library Excelling Grant Writers Group preparing for LSTA Grants 6 month course 2011-2012

Grant Writer and project manager for LSTA Assistive Technology Grant 2012-2013

### **ALA**

Between the Lions Grants which brought literacy programs to under-represented communities in Tucson, including a group from the Center for the Prevention and Reduction of Violence - 2003

### **SGIA**

Oversight of State Grants in Aid funds used for new projects, Seed Library and BookBike 2011-2012

### **DeWitt -Wallace Reader's Digest**

Member of the Steering Committee for the DeWitt -Wallace Reader's Digest Planning Grant 1998-1999

# Amber D. Mathewson

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## CURRENT PROFESSIONAL MEMBERSHIPS

- **American Library Association** – Chapter Councilor 2010-2012; member of the 2003, 2005 & 2007 *Eli M. Oboler* award committee for the book contributing the most to Intellectual Freedom
- **Arizona Library Association** – President 2015-2016, President Elect 2014-2015, Conference Registration Committee 2013; ALA Councilor 2010-2012; Chair of the Intellectual Freedom Committee 2005 & 2006, recorder for the Conference and Conference Program Committees Jan '98 - Nov '98, program presenter '00
- **Public Library Association** – Member since 2005, attended PLA Boot Camp – Intensive Library Management Training 2007
- **Mountain Plains Library Association** – 2002 Leadership Institute; New Member Committee 2004
- **Beta Phi Mu** – Member

## COMMITTEES & BOARDS

**Capitol Campaign Communications Director & Trustee**– Gracepoint Lutheran Church - Sahuarita, AZ – 2012-2014

**Human Resources Trustee** – Risen Savior Lutheran Church – Green Valley, AZ –2006-2010; responsible for recommendations of salaries and benefits for employees

**International Association of Lions Club**- Green Valley Chapter – inducted 2008; Peace Poster Committee Chair 2008-2011

**Metropolitan Education Commission** – appointed commissioner for 2013-2016, appointed by the Mayor and City Council and the Pima County Board of Supervisors.

**Pima Council on Aging** – Library Ambassador Liaison Coordinator – 2011 to 2013

**Project Civil Discourse** – Tucson Meeting Group - Representing Pima County Public Library - 2011 to 2013

**Pima County Community Health Action Taskforce** – Health Literacy Team Co-Chair – 2012 to 2016

**Valley Assistance Services** – Board of Directors 2007-2010; Secretary 2007 & 2008; co-chair of the annual Gala (annual fundraiser) for 2008 & 2009

**United Way Senior Impact Coalition** –Coalition and Social Engagement Task Force Committee-2011 to 2014