Mary Hurlbert Stein

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Experience

 **East Baton Rouge Parish Library Assistant Library Director 10/8/2004 – present**

As Assistant Library Director, Administrative Services, supervises all aspects of Programming, Public Relations and Marketing, Grants, Outreach, Collection Development, Reference Services, Policies, Statistics, Annual Report, Surveys, Reporting, and Strategic Planning. Participates in Budgeting and Long-range Planning. Works with Patrons of the Public Library Friends group. Manages the Main Library.

**Major Projects / Achievements**:

Successful Tax Campaign 2005 and 2015; including heightened media presence, development of Strategic Plan; *Libraries Change Lives* series. Tax campaign material and *The Source* selected for “Share the Wealth” award by the Library Public Relations Council 2006. “Politically Correct” Social Media Award 2015. Award-winning new Main Library at Goodwood completed 2014. Long-range Capital Improvement Plan in 2015. Starred Library since 2012.

Expanded public profile with extensive programming for adults, including development of Book Clubs; Summer Reading Program for Adults; author visits. Case Study Library for the Geek the Library Campaign. Awarded competitive grants: The Big Read 2006, 2007, 2008, 2009, and 2010 from the NEA, BRAF, and Kellogg Foundations; NEH grant to assess the Baton Rouge Room; ALA Let’s Talk About It grant; Gates Foundation Technology grant; BRAF grant to staff the Internet Library for citizens re-located due to Hurricane Katrina; Jr. League Obituary File grant; National Library of Medicine grant; ALA/Video Resource Center Jazz grant 2007. Began outreach to adult venues such as Business Expo, Life After 50, and Women’s Week, expanded attendance at parades, fairs, and festivals. Oversight for selection, purchase and installation of special equipment for blind and visually handicapped. Responsible for Recycled Reads monthly book sale. Library of Congress Showcase winner 2005 for library outreach to Juvenile Detention Center. Oversight for the Internet Library. Piloted Virtual Expo service with BR Business Report. Digital Learn Pilot project 2017. ULC Entrepreneurship Initiative 2018.

Oversight for major website re-design in 2005 and 2010 and responsive design in 2016; expansion of *The Source* newsletter; instituted monthly public access television programs *Library Lagniappe* and *Library Roadshow*; created local content programs featuring the Jazz series and NLM topics. Chair, Baton Rouge Bicentennial Committee 2017.

Expanded Career Center and Outreach Service department. Oversight for Cradle 2 K project. Oversight for new focus for Archives and Local History Collection. Oversees the automated Fund Accounting system which manages acquisition of all library materials. Instituted comprehensive Systematic Weeding Project; developed AV collection guidelines; implemented new Collection Development Policy. Active in the reorganization of Technical Services, including work group re-design, development of new procedures; item purge cleanup, ISBN -13 project, classification and authority file decisions, and RFID Tagging Project.

Responsible for Staff Training Day. Oversaw Professional Development Academy for staff. Completed major policy revisions, including new policies and procedures for library cards, computer access, print management, patron accounts and collections, public meeting rooms, and staff activity. Directs library student interns and field experiences. Redesigned and integrated training, statistics, reporting, and cooperative work group processes into new SharePoint application. Actively engaged in social media applications such as blogging, Facebook, Twitter, YouTube.

 **East Baton Rouge Parish Library Head, Teen / Young Adult Services 9/14/98 – 10/8/2004**

As Head, Teen / Young Adult Services Division, supervised all aspects of service, collection development, outreach and programming for young people throughout the Library System. Planned, organized, produced and evaluated library programs and activities for teens, including summer reading program, promotional events, workshops, lectures, performances, author tours, films, demonstrations, and exhibits. Prepared preliminary press releases, produces brochures, flyers, and bookmarks designed to market library programs, resources, and services. Represented the Library to schools, educational organizations and civic groups and on television and radio shows to promote the Library and its services. Designed presentations for outreach and coaches YA (Young Adult) librarians in performance. Worked with Adult and Children’s Services in grant writing or grant project management.

Responsible for all aspects of collection development, including selection of print and non-print materials, electronic resources, and weeding. Coordinated merchandising of library materials system wide. Prepared or directs preparation of book lists and bibliographies to highlight selected subjects or genres within the collection or which relate to specific curriculum needs or library programming. Provided reference and reader’s advisory assistance to patrons and instructs staff, students, teachers, and area school librarians in the use of library resources.

Interviewed job applicants, approved leave requests, and evaluated staff for service ratings. Trained new hires. Conducted regular staff meetings and in-service training sessions. Revised job descriptions, proposed policy changes and maintained and developed written procedures. Directly supervised 10 Librarian I’s, Librarian II’s, Library Technician I’s and II’s, Library Pages, Student Librarians, as well as ¼ LT I’s in the branches, Library Interns, Summer Youth, Volunteers, and Community Service Workers. Indirectly supervised 15 Librarian I’s and Library Technician I’s, as well as numerous ¼ LT I’s system wide.

Interpreted rules, policies and procedures to staff in other divisions and throughout the system. Collected and interpreted statistics and surveys dealing with usage and demographics. Participated in long range planning. Prepared annual budget. Suggests, plans, and implements changes in library policy, design, equipment, operations, and furnishings. As a weekend and building supervisor, responsible for all aspects of public service, equipment, building security, and safety until and including closing. Handled patron problems.

 **Major Projects / Achievements**:

Instituted Summer Reading Program for Teens; started Teen Advisory Board following formal Teen Focus Group; held first Teen Card Sign-up Drive; began annual Teen Poetry Anthology; developed open houses for teachers, parents and home schoolers; worked in conjunction with Adult Services to develop major series including *Frankenstein; Modern Mythmakers; Shakespeare @ the Library; Search for Alexander.*

Aggressively upgraded the YA reference collection system-wide and revised the YA book ordering process; added new formats and instituted total statistical category redesign for YA collection; with cooperation from other departments, created an outreach collection for Juvenile Detention Center; standardized subject bibliographies on wide range of subjects; standardized subject talks; redesigned staff manual; created web page; automated YA department and worked cooperatively with Computer Division to customize templates and training for YA staff.

 **East Baton Rouge Parish Library Assistant Head, Adult Services 2/2/85 – 9/14/98**

As Assistant Head, Adult Services, planned, organized, produced and evaluated library programs and activities, including author tours, lectures, promotional events, performances, films, demonstrations, exhibits, and displays. Prepared preliminary press releases, produced monthly *Calendar of Events*, brochures, flyers, and bookmarks designed to market library programs, resources, and services. Represented the Library to civic groups and organizations and on television and radio shows. Assisted in grant writing or grant project management. Served on the Library’s Meeting Room Committee and handled bookings and arrangements for community organizations.

Served patrons as a reader’s advisor. Coordinated merchandising of library materials. Prepared or directed preparation of book lists and bibliographies. Provided directional and reference assistance to patrons. Participated in library collection development, including selection of non-print materials. Reviewed and selected core collection for Compact Disc collection. Published video reviews quarterly in national reviewing source *ABC-Clio Video Rating Guide*. Started *Health Calls* collection.

As Head of Circulation, supervised all aspects of circulation, including creation and evaluation of new procedures, conversion to automated circulation system, and management of all existing tasks and functions. Revised job descriptions, proposed policy changes and maintained or developed written procedures. Supervised up to 57 Librarian II’s, Library Technician I’s and II’s, Library Pages, Clerk Typist I’s and II’s, Summer Youth, Volunteers, and Community Service Workers. Worked public service desk.

Interviewed job applicants, approved leave requests, and evaluated staff for service ratings. Conducted regular staff meetings and in-service training sessions. Trouble-shooter for problems with the automated circulation system; handled patron complaints, correspondence, and delinquent accounts. Interpreted policies and procedures to staff in other divisions and system wide. Prepared and interpreted statistical information and budget requests for the Library Director. Suggested, planned, and implemented changes in library layout, equipment, operations, and furnishings. As a closing building supervisor, responsible for all aspects of public service, equipment, building security, and safety; until and including closing.

 **Major Projects / Achievements**:

*Prime Time - Family Reading Time* pilot project andsubsequent programs*; From Rosie to Roosevelt; Louisiana Literary Marketplace; Beyond Category; Language of the Land; Columbus; Children’s Village;* annualLouisiana Endowment for the Humanities reading and discussion series*; Night of 1000 Stars; Louisiana Folklife Festival*; implementation of new automated circulation system; building renovation project; selection of Library’s core CD collection.

East Baton Rouge Parish Library Circulation Librarian 6/25/84 – 2/2/85

Worked public service desk. Served as reader’s advisor. Handled patron problems, collection letters, reserve book requests, and circulation problems and correspondence. Prepared monthly library statistics. Supervised and prepared daily work schedule and project assignments for up to 43 Library Technicians, Library Pages, Summer Youth, Volunteers, and Community Service Workers. Responsible for stack maintenance and book displays. Processed up to 3000 gift books per week. Inventoried and sorted the music collection. Assisted Head of Adult Services in planning and producing library programs and activities. Assisted organizations with public meeting rooms. Prepared press releases, worked with media, produced monthly *Calendar of Events*, brochures, flyers, bibliographies and bookmarks designed to market library programs, collections, resources, and services.

**Louisiana State University Reference Librarian 12/6/82 – 6/21/84**

Worked Central Reference Desk, assisting university faculty, students, and visitors in their research. Conducted specialized online database searching for graduate students, faculty, and industry via ERIC and DIALOG computer databases. Prepared desk schedule. Designed *Pathfinders* series to provide point-of-use assistance. Taught credit courses in Bibliographic Instruction; assisted in course and syllabus redesign. Led tours, presented general orientation seminars, and designed and presented customized subject seminars for new faculty, students, and staff. Assisted Head of Reference with collection development.

**New Mexico State University Special Collection Librarian 1/1/82 – 12/1/82**

While completing graduate degree in Music Performance, worked 30 hours per week as special assistant to the University Library Director. Inventoried, weeded, and cataloged the rare “Gotham” book collection. Searched for and identified special editions. Prepared the Gotham catalog for publication. Searched and verified bibliographic information for rare book collection development. Provided reference assistance for Rare Book, Gorey, and Southwest Collections. Organized and maintained Instructional Materials Center.

 Education

 B.S. Music Theory 1979 Louisiana State University

 B.M. Vocal Performance 1980 Louisiana State University

 M.L.S. Library Science 1981 Louisiana State University

 M.M. Vocal Performance 1982 New Mexico State University

Professional Activities

American Library Association; Public Library Association; Urban Libraries Council Youth Services Discussion Group; Young Adult Library Services Association (YALSA); Louisiana State Young Adult Services Committee; Louisiana Library Association (LLA); LLA Conference Publicity Chairman 2007, 2013, 2016; LLA Nominations Committee 2004; LLA Conference Local Arrangement Chairman 2002; LLA Conference Exhibits Co-Chairman 1994; LLA Conference Program Chairman 1991; Project Director, Louisiana Literacy Forum II; TED-X LSU 2013 Speaker; Geek the Library campaign speaker for the “5 Simple Ways” webinar series; ALA, OCLC, LITA, and LLA Conference Speaker, various conferences; Webjunction, OCLC, ALA, and PLA webinar speaker. LLA Federal Relations Committee; LLA Conference registration, exhibit, publicity and social committees; LLA Library Appreciation Day; Advisory Board Member for BRCC Magnolia Library; Capital Area Literacy Coalition (CALCO) Secretary/Treasurer; First Book Board of Directors 1997-1999; LA Book Voyage; LSU SLIS Scholarships and Admissions Committee; published “Breaking into Reference Services,” *LLA Bulletin*, winter 1984; published *LA Literacy Forum II Proceedings* *1991*; contributor, State Library of Louisiana *Teen Services Manual 2004*; presentation at Library of Congress/Center for the Book - Reading Powers the Mind Conference 2005 (published 2008); library consultant for Cancer Services of Baton Rouge; guest lecturer/speaker for LSU SLIS, LSU College of Education, SELU College of Education; LA Association of Media Professionals, Teen Library Association, and area libraries and civic and community organizations.

Interests

St. Joseph Cathedral Schola Cantorum singer, cantor, section leader, soloist, and occasional director; has served on Bicentennial Organ Fundraising Committee; La Musique Ancienne Board of Directors; EmBeRs Board of Directors; FestForAll Children’s Village; International Chorale Festival; River City Opera; and Gilbert and Sullivan Society.

Honors

Greater Baton Rouge Business Report’s Influential Women in Business 2014; Bishop’s Award 2011; Mortar Board; Beta Phi Mu (Library Science Honors); Phi Kappa Lambda (Arts and Sciences Honors); Phi Kappa Phi (Undergraduate Honors); Sigma Alpha Iota (Music Honors) including Outstanding Senior, Sword of Honor, and Graduate Advisor; Who’s Who Among American Colleges and Universities; Honor’s Divisions; Dean’s List; National Merit Scholar; LSU Alumni Scholar; LSU Centennial Scholar; LSU Student Grant Awards Committee; NMSU Music Scholar; LA Junior Miss Scholarship; American Pharmaceutical Society Scholarship.