

APPLICATION FOR APPOINTMENT – Martin County Library Board of Trustees – Please Print

Check One: ☐ Mr. ☐ Mrs. ☒ Ms. ☐ Miss ☐ Dr.

RECEIVED

By Donna Gordon at 12:39 pm, Aug 09, 2021

Name: Linda Sheldon

Residence Address: 5680 SE Miles Grant Rd, Stuart, FL 34997

Street - City - Zip Code

Mailing Address: _____

(if different)

Street - City - Zip Code

Commission District in which you reside: 4^{dg} Staff will complete.

Are you available year round to attend meetings? ☒ yes ☐ no If **no**, what months **are** you available?

Telephone numbers: daytime: 772-214-6246

alternate: _____

alternate: _____

~ Area Codes are considered 772 unless you note otherwise.

EMAIL: Lindanet1@comcast.net

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred, been placed on probation, received a suspended sentence or forfeited bail in connection with any offense (except minor traffic violations)? Please show all convictions, including driving while intoxicated (DUI) convictions. ☐ yes ☒ no If yes, please provide the following information:

TYPE OF OFFENCES: _____

DATES: _____

PLACES (city/state): _____

SENTENCES OR FINES: _____

A conviction record does not necessarily disqualify you for consideration. Factors such as age at time of offense, nature of violation, and rehabilitation will be considered. The Martin County Board of County Commissioners retains the right to remove, at will, any appointee to a Board or Committee with or without cause.

Length of time lived in Florida? 23 years

Involvement with the Martin County Library System to date: computer class instructor,

meeting rooms coordinator, library specialist, volunteer

→ CONTINUED →

Why do you wish to serve on the Library Board of Trustees? I love the Martin County libraries.

I can bring a diverse professional background and experience within MCLS to my service on the Board.

What, in your opinion, is the real purpose for having a public library system in the community? _____

Accessibility and trustworthiness are the foundation of library service to communities.

EDUCATION/EXPERIENCE: A resume is recommended to be attached containing this and any other information that would be helpful to the Board in evaluating your application. Resume or letter of qualifications attached? ☒ yes ☐ no

Education: Baccalaureate (Mus.B.), Boston University

Employment Experience: see resume for recent experience

Other experience you feel would be helpful to the Board in making this appointment: _____

former member, Martin County Friends of the Library Board of Directors

Community Experience and Affiliations: Cleveland Clinic Martin volunteer, HOA Board member,

enthusiastic supporter of the arts, Hospice volunteer

Other County Boards/Committees/Task Forces on which you have served: none

Do you or any member of your immediate family work for Martin County or hold a position that might conflict with your duties for this Board/Committee/Task Force? If yes, please explain: no

REFERENCES: Please list two references:

Judith Watt, MCLS Reference Librarian retired 772-631-0003 (cell)

Susan Opasik, MCLS Library Events Assistant 772-463-2863 (work)

→ CONTINUED →

- Applicants may be required by State Law and County Ordinance to file a Financial Disclosure Statement as part of the appointment process.
- Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true. (Pursuant to Section 92.525 Florida Statutes, falsifying this application is a Third Degree Felony punishable by up to five years imprisonment and up to a \$5,000 fine.)
- Florida law prohibits an advisory board member from doing business with its agency (the County). Section 112.313(3) and (7), Fla Stat.

→ Signature: Linda Sheldene

Date: 8/9/21

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 **by Friday, August 13**, 2021. All information submitted becomes public record. If you have any questions, please call (772) 221.1352 or send email to dgordon@martin.fl.us.

5680 S.E. Miles Grant Road
Stuart, FL 34997

Phone: 772 214-6246
e-mail: Lindanet1@comcast.net

Linda Sheldon

Professional Experience

2015 – 2016 Martin County Library Systems (contract employee) Stuart, FL

Library Specialist

Provide excellent customer service.
Respond to in-person, mail, telephone, email requests for information and research
Provide check-out desk procedures using collection management system
Instruct the public in the use of Library resources
Assist with library event preparation and implementation
Maintain assigned area of the collection materials

2013 Martin County Library Systems (contract employee) Stuart, FL

Coordinator, Meeting Rooms

Process meeting room rental requests county-wide for internal and external customers
Develop policies and procedures in conjunction with library policies and County financial goals
Track and enforce application and payment requirements
Maintain records per County requirements

2006-2012 Jupiter Medical Center Jupiter, FL

Continuing Medical Education Coordinator/Academic and Research Liaison

From needs assessment, medical staff requests, public health alerts, and implementation of new protocols, plan, recruit faculty, and execute CME didactic lectures, ongoing tumor boards, and external conferences according to ACCME guidelines
Maintain required documentation related to educational programs and physician attendance, prepare documents for state board audits
Prepare agenda, record and distribute minutes of CME physician board meetings
Perform literature searches on a wide variety of topics as requested by physician staff
Book meeting facilities and amenities, review and execute contracts for off-site conferences
Coordinate educational programs with hospital and area academic and research facilities

2006 Martin County Library System Stuart, FL

Instructor, Public Computer Classes

Identify needs, plan classes and design instructional materials
Provide instruction Microsoft Office applications, and Internet exploration to diverse public audience

2003-2006 Treasure Coast Hospice Stuart, FL

Help Desk Technician

Perform needs assessment, teach software applications to users at all skill levels
Responsible for Help Desk assistance to 300 employees
Create database to track and analyze Help Desk calls

Education Baccalaureate Degree, Boston University