

Kimberly Boldt

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Experience

Library Branch Manager, Villard Square Branch

2015 – present Milwaukee Public Library, Milwaukee, WI

- Managing the overall service plan and operation of the agency including staff development, collection development and maintenance, services and programs, customer and community relations, and overseeing the general maintenance and security of the library building and grounds.
- Directs and works with staff to provide library service to the residents living in the service area, including overseeing reference and readers' advisory service to users and providing books, audiovisual materials, computerized data bases and programs.
- Initiates contacts in the community and works with community organizations in library-connected programs; forms partnerships with neighborhood organizations and businesses for the enrichment of the communities that the library serves.
- Represents the library in community organizations; speaks at meetings; keeps community leaders aware of library resources and services conducive to civic programs.
- Develops and directs librarians, interns, Library Reference Assistants and Library Youth Educators who perform reference, bibliographic, community work, programming, and other services, by holding regular staff meetings, goal setting, planning and developing performance standards, assisting staff in reaching performance standards.
- Supervises Librarians and Branch Services Assistant, including creating and maintaining schedules, conducting performance reviews, managing workflow and programming.
- Through the Branch Library Services Assistant, supervises clerical staff which includes scheduling, assigning duties, records keeping, managing workflow and materials handling, and evaluating performance.
- Interprets and implements MPL policy with staff through discussion and staff meetings.

Systems Librarian

2006 – 2015 St. Norbert College, De Pere, WI

- Provide lateral management and peer leadership for team-based projects, including student and staff technology training and web page revamp, revision, editing and creation.
- Instrumental member of library web presence redesign 2013-2014.
- Provided library leadership on website project, member of planning team, coordination and project manager of library content, ongoing monthly website review lead collaborator, usability studies implementation, creation and dissemination of marketing plan.
- Created, designed and administered usability studies to library members to gauge effectiveness of catalog, web presence and LibGuide creation. Changes made based on my findings.
- Act as library web master
- Created Makers @ the Mulva (www.snc.edu/library/events/makersmulva.html) makerspace program for the college in fall 2013.
- Project manager, idea person, coordinator of events, marketing,

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promotion, ideation for Makers @ the Mulva and currently seeking grant funding for larger events.

- Marketing and promotion lead in Makers @ the Mulva and other outreach marketing efforts.
- Created library technology strategic plan for 2014-2017.
- Perform upgrades, coordinate service, provide assistance and troubleshooting within various library systems, including ILLiad interlibrary loan software, Innovative Interfaces software (Millennium), disseminating information to library staff, IT, Technical Support departments as appropriate.
- Manage, coordinate implementation of new systems and troubleshoot systems issues within Millennium, ILLiad, electronic reserves, EZproxy, LibGuides, ContentDM, OMEKA, and library technology and equipment.
- Create documentation and training on systems and equipment.
- Implemented re-organized student worker technology training in 2014 in collaboration with Heads of Public Services and Circulation.
- Administrator of Millennium System including Acquisitions, Cataloging, Serials, Administration and Circulation modules.
- Supervise student technology workers and act as librarian in charge on an as needed basis.
- Provide supervision and direction to student technology assistant.
- Implement, create and learn new technologies, systems, software and equipment, including ILLiad, EZproxy, LinkSource and ContentDM.
- Instrumental in bringing Colleges first 3D printer to campus through coordination of vendor invites, education and site visits.
- Manage library hardware, building technology, resolve software issues and investigate current and future needs.
- Liaise, promote and maintain working relationships with college Computer Technology Support/Information Technology Services and Digital Printing departments.
- Point person for library with various on and off campus groups, for technologies, copy center, book self-check vendor, printer and copier vendors.
- Liaise, troubleshoot catalog issues and manage patron loads and web interface for off-site library partner.
- Social media coordinator for library, created and maintain library's Facebook and Twitter presence. Currently creating social media strategic plan for targeted social media presence.
- Manager of library's Carousel electronic signboard system, create and maintain promotional materials and direct staff in system use .
- Web page creation for library and ILLiad pages using Cascade Management System, XML, CSS, and HTML.
- Provide proactive classroom training sessions for new instructors.
- Implemented staff – regular and student- technology training program in 2011

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- Train staff and students on library equipment and troubleshoot issues relating to all technology areas in library as they arise, plan for ongoing maintenance, selection and training to staff and public..
- Provide technical support for special events in library and coordinate training of new users of library technology prior to arrival.
- Research and recommend software and equipment upgrades and purchases to Library Director, ITS and Technical Support.
- Manage library hardware and software budget lines.
- Assisted in the planning and physical move from the Todd Wehr Library to the Mulva library of materials and equipment, including technology planning, troubleshooting and hook-up of equipment.
- Coordinate, plan webinars and trials with software and database vendors and library staff.
- Provide reference services to students, faculty and community members in person, via phone and virtually (email, Twitter, Facebook, instant messaging through Lib3ip.)
- Key lead in library technology for move to new library building in 2009.
- Published electronic newsletter for Information Services Department in PDF and Publisher.
- Created staff wiki for training and information dissemination.
- Past on-site supervisor for technology desk assistants.
- Collection development
- Knowledge of various software and equipment, see special skills.

Reference & Information Services Librarian

1999-2006 St. Norbert College, De Pere, Wisconsin

- Scheduled reference desk coverage.
- Created, edited and maintained library web pages.
- Created and edited library newsletter.
- Performed instruction sessions to various user groups using a variety of formats to individuals of varying English language and computer literacy levels.
- Provided reference services at the Reference Desk.
- Trained individuals to maintain system and quality control of electronic reserves system and materials placed on eReserve.
- Troubleshoot copyright/web issues pertaining to eReserve.
- Supervised student workers/intern in reference area.
- Performed collection development for various academic areas.
- Acted as Interim interlibrary loan person and assisted in coordination and implementation of ILLiad.

Library Instructional Technology Trainer

1998-1999 St. Norbert College, De Pere, Wisconsin

- Trained student consultants to scan documents, edit web pages using

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HTML and set up electronic reserves in home grown electronic reserves system.

- Assisted in bibliographic instruction sessions.
- Provided reference services at the reference desk.
- Implemented electronic reserves system.
- Supervised student workers.

Library Services Assistant/ Acting Librarian

1997 Wisconsin Resource Center/Oshkosh Correctional Winnebago, WI I

- Provided reference services to inmates, patients and staff.
- Organized library materials.
- Performed basic monograph and video cataloging.
- Provided inter-library loan services.
- Supervised student intern, inmates and patients.
- Performed collection development.
- Position hours shared between Wisconsin Resource Center as Acting Librarian and Oshkosh Correctional Institution as Library Assistant.

Educational Services Assistant/ Acting Librarian (Temporary)

1996 Brown County Mental Health Center Green Bay, Wisconsin

- Assisted staff in selection of library materials.
- Weeded library collection.
- Performed original cataloging.
- Collection development.
- Organized library collection.
- Published weekly paper newsletter.

Museum Librarian Intern

1994 Neville Public Museum of Brown County Green Bay, WI

- Organized, viewed, catalogued, repaired 16mm film.
- Organized WBAY television news scripts.
- Cross referenced information against existing finding aids.
- Assisted in writing of grant proposal.

Education

University of Wisconsin-Milwaukee, Milwaukee, WI

- 1998 MLIS Library & Information Science

University of Wisconsin-Green Bay, Green Bay, WI

- 1995 BA French – History - Humanistic Studies

L'Université de Caen Basse Normandie, Caen, France

- 1994 - Intermediate foreign exchange program, French Language

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and Literature

Special Skills

Library Systems and Knowledge: OCLC, Connexion, EZproxy, ILLiad, LinkSource, ContentDM, MARC, Dublin Core, Innovative Innopac & Millennium, EBSCO A-to-Z, numerous databases

General Software and Technology Knowledge: Microsoft Office Suite, Webedit32, WYSIWYG Editors, knowledge of HTML and CSS and intermediate programming, Adobe Acrobat, Cascade Management System, WordPress, Carousel, Adobe Photoshop, Web social technologies (Twitter, Google +, LinkedIn, Facebook, Pinterest, blogs, wikis), LibGuides, 3D printing- Makerbot 5th Generation, 3D modeling software, document cameras, scanners, projectors, microform digitizers, Star Boards and Tablets, laptops, MacBooks, net books, projection units, electronic signboards, scanners, book self check units, printers, MFPs, DVD, Bluray & VHS players, video recording equipment, intermediate knowledge of technical computer and information technology (IT) equipment and procedures.

Project Management: Completed Fred Pryor Career Track Seminar, "Fundamentals of Project Management." 5/16/2013

Languages: Native English speaker, read and speak intermediate French, beginning Spanish language learner.

Presentations & Service

"Dream Big. Learn Code" MCFLS Tech Day Presentation, Franklin, WI, September 2016

"Westlawn Community Meeting" Presentation, Milwaukee, WI, September 2016

"Dream Big. Learn Code" WAPL Presentation, Oshkosh, WI, May 2016

"Dream Big. Learn Code" WEMTA Presentation, Wisconsin Dells, WI, April 2016

"STEM/STEAM Makers Programming" at Young Adult Meeting, Milwaukee Public Library, March 2016.

"Dream Big. Learn Code" SCLS Workshop, Wisconsin Dells, WI, March 2016

WLA Conference Committee Member 2015-2016

ILEAD Wisconsin Participant 2015-2016

"Dream Big. Learn Code" WLA Presentation, Wisconsin Dells, WI October 2015

"Making Academia," Wisconsin Library Association Conference (WLA), Wisconsin Dells, WI, November 2014.

"3D Printing," SNC Day at St. Norbert College. De Pere, WI, September 2014.

"Innovative Ways to Use Library Space," WILSWorld Conference. Madison, WI, July 2014.

"Innovative Outreach at Academic Libraries," Wisconsin Library Association Conference (WLA). Green Bay, WI, October 2013.

WAAL Conference Co-chair 2014-2016

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Student Sexual Misconduct Board Member & Chair, St. Norbert College,
2014– present

ATAG Academic Technologies Advisory Group Member, St. Norbert College
2014- present

Technology & Digital Services Program Curator, WLA Conference, October
2013.

World Book Night Book Giver, April 23, 2012-2014.

World Book Night Site Coordinator for St. Norbert College Mulva Library,
2012-2014 Innovative Users' Group (IUG) Functional Expert for Web PAC
IUG Enhancements Committee Member, 2009-2013

IUG Chicago Local Arrangements Conference Committee – staffed local
arrangements desk and created local arrangements web pages for
conference attendees, 2010 and 2012

Forum Recorder at WILIUG Meeting in Milwaukee, WI, June 2011

Forum Recorder at IUG National, Chicago, 2010

Forum Recorder at IUG National, Washington, D.C., 2008 and 2010

Salaried Employees Association, St. Norbert College, ongoing

St. Norbert College Harassment Resource Committee, 2003-2007

RASS (Reference & Adult Services Section) WLA Chair, 2004-2005

RASS Chair Elect, 2003-2004, WLA 2003-2004

Presented "Library Moves" to WILIUG attendees at Mulva Library, Fall
Meeting 2009

Prepared and served meals at St. John's Emergency Homeless Shelter,
2009 – present

SNC Day volunteer, 2009-present

Cap & Gown Program Volunteer for Graduating St. Norbert Students 2007-
present

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Professional References:

Scott Ryan Learning Spaces Technologist, Information Technology Services, St. Norbert College
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Sally Cubitt Head of Collection Management, Library, St. Norbert College
sally.cubitt@snc.edu 920.403.4090

Anthony Sigismondi Information Literacy & Instruction Librarian, Library, St. Norbert College
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Felice Maciejewski ("Mah-chee-efski") Dominican University Library Director
fmaciejewski@yahoo.com 708.524.6873 (former Library & Information Systems director)

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