

Timothy G. Burke

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Education

Master of Library Science School of Information and Library Studies, State University of New York at Buffalo	February 1984 Buffalo, NY
Public Librarian's Professional Certificate #12374 New York State Education Department	March 1984 Albany, NY
NYLA Leadership and Management Academy New York Library Association	November 2007 Albany, NY
Planning and Design of Public Libraries Harvard University Office of Executive Education	January 2010 Cambridge, MA
Bachelor of Arts, History Siena College	May 1982 Loudonville, NY

Professional Experience

Upper Hudson Library System

Albany, NY

Executive Director

August 2010 - Present

Responsible for the management and administration of a cooperative association of the 29 public libraries in Albany and Rensselaer Counties, employing 10 staff with an annual budget of approximately \$1.9 million.

Accomplishments include: created the UHLS CORE Trustee Training Program to provide on-demand training and support for the member library trustees, which achieved 100% member library participation in trustee training; created and implemented a new cost-sharing formula with the member libraries; coordinated an e-content collection development collaboration among the member libraries; led the exploration, selection and migration process for UHLS to transition to Innovative Interfaces Sierra product.

Albany Public Library

Albany, NY

Assistant Director

July 2009 – July 2010

Responsible for the management of the Main Library public service departments in a seven-location urban public library system employing approximately 95 employees, work in close collaboration with the Executive Director on the overall management of the Albany Public Library.

Accomplishments include: completed a successful transition of leadership to the library's executive director; continued to play a leadership role in the completion of the Library's \$29 million Branch Improvement Plan, opening the Pine Hills, Delaware, and John A. Howe Branch libraries to significant public and professional acclaim for their creative, functional, and aesthetically pleasing designs; participated in a significant expansion/reorganization of the Library's administrative infrastructure; managed a program of renovations for the Main Library, including the creation of a new local history room.

Interim Library Director

March 2007 – June 2009

Selected by the Board of Trustees to assume all duties of Library Director on an interim basis. Responsible for the management and administration of a seven-location urban public library system employing approximately 95 employees with an annual budget of approximately \$6.7 million.

Accomplishments include: Successfully completed the issuance of a \$29.1 million bond to fund the Library's Branch Improvement Plan to build two new branch libraries, renovate one building into a branch library, and renovate two current branch libraries; led regular community input/informational forums on the Branch Improvement Plan from the planning phase, to the referendum phase, to the design development phase; participated in the selection of two architectural design teams for the Branch Improvement Plan; helped create a process to provide Board and Library staff input during the design phase of the Branch Improvement Plan; managed the closing of three branch library facilities and the opening of two transitional branch library facilities as part of the Branch Improvement Plan; developed and presented the 2008 and 2009 budgets for the Library which were approved by the Library Board of Trustees and city voters in Albany; initiated and completed a strategic planning process for the Albany Public Library designed to establish the funding, programming, and service priorities for the next phase of the organization's development; led a board/staff collaboration to create a new mission statement for the Library which was adopted in April 2009; established two much needed upper-level management positions for the Library (Facilities Manager and Chief Fiscal Officer); participated in the establishment of the Albany Public Library Foundation and its work in support of the Library's long term sustainability.

Assistant Director

2002 – March 2007

Responsible for the management of all public service departments in a seven-location urban public library system employing approximately 95 employees, oversee facilities management and supervise the maintenance/housekeeping department for the library, work in close collaboration with the Library Director on the overall management of the Albany Public Library.

Accomplishments include: Participated in a comprehensive public process that resulted in the creation of the Branch Improvement Plan to rebuild or renovate five branch libraries; participated in the successful city wide campaign to seek voter approval for the \$29.1 million Branch Improvement Plan referendum; assisted in the creation of a preliminary facilities and programming master plan for the Albany Public Library; developed and strengthened the library's collaborative relationship with the Albany City School District; assisted in the introduction and implementation of bookmobile service for the library; participated in the layout, construction, and opening of a new branch library in North Albany; assisted in the transition to a civil service staffing environment.

Siena College, J. Spencer and Patricia Standish Library

Loudonville, NY

Associate Librarian – Public Services/Audiovisual

1991 – March 1996

January 1997- 2002

Promotion to this rank includes all previous responsibilities as well as additional participation in budgeting, policy development, and administrative decisions. Management of the two departments, Public Services and Audiovisual Services, involves overseeing 3.5 full time support staff and 35-40 student assistants.

Accomplishments include: Implemented an electronic reserve system using the Prometheus Course Management software; participated in the design, construction, and furnishing of the Standish Library, the transfer of the library collections to the new building, and the coordination of the transition of the public

services and audiovisual services into the new facility; coordinated, in conjunction with Information and Technology Services, the design, development, maintenance, and support of the college's Electronically Enhanced Classroom Program; developed and instituted a policy to make the audiovisual collections available for circulation to the Siena community; planned and coordinated multiple redesigns of the Audiovisual Center space to improve service, access to the collections, and to respond to the changing needs of the institution; assumed responsibility for the college's satellite system, which achieved operational status under my direction; planned and coordinated a redesign of the reference room in the Jerome Dawson Memorial Library; played a significant role in the selection and implementation of the college's automated library system.

Interim Library Director

March 1996 – January 1997

Selected by the college administration to assume all duties of the Library Director on an interim basis. Responsible for coordinating the activities of 6 professional and 7 support staff and all administrative and budgetary responsibilities involved in the operation of the library and audiovisual services.

Accomplishments include: Completed the final implementation of the online public access catalog, circulation, and serials modules of CYRIL – Siena's INNOPAC automated library system; developed and presented "Campaign Priorities: Library/Academic Center – an Information and Learning Resource for the 21st Century" to the institution's Board of Trustees; selected a Library Planning Consultant; and coordinated the Project Design Phase for the new library building project.

Assistant Librarian – Public Services/Audiovisual

1988 – 1991

Responsibilities include all the duties of the Public Services Librarian, as well as management of the Siena College Audiovisual Resources Center, including selection of audiovisual equipment and software, supervision of one full time support staff and 6 student assistants, and complete budgetary responsibility.

Accomplishments include: Completed the retrospective conversion project of the Library's holdings; directed the integration of the Audiovisual Resources Center into the library services program; developed and instituted a collection development policy for audiovisual collections and a policy to govern the use of copyrighted audiovisual material.

Assistant Librarian – Public Services

1984 – 1988

Responsible for management of circulation, reserves, and stack maintenance functions. Report to the Library Director. Manage 2.5 full time support staff and 25 student assistants. Provide daily scheduled reference service. Participate in the library's bibliographic instruction program. Project director for the retrospective conversion project of bibliographic records in the OCLC system.

Accomplishments include: Assumed direction of the retrospective conversion project to add bibliographic records for all pre-1983 items in the library collection to the OCLC database; selected and implemented a collection security system for the library.

State University of New York at Buffalo, Central Technical Services Buffalo, NY

Assistant Librarian – Central Technical Services

January 1984 – August 1984

Assisted in the coordination and implementation of the retrospective conversion project of records in the OCLC system. Responsible for interviewing, training, and supervising student assistants working on the project. Involved in various aspects of the implementation of an automated library system (GEAC) for the SUNY Buffalo University Libraries.

Presentations/Teaching

2003 NYLA Annual Conference – Presenter “Mush in the Middle: The Role of the Assistant Director in Public Libraries”
2004 NYLA Annual Conference – Presenter “Let’s Talk: Assistant Directors as Communicators”
2005 NYLA Annual Conference – Presenter “Building a Dynamic Management Team”
2005 Siena College – Presenter “Careers in Librarianship for History Majors”
2006 By the Book: Readers Advisory Conference at Albany Public Library – “Bombs, Bullets, and Beyond – Military and Naval Fiction”
2006 NYLA Annual Conference – Presider “Branding and Marketing your Library”
2007 NYLA Annual Conference – Presenter “Profiles in Courage: Urban Libraries Directors Panel”
2007- Present NYLA Library Assistant/Technician Training Program – Instructor for Introductory Module
2010 ALA Annual Conference - Presenter “Thinking Inside the Box: Re-purposing Library Space”
2010 NYLA Annual Conference - Presenter “Construction Project Communications”
2014 NYLA Leadership and Management Academy - Instructor for “The Essential Skills” Module

University at Albany, College of Computing and Information, Department of Information Studies
– 2015-2016 Instructor for IST618 Public Libraries; 2003 -2014 Regular Guest Lecturer in IST601 Information Environment and IST618 Public Libraries

Library Service Activity

Hudson-Mohawk Media Personnel Association	1989 – 1999
President	1992 - 93
Vice-President	1991 – 92
Schenectady County Community College – Library Resources Advisory Board	1998 – 2002
Chair	2001-
Capital District Library Council – Chair, Digital Reference Task Force	2001 – 2002
Upper Hudson Library System – Automated Services Committee	2002 – 2010
Upper Hudson Library System – Search Committee for Automation Director	2003
Capital Region Spelling Bee – Committee Member and Head Judge	2003 –
New York Library Association/Public Libraries Section – NYLA Conference Programming Committee	2004
New York Library Association Legislative Committee – PLS Representative	2006 – 2009
Upper Hudson Library System – Director’s Association	2007 – 2010
NOVELny Steering Committee	2007 – 2010
Central Library Director’s Association	2007 – 2009
Upper Hudson Library System – UHLS Administration Committee	2008 – 2009
New York Library Association/Library Administration and Management Section – LAMS Board	2009 - 2014
Empire State Book Fest Organizing Committee	2009 - 2011
New York Library Association - NYLA Summer Reading Program Task Force	2010
New York Library Association - NYLA Civil Service Task Force	2011- 2013
New York Library Association - NYLA Council/LAMS Representative	2011- 2012
New York Library Association Legislative Committee - PULISDO Representative	2011 -
Capital District Library Council Board of Trustees	2010 -
President	2012-
PULISDO	2010 -
Chair	2011 – 2014
Vice Chair	2014 -
New York Library Association -Treasurer	2011 - 2015
New York Alliance of Library Systems - Executive Committee	2011 -

Siena College Service Activity

Library/Audiovisual Advisory Committee	1984 –2002
General Faculty Committee, Recorder	1987 – 89
Human Rights Committee – Mediation Team	1989 –2002
Committee on Teaching	1989 – 90
Committee on Admissions	1990 – 93
Committee on Athletics	1990 – 99
Search Committee – Director of Athletics	1993
Middle States Self-Study Team	1992 – 93
NCAA Faculty Athletics representative	1994 – 99
College Finance Committee	1996 – 99
Student Athlete Advisory Council	1997 – 99
Search Committee – Vice President for Academic Affairs	1997
NCAA Division I Certification Committee	1997 – 98
Library Building Project Committee	1997 – 2000
Library Building Furnishings Committee	1998 – 2000
Facilities Scheduling Software Committee	2000 – 2002
General Faculty Committee – Library Representative	2001 – 2002
Prometheus Implementation Team	2001 – 2002

Professional Memberships

- New York Library Association
 - Leadership and Management Section
 - Public Libraries Section
- American Library Association
 - Public Libraries Association