**Jessica M. Lilly, Ed.D., M.L.S.**

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**Key Competencies**

Team Building, Support, & Supervision

Budget Development & Management

Data-Driven Analysis & Planning

School Library Programming

Digital/Information Literacy

Student-Centered Instruction/Mentoring

Collaboration, Communication, & Service

Leadership, Diversity, & Scholarship

 Engaging Web-Based Instruction

School Library Management

**Education & Certifications**

* Ed.D. in Educational Leadership - Library Cognate, Sam Houston State University
* M.L.S., Texas Woman’s University, May 2024
* Texas Principal Certificate, Sam Houston State University
* Texas Learning Resources Endorsement, Sam Houston State University
* Master of Library Science, Sam Houston State University
* Texas Teacher Certificate, Secondary English Language Arts, TAMU – College Station
* B.S. in Curriculum & Instruction - English Composite, TAMU - College Station

**Work Experience**

*Assistant Professor, College of Education, University of West Georgia,* Fall, 2023 – present:

* Instruct graduate students fully online, asynchronously for the Department of Educational Technologies & Foundations, School Library Media Program
	+ Courses: MEDT 7451 Administration of the School Library Media Center; MEDT 7452 Multiple Literacies of School Library Media
* Participate in service to the department, college, institution, and field
	+ College of Education Diversity Inclusion Advisory Committee member
	+ Edcamp planner, organizer, and facilitator for school library media specialists
	+ Carroll Allied Libraries member
* Advise graduate students in the school library media certification program
* Research current issues, trends, and topics associated with school libraries and school librarians to contribute to today’s canon of published literature

*Adjunct Professor, College of Education, UH – Clear Lake,* Fall, 2017 – present:

Instruct graduate students for the Department of Literacy, Library, and Learning Technologies

* Courses: SLIS 6234 Librarians Empowering Learners; SLIS 6136 Librarians as Instructional Partners; SLIS 5532 Selecting Literature and Materials for Young Adults; SLIS 6430 Research in School Libraries; SLIS 6336 Media and Technology Selection and Application

*Branch Manager, Northwest Branch, Harris County Public Library,* May, 2022-present:

*Assistant Branch Manager, Northwest Branch, Harris County Public Library,* February 2022 - May 2022:

* Interview, train, schedule, and evaluate 10 staff
* Coach and mentor library staff and encourage them to develop leadership attributes
* Cultivate cooperative relationships with external stakeholders and actively participate in outreach to the community
* Develop Makerspace program staffing, training, and program implementation
* Provide direct supervision and management of the 10 assigned staff, establish goals and priorities
* Identify the needs of the community; plan and implement programming addressing those needs with an action plan(s)
* Implement knowledge of current library trends in services and programs
* Contribute to the development and maintenance of the library collection
* Interview, train, supervise, schedule, coach, mentor, and evaluate staff
* Develop and manage the department's planned expenditures, including gift funds, when applicable; identify grant opportunities
* Develop and maintain rapport with external stakeholders, including the library Friends
* Prepare reports to compile and analyze department's statistics
* Attend staff and administrative meetings, activities, and/or professional conferences, and actively serve on committees
* Research and apply for grant opportunities
* Advocate for library needs with Friends of the Library

*Director of Library Services, ENMU-Roswell, January 2021-March, 2021*:

* Provide leadership to library services, manage and coordinate acquisition of materials and resources; purchase library sources; assist faculty with the selection and purchase of appropriate materials and resources
* Promote a customer focused environment to respond to patron needs; proactively assist students, faculty, and staff with research problems
* Evaluate effectiveness of existing services; identify, create, and implement new and improved services; advocate Library needs to College Administration; promote library services to students, faculty, and staff
* Supervise library staff; promote a cohesive library workforce, providing customer-centered assistance to all users; work in conjunction with Success Center staff to serve students effectively
* Participate actively with college faculty and staff to select appropriate materials to update existing library collections; work with library staff to develop physical and electronic library collections
* Drive the ad hoc budget; oversee expenditures, plan for and recommend new programs, physical facility needs, staffing requirements, and related matters; review vendor contracts
* Diversity, Equity, and Inclusion (DEI) Committee

*Director of Library & Media Services, Spring Branch ISD,* January, 2017 - June, 2020:

Define the role of the 21st century school library by providing transformational leadership, assistance, mentoring, and support to **39** district librarians in the selection of materials, developing library programs, supporting the curriculum, establishing campus-based goals, reference and research techniques, library skills, information literacy skills, digital citizenship, and technology applications

* Design and lead engaging and relevant staff development for librarians, teachers, and administrators on best practices; online databases; integrating library, information, digital literacy skills; collection development; makerspaces; and supporting TEKS
* Collaborate with K-12 Humanities and Science Directors to integrate technology, information literacy skills, digital literacy skills, and library instruction via library digital resources
* Collaborate with K-5 Humanities district leadership in implementing Teachers College reading programming and pedagogy, providing support from librarians and library resources
* Partner with elementary Gifted & Talented (GT) programming and elementary librarians to provide current high leverage best practices and learning opportunities for grades K-3
* Partnering with the Barbara Bush Foundation, collaborate and plan with The Children’s Museum and Houston Public Library to create and establish Spanish and English Literacy Backpacks for parents to check out and complete reading books and other literacy activities with early learners
* Present, justify to Senior Staff, and expend **$750,000** budget
* Establish and supervise librarian Professional Learning Communities
* Collaborate with parents and campus and district personnel regarding reading material choices/challenged books process
* Establish programming initiatives based upon campus data collection
* Supervise, evaluate, and manage the development of bids for procurement of instructional materials, supplies, services, automation systems and equipment for the library program, and contracts and payment, including contract negotiations
* Support campus librarians in the specific establishment of data-driven goals, objectives, and programming
* Utilize Human Design Theory with librarians and other stakeholders to spearhead, monitor, and approve the **$2,400,000** SBISD Bond’s Library Technology Refresh to upgrade campus library technology for active learning experiences
* Connect families with library resources by developing and engaging District Library Services web portal and social media

*Lead Library Specialist, Northside ISD (San Antonio),* November 2012 – January, 2017:

Provide leadership, assistance, mentoring, and support to **109** district librarians in the selection of materials, developing library programs, curriculum support, establishing campus-based goals, reference and research techniques, library skills, information skills, digital citizenship, and technology applications. Supervise Library Services operations: **3** Library Services Specialists (Systems Administrator, Cataloger, and Technology Support) and **3** support staff (**2** cataloging technicians and **1** bookkeeper/secretary)

* Develop and lead engaging and relevant staff development for librarians, library assistants, teachers, administrators, and parents on library best practices, online databases, and integrating library and information and digital literacy skills and the curriculum
* Collaborate with Curriculum & Instruction and Academic Technology to integrate technology applications, information literacy skills, and digital citizenship into instruction
* Transform NISD libraries to customized future-ready learning commons via staff development, support, and site visits, focusing on inquiry and thinking, services provided, and physical space, increasing facilities and resources use and engagement
* Partner with Curriculum & Instruction centralized leadership and staff to remain current in curriculum and best teaching practices
* Collaborate with middle school GT and elementary English Language Arts leadership and staff to implement new curriculum and library partnerships to increase student achievement
* District administrator of **$2,100,700** library budget, including vendor contract negotiations
* Supervise book studies with librarians on titles such as *Creating Innovators, Innovator’s Mindset, The Book Whisperer, and Asking Better Questions* to increase student engagement

*Librarian & Substitute Assistant Principal, Arnold Middle School, Cypress-Fairbanks ISD*, July, 2011-November, 2012:

* Instruct students, faculty, and community in successfully accessing and finding appropriate library resources, including web-based information, for diverse needs
* Provide research instruction and targeted reader’s advisory
* Collaborate with all content areas for 21st Century Learning
* Lead campus personnel via membership on the PBIS committee
* Collaborate with administrative staff on campus and district level
* Manage library purchasing, collection development, budgets and library software
* Perform assistant principal services as needed

*Coordinator of Library & Media Services, Cypress Fairbanks ISD,* July 2002 - June, 2011 (position eliminated due to financial crisis):

* General Leadership Training, District Leadership Team, Elementary Curriculum Council and Secondary Curriculum Council
* Provided staff development for librarians and district curriculum teams, including Moodle course for District-Wide Time Equivalency
* Collaborated with parents and campus and district personnel regarding reading material choices / challenged books process
* Responsible for district-wide library and Professional Library materials, supplies, equipment, and technology inventory
* Leader of providing information resources, including web-based and Lexile designated, to diverse populations with consideration of TAKS scores
* Interviewed, supervised, and evaluated administrative assistant, all campus librarians (80+), library programs, and instruction
* Coordinated with campus librarians on library program that addressed campus needs, based on TAKS results
* Provided research services and copyright expertise to district administrators
* Administrator of district library software/catalog, Cataloging, and all databases
* District administrator of all library budgets, including contract negotiations
* Collaborated with Technology Department on technology hardware, software, and instructional techniques
* Collaborated with all content areas, PreK-12
* Collaborated with Superintendent of Elementary Curriculum, Architects, District Technology Department, Purchasing, Transportation, and District Construction personnel for design, creation, and implementation of mobile library
* Created mobile library collection, negotiated purchases with vendors, supervised mobile library staff, promoted mobile library with the community, and advertised mobile library services and schedules via various media
* Collection development for all new and current libraries
* Partnered with Lone Star College Cy-Fair/Harris County Public Library staff for reading promotion and college readiness
* Supervised, evaluated, and managed the development of bids for procurement of instructional materials, supplies, services, automation systems and equipment for the library program, and contracts and payment of all library visiting authors, storytellers, and illustrators
* Collaborated with District Facilities’ Planning & Research and contracted Architects, District Purchasing, Technology, Curriculum, and Human Resources Departments for the planning, design, FF&E, technology infrastructure and tools, and construction of all new libraries (31+) and renovations of existing libraries (38+)
* Awarded the Telecommunications Infrastructure Fund Board (TIFB) Grant under LB12, Texas Public Schools (large districts) for $700,000 to increase access to

CFISD’s library collections and services and to strengthen the skills of students, teachers, and library media specialists. July, 2002

* District representative for Holbrook ES and Millsap ES CPOC Committees;
* District representative on iXplore (curriculum software) Marketing Committee

*Part-Time Curriculum Editor, Heinemann Publishing,* 1999 - 2001:

* Curriculum editor for pre-published children’s non-fiction books

*Head Librarian, Cypress Springs High School, Cypress-Fairbanks ISD*

*Part-Time Librarian, Houston Community College, Katy Campus*, 1997 - 2002:

* Administrative Team member
* Created opening day collection for Cypress Springs High School
* Instructed students, faculty, and community in successfully accessing and finding appropriate library resources, including web-based information, for diverse needs
* Provided research instruction and reader’s advisory
* Special programming such as school-wide poetry contests and coffee houses
* Supervised and assigned tasks to library staff and managed library area
* Collaborated with administrative staff on campus and district level

*Librarian, Horne Elementary School, Cypress-Fairbanks ISD*, 1994 - 1997:

* Administrative Team member
* Instructed students, faculty, and community in successfully accessing and finding appropriate library resources for diverse needs
* Age-appropriate reading incentives
* Provided research instruction and reader’s advisory
* Supervised and assigned tasks to library staff and managed library area
* Collaborated with administrative staff on campus and district level
* Flexible due to year-round, multi-track scheduling

*English Teacher, Cypress Creek High School, Cypress-Fairbanks ISD*, 1990 - 1994

* 9th grade English teacher, on-level and advanced-level

**Technology Skills**

* Databases: Britannica Online, Capstone Interactive, Discovery Education Streaming, EBSCO, Dramatic Learning (World Book), Ferguson’s Career Guidance Center , Gale, itsLearning, Learn360, PebbleGo, Power Kids, ProQuest, TeachingBooks, TumbleBooks, World Book Online, TexShare, TexQuest, and GALILEO
* Follett Shelf, MackinVia, OverDrive ebooks, OverDrive Sora
* Destiny Library Manager (District Administrator & Cataloger); Sirsi exposure
* Microsoft Office Suite, Google Suite, Wikispaces, Blogger, Facebook, Twitter, Ning, Skype, Prezi, Glogster, Moodle, Blackboard, Pinterest, Adobe Creative Suite, YouTube, Instagram, Canvas, Canva, Zoom, and D2L

**Professional Organizations, Committees, Presentations, & Publications**

* **National Committee**

National Council on Digital Citizenship, ISTE

* **Previous Local Leadership Committee**

Northside ISD Leadership Academy for Department Leaders

Northside ISD Elementary Visioning Institute, Cohort 2

* **Professional Organizations**

American Library Association

American Association of School Librarians

 Association for Supervision and Curriculum Development & Texas ASCD

 Georgia Library Association

 Georgia Library Media Association

 International Association for School Librarians

International Society for Technology in Education

National Council of Teachers of English

 Texas Association of School Librarians

Texas Association of School Library Administrators

Texas Computer Education Association

Texas Library Association

* **Texas Library Association Committees**

Executive Leadership Immersion (inaugural)

Library Standards Metrics Committee

Membership Engagement Task Force

Professional Rights and Responsibilities Committee

Telecommunications Committee

Annual Conference Local Arrangements Committee, Houston and San Antonio

Annual Conference Program Committee, San Antonio

 District 8 Fall Conference Planning Committee

* **Key Presentations and Publications**

Lilly Hughes, J. M. (2014, April). *Acquisitions 101: Connecting with Vendors*. Panel

 discussion at the Texas Library Association Annual Conference, San Antonio, TX.

Lilly Hughes, J. M. (2013, January). *Pilot Study: The Middle School Solo Librarian’s*

 *Participation in Social Capital Activities*. Paper session presented at the meeting

 of Texas Council of Professors of Educational Administration Conference Within

a Conference, Austin, TX.

Lilly Hughes, J. M. (2014, September). *Closing the global achievement gap: 7 survival*

 *skills in the library.* Session presented at the Library Resource Roundup-Education

Service Center 20, San Antonio, TX.

Lilly, J. M. (2016). *Social capital experiences of solo middle school librarians at a*

*public school district in south Texas: A phenomenological study.* Dissertation.

Lilly Hughes, J. M. (2013). Resources for Booktalking. In T. S. Lesesne, *Reading*

 *Ladders: Leading Readers from Where They Are to Where We’d Like Them to Be*.

 Submitted for publication.

Lilly Hughes, J. M. (2013). Chapter 4: Pilot Study: The Middle School Solo Librarian’s

 Participation in Social Capital Activities. In Pickett, J. (Ed.), *Libraries for Effective*

 *Learning: Qualitative Studies in Educational Leadership*. Retrieved from

https://www.smashwords.com/books/view/276298

Kuon, T., Wachsmann, M., & Lilly, J. M. (2013). *Inquiring Minds Want to Know:*

 *Professional Reading Habits of School Librarians.* Manuscript submitted for

publication.

* **Awards and Recognitions**

SHSU Joe Kortz Spirit Leadership Award during Doctoral Program

Phi Kappa Phi SHSU 4.0 GPA

Kappa Delta Pi TWU 4.0 GPA

TAMU cum laude graduate