



APPLICATION
ALACHUA COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES

RETURN THIS APPLICATION TO:

Alachua County Library District
Administration Office
401 E University Avenue
Gainesville, FL 32601
(352) 334-3910
TDD (352) 334-3904

Please specify which entity you wish to be appointed to represent (check one of the following):

City of Gainesville: Alachua County: _____ *League of Cities: _____

Do you reside within the Corporate Limits of the City of Gainesville? Yes ___ No.

Do you reside within Alachua County? Yes ___ No.

	Last	First	Middle
NAME:	MORROW	JUDITH	LEE
ADDRESS:	3616 N.W. 54 th Lane		
CITY:	Gainesville	Florida	ZIP CODE 32653
TELEPHONE:	352/373-9413 (Home)	(Business)	

OCCUPATION/POSITION:	Retired		
EMPLOYER:			
ADDRESS OF EMPLOYER:			
CITY:	Florida	ZIP CODE	

Training/experience:

While employed in the construction/real estate development field for many years, it was my responsibility to function in many capacities working with city, state and federal agencies. This included all aspects of project development; research, site selection, funding, application submittals and governmental approvals of multi-family and student housing developments. Such interaction required skills of communication, organization and adherence to schedules whether working alone, with others or leading a team effort.

As administrative assistant to the owner/president of the company it was necessary to undertake a wide range of duties including those of a confidential and sensitive nature. In day-to-day operations, my office became the public face of the company.

What contributions do you feel you could make to the Board of Trustees if you are selected?

As a young girl I started going to the public library in my hometown. At that time, its sole function was to encourage reading and guidance in selection. In high school literature became a favorite subject and I continued visits to the library. Today, I still enjoy reading books. Currently, that enjoyment is leading me to start a book club in my neighborhood. My daughter adopted the love of books at a very early age and became an avid reader, so it was not surprising when she received her Master's Degree in Library and Information Science.

I feel the public library is the single most influential institution available to the general public. Today, the modern library is no longer limited in scope. It provides many opportunities for learning, research and entertainment through a vast array of materials other than the printed page. It should be the responsibility of the Board of Trustees to encourage the use of the facilities and to insure to the extent of its influence, the open and free participation of all citizens. I feel I possess good organizational, administrative and public relations skills, which could be utilized to that end.

***The Alachua County League of Cities (ACLOC) is made up of elected representatives from each municipality in Alachua County. An ACLOC appointee was added to the Board of Trustees primarily to insure a voice for the small municipalities in Alachua County.**

EDUCATIONAL BACKGROUND

	Date of Graduation	Degree
College/Higher Education		
Multiple business enhancement courses, i.e. bookkeeping, software, presentations and public speaking	1983-current	Certificate
Stevens Business College, Wash. D.C.	Various Courses in 1959-1960	Certificate
High School- Groveton, Alexandria, VA	1958	Diploma

CIVIC/PROFESSIONAL ORGANIZATIONS

(include participation in previous boards and committees)

Gainesville Civic Chorus Board of Directors
Blues Creek Community Association Board of Directors
Association of Administrative Assistants

REFERENCES

NAME	PHONE	BUSINESS/ OCCUPATION	ADDRESS
Ramona Chance, Attorney At Law	352/335-3189	Attorney	4703 N.W. 53 rd Avenue, Suite A3 Gainesville, FL, 32606
Kate Robinson, G.W. Robinson Builders	352/373-1724	Residential Construction	6208 N.W. 43 rd Street Gainesville, FL 32653
Lewis Brown, Jr.	352/377-5854	Developer	P.O. Box 357550 Gainesville, FL 32653

If you have any additional information, such as a resume, please attach.

Are you willing to attend meetings in accordance with the bylaws of the Board of Trustees (see the attached Board of Trustees Bylaws and Board of Trustees Position Description)? Yes ___No.

According to the State of Florida, Commission on Ethics, persons appointed to this board will need to fill out a Financial Disclosure Statement. Would you be willing to file the required financial statement? Yes ___No. If you have any questions about this law, please call the Administration Office of the Alachua County Library District at 352/334-3910.

Signature <i>Judith B. Maxwell</i>	Date <i>January 7, 2005</i>
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JUDITH L. MORROW

3616 N.W. 54th Lane
Gainesville, Florida 32653
352/373-9413

January 7, 2005

Administration Office
Alachua County Library District
401 E. University Avenue
Gainesville, Florida 32601

RE: Board of Trustee Application

To Whom It May Concern:

In response to your public solicitation, I am attaching my application for consideration as a candidate for the Board of Trustees of the Alachua County Library District.

I have reviewed the requirements and responsibilities of a Board member and feel my experience in the corporate world could successfully be applied to the position.

Should you require additional data, please advise.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,


Judith L. Morrow

enc.

Judith L. Morrow

3616 N.W. 54th Lane
Gainesville, Florida 32653
(352) 373-9413
email: judim444@juno.com

Education:

American Airlines, Dallas, Texas
Stevens School of Business, Washington, D.C.
Various Community College Courses

Employment:

September 2001 to
June 2003

G.W. ROBINSON BUILDERS, Gainesville, Florida

Position: **Service Coordinator – approximately 6 months**
Sales & Marketing Coordinator

Administrative: There were many like duties performed are outlined in the description of previous employment, including liaison between homeowner and builder for scheduling of warranty related work items; Support to the sales team in marketing all inventory homes and in closing all loans.

January 1983 to
February 2001

DAVIS & SONS CONSTRUCTION COMPANY, Gainesville, Florida

Position: *Administrative Assistant/Office Manager (1986 to 2001)*

Administrative: All clerical/secretarial functions to insure proper and expeditious work flow through all departments; Payroll; Employee Benefits; Payables/Receivables; Maintained and balanced all checking accounts; Unlimited funds transfer authority; Secured Letters of Credit; Maintained Trust Accounts; Maintained banking and personal records for owner; Coordinate with CPA for preparation of all tax returns; Creation of Limited Partnership entities; Collection and recording of monthly mortgage receipts; Prepare a variety of legal documents; Prepare funding applications for federal funding through the FmHA 515 RRH Program and tax credits through the State Funding Agencies; Ordered all supplies and office equipment; Schedule use and maintenance of company plane; Commercial travel arrangements;

Construction: Prepared Subcontractor Agreements, Owner/Contractor Agreements, and Construction Draws; Worked with attorneys and bankers to secure and close construction loans; Coordinated with architects on plans and specifications; Supervised solicitation of quotes from subcontractors; Prepared bid documents; Created advertising piece for apartments; Prepared Certified Payrolls; Worked with municipalities to assure all paperwork was prepared correctly and in a timely manner prior to construction start; Notices to Owner; Release of Claimants; Prepare permit applications; Worked with consultants, i.e., market analyst, appraiser, surveyor, environmental and civil engineers and with environmental agencies to insure proper "taking" of endangered or threatened species on site. Selected exterior and interior colors for all apartment units; Selected and coordinated with city/county to assign street names and project names.

Position: *New Projects Coordinator (1983-1986)*

Development of new projects for USDA Rural Development 515 Program; Site Selection; Negotiate land options; Insure compliance with municipal ordinances; Prepare funding applications for submission to federal agencies.

August 1979 to **HUNTER MARINE, Alachua, Florida**
December 1982 **SILVERTON MARINE, Tom's River, New Jersey**

Position: *Assistant, National Sales Manager and International Marketing*

Clerical and administrative functions to maintain efficient work flow through sales department; maintained dealer history, activity and dollar volume; Approval of advertising allowances for boat shows, travel arrangements for all company departments including international; Liaison between field salesmen and office; Direct contact with all international dealers and retail customers; Secure ocean freight quotes and coordinate with freight forwarders for international shipments; Telex Operator. Coordinated all annual conferences/sales meetings including receptions, event dinner and activities. Conducted plant tours for visitors.

July 1977 to **REGENCY PRESS & PUBLISHING, Gainesville, Florida**
August 1979

Position: *Secretary/Bookkeeper*

All secretarial functions; Light bookkeeping; Typesetting and Layout, Interaction with retail customer

August 1967 to **KROEHLER MANUFACTURING CO., Charlotte, N.C.**
June 1975

Position: *Customer Service Representative (August 1967- May 1973)*

Liaison between retail dealer and plant. Assure proper entry and processing of all orders from eight salesmen and dealer network covering five (5) states; Maintained records of dealer orders, promotions and tabloids; Resolved problems arising for dealers or retail customer; Responded to all correspondence from dealer and retail customer; Attended furniture markets in High Point, N.C. and Atlanta, GA. to assist dealer network.

Position: *Production Schedule Supervisor (May 1973 – June 1975)*

Scheduled all production for 200-employee plant and eight (8) production lines. Maintained records projecting need for raw materials; Coordinated with plant manager and engineer on all new introductions to the product line; Projected three (3) week production schedule for all eight (8) lines; Maintained inventory balance of parts and finished goods; Interaction with top management to control cost of operation.

Application Knowledge:	Corel Word Perfect	Microsoft Word
	Corel Quattro Pro 8	Microsoft Excel
	Quick Books Pro	Microsoft Publishing
	FORS Mapping	Microsoft Access
	Print Shop	

Community:

The Volunteer Center – Reading Instructor
Gainesville Civic Chorus – Member and Board of Directors, Advertising
Alachua County Humane Society – Pet Share Program
Blues Creek Community Association Board of Directors
Association of Administrative Assistants

Interests:

Choral Music
Reading

Travel
Interior Decoration/Crafts

References:

Letters Available Upon Request