



BOARD OF COUNTY COMMISSIONERS
110 N Apopka Avenue, Inverness, FL 34450
352-341-6560 Fax: 352-341-6539

APPLICATION FOR ADVISORY BOARDS/COMMITTEES

Name: Edith A. Ramlow Home Phone N/A.
Address: 1133 W. Bloomfield Dr.; Inverness 34453 Cell Phone 352-464-0430
Business Phone: 352-249-1205 Fax: _____ Email ramlowe@cf.edu
Place of Employment: College of Central Florida Citrus Campus Library
Board/Committee Applied for: CCLS Special Library District Library Advisory Board
Specific Position on Board/Committee Applied for: Currently, Vice-Chair; CF Citrus Representative (Partner)
How long have you lived in Citrus County: Years 21 Months 1
In which commission district do you reside? 1 2 3 4 5 (circle one)
Do you currently hold public office? Yes _____ No X
Do you now serve, or have you ever served on a Citrus County board or committee? Yes X No _____
Please list the Committee/Boards: CCLS - SLD LAB: Currently, Vice Chair; Past Chair of Advocacy Committee, and Past Co-chair of Fundraising Committee. Community Alliance Executive Board CF Representative - Treasurer AND Member Community Alliance Membership Association of Florida Colleges; USF Alumni Association Life Member; African American Read In.
Please list your community activities (civic clubs, neighborhood associations, etc. and positions held) Committee.
Education: USF B.A. Mass Communication - Visual Comm; M.A. Library Information Science.
Experience: Currently, Librarian/Manager at CF Citrus Campus Library.
Some of the boards/committees appointed by the County Commission are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. If applicable, would you be willing to file the required financial statement? YES X NO _____
DATE 12/15/25 SIGNATURE Edith A. Ramlow

Appointees to Advisory Boards/Committees are required to attend scheduled meetings as specified in Administrative Regulation entitled Board Appointments.

If you have any additional information such as a resume, please attach. Applications will be kept on file for a period of one year from date of receipt by the Board of County Commissioners. Should a vacancy occur, during that time, on the Board to which you have applied you will be notified to confirm your interest in being reconsidered for that Board

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1133 West Bloomfield Drive | Inverness, FL 34453 | Cell: 352-464-0430 | ejramlow@gmail.com
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To Whom This May Concern:

This is a letter of interest for the consideration of serving on the Citrus County Special Library District Advisory Board. I go into much more detail in my enclosed resume; however, some highlights are included below.

- Plan and administer department goals and objectives, budget projections, staffing needs, and collection development for all materials and subjects
- Supervise, evaluate and train full-time Senior Library Technician, part-time librarian; oversee training for part-time instructional aide, and five student assistants
- Partner with faculty, local government/community partners to promote the arts, education, and literacy;
- Oversee and perform library instruction including ITV, Panopto, and Zoom delivery methods; Provide reference services including virtual, telephone and e-mail

Please see the enclosed CV Packet for more information.

Thank you for this opportunity!



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Summary of Qualifications

Experienced Library/Learning Resources Manager; Extensive educational administrative experience collaborating with academic faculty, staff, students, and broader communities; Demonstrated leadership abilities coupled with highly developed communication, and organizational skills; Goal-oriented and customer focused; Passion for facilitating collaborative, life-long learning.

Professional Experience

2003 – Present

College of Central Florida, Lecanto, FL

MANAGER, CITRUS CAMPUS LEARNING RESOURCES CENTER

- Plan and administer department goals and objectives, budget projections, staffing needs, marketing, and collection development for all materials and subjects, including the Library's Innovation Center
- Manage a budget up to \$20,000 collection development budget and up to \$22,000 operations budget for Public Access/Reserves/ILL/Technical Services and Media Services (AV) usage
- Supervise, evaluate and train full-time Senior Library Technician, part-time librarian; oversee training for part-time instructional aide, and five student assistants
- Partner with faculty, local government/community partners to promote the arts, education, and literacy: CCLS LAB, Vice-Chair and Community Alliance, Treasurer; Participate in governance committees and organizations: Learning Resources Advisory, Student Success, Annual Gifts Campaign, Alumni Phonathon at Citrus, and Association of Florida Colleges (formerly Florida Association of Community Colleges)
- Oversee and perform library instruction including ITV, Panopto, and Zoom delivery methods; Maintain LRC website; Provide reference services including virtual, telephone and e-mail

Accomplishments:

- **Professional Library Leadership Development**

2020 October Lead 365 Virtual Conference and Level Up: Building Advanced Leaders by Dr. Jermaine M. Davis and friends

2017 November Recipient - Completed NEFLIN Marketing Project

2010-2011 Graduate - Sylvia M. Thomasson Leadership Enhancement Program

2007-2008 Mentor - Sunshine State Library Leadership Institute (SSLLI)

2006-2007 Graduate – SSLLI

- **Community Outreach**

2010 Culture of Encouragement Award for CF Citrus Campus Institute for Community Advancement, for collaborating and coordinating with Citrus County Library System, Citrus County Heritage Museum and Historical Society to bring the 3rd Annual African American Read In event to the new CF Citrus Conference Center which resulted in more than 200 attendees

2009 CLM Workforce Connection Award for CF (Formerly known as CFCC) Library - Outstanding Worksite Participation in the Summer Youth Employment Program which resulted in the job skills enrichment for five participants and CF employment of one and CF degree-seeking enrollment of another

2007 CFCC Foundation Egg-ceptional work as Citrus Campus Representative for the Annual Campaign Committee and Citrus Alumni Phonathon

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2007-2015

College of Central Florida, Lecanto Florida, cont.

ADJUNCT INSTRUCTOR, CITRUS CAMPUS

2024 Fall SLS 1121 First Year Seminar

- Facilitate learning for Dual-Enrollment students in a three-credit hour, face-to-face delivery, 16-week course providing hands-on computer training and assistance utilizing CF's Web Resources, MyCF Course Portal and Canvas to complete assignments and grading

2011-2024 SLS 2261 Leadership Development

- Facilitate learning for students in a three-credit hour, face-to-face delivery, 16-week course providing direction in developing a personal leadership philosophy utilizing the Phi Theta Kappa Leadership Development Curriculum
- Advisor for the Citrus Campus Community of Scholars (COS) Honors Program responsible for building a sense of community with Track 1 and Track 2 students; Liaison with Director of Honors Program/Ocala Campus COS Advisor

2007-2011 SLS 1101 College Seminar

- Facilitate learning for students in a one-credit hour, face-to-face delivery, 8-week course providing hands-on computer training and assistance utilizing CF's Web Resources, MyCourse Portal and Angel (now Canvas) to complete assignments
- Participate in SLS 1101 learning outcomes and course redesign process, which resulted in the integration of SLS 1101 into the curriculum of SLS 1501 College and Career Success in Fall 2011

Accomplishments:

- 2024 Completed First Year Seminar Course Certification
- 2011 Completed Phi Theta Kappa Leadership Development Instructor Certification for SLS 2261
- 2010 Developed learning outcomes matrix for SLS 1101

2001 – 2003

Pasco Hernando State College, (formerly PHCC), New Port Richey, FL

ASSISTANT DIRECTOR OF LIBRARIES

- Managed Media Services (AV usage and inventory) and Access Services (ILL, Technical, Cataloging)
- Supervised and trained part-time library assistants and student assistants
- Coordinated collection development and Collaborated with Adjunct faculty for three division areas
- Provided reference services and library instruction in person, by telephone, virtually, and e-mail; Created instructional handouts and presentations; Maintained library's web site
- Participated in the PHCC Chapter of the Florida Association of Community Colleges

2001 - 2003

ADJUNCT INSTRUCTOR, INTRODUCTION TO INTERNET RESEARCH, LIS 2004

- Taught Introduction to Internet Research, LIS 2004, web-based method of delivery
- Maintained class web site for all sections
- Served on LIS 2004 Statewide Committee responsible for curriculum updates and revisions

1999 - 2001

Saint Leo University, MacDill AFB Center, Tampa, FL

ACADEMIC ADVISOR

- Counseled and guided military, veteran and civilian students toward completion of academic goals
- Utilized Datatel software to manage multiple student records and financial aid applications

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Professional Affiliations

2017-Present Lifetime Member American Library Association (ALA)

2010-Present Community Alliance of Citrus County (formerly Shared Services)

- CF Citrus Campus Representative, Member, CEO Board - Treasurer
- CF Citrus Campus Representative, Member, CEO Board - Secretary
- Member, Membership Committee and 40 Developmental Assets

2007-Present Citrus County Special Library District Advisory Board

- 2024-Present, Vice-Chair, LAB
- 2012–2024, Member, Fundraising Work Group
- 2009-2012, Vice Chair, Library Advisory Board (LAB)
- 2008-2012, Chair, Library Information Outreach (Advocacy): Established the need to collect “Love Your Library Stories” from the citizens of Citrus County

2004-Present Educational Partners in Citrus County (EPICC)

- 2008-Present, Member and CF Liaison, African American Read in Planning Committee – 11th Annual on Feb, 2019
- 2004-2008, Facilitator, Established Mission/Vision and Goals; Collaborated for many projects: One Book One Community, Library Card Sign-up Month, Withlacoochee State Forest Exhibits and Speakers, History Channel Grant for Community history in Lecanto, FL

2001-Present Member, Association of Florida Colleges (formerly Florida Association of Community Colleges)

- 2007-2009 Chair/Past Chair, Learning Resources Commission: Planned for leadership/officer continuity by creating an administrative timeline and archiving documents and contracts. Broadened and extended outreach of Commission to all aspects of learning resources and learning support.

2001-Present, Florida Library Association

- 2009-2010 Member, Membership Committee

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Education

1999-2004

EDUCATIONAL COURSEWORK IN COMPUTER SCIENCE, Saint Leo University, Ocala, FL

1995-1997

MASTER OF ARTS IN LIBRARY AND INFORMATION SCIENCE, University of South Florida, Tampa, FL

- Specialized in Academic Libraries and Instructional Design; Graduated with a 4.0 GPA
- 2016-Present Lifetime Member USF Alumni Association

1989-1992

BACHELOR OF ARTS IN MASS COMMUNICATIONS, University of South Florida, Tampa, FL

- Relevant coursework in concentration includes Visual Communications and Management

1982-1987

ASSOCIATE OF ARTS IN LIBERAL ARTS, Hillsborough Community College, Brandon, FL

Educational Honors and Awards

University of South Florida (USF):

- 1992, Graduated cum laude in Mass Communications, Visual Communications
- 1992, Awarded Best of College Photographers
- Honors include:
 - 1992 Member, Phi Kappa Phi Honor Society (one of 100+ students chosen from the entire student body)
 - 1989 Phi Theta Kappa - Treasurer for Zeta Alumni Chapter
 - 1989 Golden Key International Honors Society; Recipient
 - 1989 Florida State Association of Supervisors of Elections \$1,000 Journalism Scholarship

Hillsborough Community College (HCC):

- 1987 Graduated cum laude with a 3.77 GPA in Major Studies
- 1983 Phi Theta Kappa
- 1982-1983 Recipient, HCC Academic Excellence Scholarship

East Bay Senior High School:

- 1982 Recognized in Who's Who Among American High School Students
- 1981-1982 Brave Spirit Award for Leadership - Co-Editor/News Editor for Smoke Signals Newspaper
- 1981-1982 Quill and Scroll
- 1981-1982 National Honors Society
- 1981 Team Spirit Award for Varsity Softball Team

1979-1980 Senior Girls Scouts of America, First-Class Cadette Scout and Ten-Year Scout Pin