

TRACEY L. WEHKING
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ADMISSIONS

Admitted to practice law in the State of Florida, September 2005.
Admitted to practice law in the U.S. District Court for the Middle District of Florida, December 2005.

EDUCATION

UNIVERSITY OF SOUTH FLORIDA, Tampa, FL
Master's of Arts in Library and Information Science, December 2010
UNIVERSITY OF FLORIDA, Levin College of Law, Gainesville, FL
Juris Doctor, May 2005
UNIVERSITY OF FLORIDA, Gainesville, FL
Bachelor of Arts in Anthropology with Honors, May 2002

EXPERIENCE

January 2019 - Present **Indian River County Library System**, Vero Beach, FL

Director of Library Services
Responsible for the overall management and coordination of the Indian River County Library System's five public libraries. Responsible for developing and implementing the long-range plan, annual plan of service, and budget.

February 2015 – January 2019 **Cape Canaveral Public Library**, BCLS, Cape Canaveral, FL

Head Librarian
Manage the day-to-day operations of a small library. Supervise a staff of twelve. Selection and purchasing of materials. Maintain relations with the Friends group and City of Cape Canaveral. Interview applicants for job openings and all aspects of hiring process. Coordinate facility maintenance and repair. Budgeting to include change orders, SAP, invoices, managing County and City funds. Performance evaluations. Spearheaded renovation of Young Adult and Children's area. Served as Interim Director for Port St. John during the Director's maternity leave.

June 2014 – January 2015 **Cape Canaveral Public Library**, BCLS, Cape Canaveral, FL

Head of Reference
Assist patrons by providing electronic instruction in computers, copiers, and e-readers, reader's advisory, placing holds, faxing, selecting and purchasing materials, responsible for the building in the absence of the Director. Develop promotional materials. Social media. Supervise volunteers and other staff in absence of Director.

April 2012 – June 2014 **Titusville Public Library**, BCLS, Titusville, FL

Youth Services Librarian
Assisting patrons. Planning and implementing youth programming from preschool to teenager. Supervise teen volunteers. Shelving, weeding, cataloging of materials. Draft promotional materials. Selecting materials for purchase.

October 2010 -
March 2012

Sumter County Library System, Wildwood, FL

Youth Services Coordinator/Collection Development Librarian

Responsible for developing, implementing, and evaluating programs and outreach services for youth and adults. Draft press releases and promote the library and its programs to the community through presentations and materials. Developed and maintain the library system's Facebook presence. Approve supply requests and purchases for youth services. Supervise up to six youth services representatives and hold monthly meetings. Responsible for collection development of all youth and adult books. Develop bibliographies for patron use. Prepare budgets and interview potential employees and make hiring recommendations.

January 2009 --
January 2010

Kinberg & Associates, LLC, Melbourne, FL

Associate Attorney

Pre-litigation and litigation of construction law and contract claims including depositions, mediations, hearings, drafting of pleadings and memorandums. Some experience in government contracts including FAR. Supervise paralegals and legal secretary.

August 2005 –
December 2008

State Attorney's Office, 10th Judicial Circuit, Bartow, FL

Assistant State Attorney

Responsibilities included: Felony Violations of Probation and Felony Early Resolutions, responsible for all domestic violence intake at the misdemeanor level, assigned prosecutor for new Mental Health Court, conducted misdemeanor and felony trials, as well as all stages of prosecution pertaining to such trials, including various motions and appeals. Supervision of legal secretaries and training of junior attorneys.

Summer 2003 –
July 2005

Birder & Donsky Law Offices, P.A., Gainesville, FL

Law Clerk (Insurance Defense)

Performed legal research in all areas of insurance defense law. Researched issues utilizing federal and state law. Performed jury verdict research. Drafted memoranda concerning various legal issues. Assisted with trial preparation. Incorporated a new filing system for all case files. Organized and maintained all case files.

January 2005 –
April 2005

UF Levin College of Law, State Attorney Clinic, Eighth Judicial Circuit, Starke, FL

Certified Legal Intern

Performed legal research on a wide variety of issues pertaining to prosecution. Provided assistance on several felony trials and conducted misdemeanor trials. Prepared discovery and interviewed witnesses.

Publications

Bid Protests: Where to File, SideBar, Summer 2009 (co-author)

Other Activities

- *Member of the Florida Library Association since 2010
- *2013-2015 FLA Public Library Standards Committee Member
- *Completed Brevard County Employee Development Program with Honors
- *Pulling Together Award, June 2016
- *Graduate of the 2015-2016 Sunshine State Library Leadership Institute – Leadership Project: Review and Report of BCLS Staffing Plan Implementation
- * Judge in the 2011 Florida Publisher's Association Book Awards for YA Fiction
- *Notary