

ANITA M. MECHLER, MSLIS, CA

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An information professional with over 12 years of mastery in strategy, instruction, project management, collaborative projects, outreach, reference, programming, and original research within international, academic, association, private, and public institutions.

EXPERIENCE

Heritage and Information Management Consultant

Anita Mechler Consulting

March 2019 - present

- Collaborates with clients on unique and clear narratives by creating structures that prioritize strategies, research and analytics, informative storytelling, and exhibitions.
- Advises on strategy and project management for collection and asset acquisition and administrative policies guided by best practices by streamlining communications, guides, and technologies to create content to drive revenue, providing insight on innovative programming, grant writing, outreach, and fundraising.
- Provides services for processing archival materials; helping assess and develop policies and procedures regarding preservation (physical and digital), disaster recovery, records management, and collection development.

Records Management Specialist

Rotary International, Heritage Communications

August 2019-2020

- Assessed, created, redesigned, delivered, and evaluated records management program for 70+ records coordinators, representatives across organizational units. Provided accessible and virtual resources focused on educational support and feedback via Qualtrics.
- Communicated and collaborated with product owners, business processors, project managers, and archives specialists to ensure record-keeping requirements and compliance were incorporated into developing technologies. Oversaw storage inventories to ensure accuracy and transfer of vital records to archives and other appropriate locations.
- Co-created content for learning management system with two online eLearning modules and three live virtual trainings. Created instructional guides for multi-dimensional training program.

Executive Director

American Library Association

August 2018 - March 2019

Young Adult Library Services (YALSA)

- Evaluated and developed design and delivery of member programs, products and services.
- Supported member-focused operations and administration of governing board through strategic priorities, initiating more diverse, equitable, and inclusive processes. Collaborated with internal divisions, partners, and corporate sponsors.
- Oversaw a \$600,000+ yearly operating budget, \$1,600,000 endowments, and grants. Supervised and trained three full-time and one part-time staff, and contract workers.

Project Manager / Archivist

University of Chicago Library

April 2015 - July 2018

Black Metropolis Research Consortium (BMRC)

- Redesigned, developed, managed, and evaluated multiple grant-funded programs, member and community-centered services, and events. Supervised and created curriculum for student interns on archival best practices. Served as ex officio on the Board of Directors.
- Acted as liaison for Fellowship research consultations by providing resources regarding programs, member collections; making professional connections by facilitating communication across organizations. Collaborated with diverse consortium members, international fellows, faculty, university and high school students, and community members.
- Managed and improved relational databases by migrating data from legacy databases to current content management systems in preparation for online database access using DACS.

Director of Library & Archives

June 2012 - April 2015

Assistant Librarian

September 2010-June 2012

Union League Club of Chicago

- Managed budgets and updated strategic policies to optimize usage of collections and services based on preservation needs, user statistics, and member input. Purchased Eloquent archival database for digitization of the archival collection and updated library catalog software Alexandria based on member input and best practices.
- Directed, supervised, and managed three departments, serving diverse private membership, with research and reference services, readers advisory, and user-centered technology assistance. Supported operations and administration of governing Library and Archives Committees, serving as ex officio. Collaborated with multiple internal departments.
- Promoted archival resources through original research open-house community presentations on topics regarding Club history and curated over eight themed displays containing historical items related to membership and open-house outreach programs.

NOTABLE CERTIFICATIONS

- Rare Books and Manuscripts Certification
- Certified Archivist, Academy of Certified Archivists
- Metadata Principles and Practices, Amigos Library Services
- Copyright Law for Archivists, Society of American Archivists
- Project Manager Fundamentals Certification, Graham School, University of Chicago

PROFESSIONAL AFFILIATIONS

- Archives and Archivists of Color (Newsletter Editor)
- Library of Congress (African American Subject Funnel Project)
- Regional Archival Associations Consortium (Liaison)
- Society of American Archivists (Mentor, 2015-present)
- Midwest Archives Conference (Nominating Committee)
- Chicago Area Archivists
 - Day of Service Working Group
 - Outreach Committee Member
 - Steering Committee
- American Library Association (Member)
- Club Librarians and Archivists Conference (Coordinator)
- Chicago Metro History Fair (Judge)
- Luminarts Foundation (Judge)

EDUCATION

University of Illinois at Urbana-Champaign, MSLIS

- Rare Books and Manuscripts Certification
- Community Informatics Fellow, Puerto Rican Cultural Center Chicago

Loyola University Chicago, B.A., Sociology and Women's Studies