

ANITA M. MECHLER, MSLIS, CA

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Information and archival professional with 15+ years of success in research, reference, instruction, outreach, programming, exhibitions, event planning, assessment, strategic planning, policy creation, collaboration, and grant work for academic, private, and public organizations.

EXPERIENCE

Heritage & Information Management Consultant

Anita Mechler Consulting

March 2019 - present

- Decision-making panelist for National Historical Publications and Records Commission, National Archives and Records Administration.
- Co-wrote and managed three National Endowment for the Humanities Assessment and Preservation Assistance grants totaling \$30,000 - advising on digital asset management, file management, database, workflow recommendations, and continual fundraising measures.
- Provides insight on: arrangement and description of historical records in analog and digital formats; records management and use of finding aids; physical security and protection of storage and research areas; conservation and restoration of irreplaceable documents; reference and research services; and creation of policy statements.

Assistant Manager/Librarian III/Literacy Specialist

Detroit Public Library

October 2024 - present

Technology, Literacy, Career Center (TLC)

- Supervises two full-time and one part-time staff while initiating and leading projects on collection development focusing on books specializing in technology instruction, test preparation, and supplemental materials for Literacy Program.
- Recreated and revamped Literacy Program after post-COVID shutdown 5-year hiatus by developing new learner assessments, tutor training, and updated curriculum based on research previously conducted by the U.S. Department of Education.
- Commits to fulfilling the needs of library customers while following best standard principles and practices by continually improving services on a daily basis.

Records Management Specialist

Rotary International

August 2019-2020

Heritage Communications

- Assessed and oversaw improvements to records management program for 70+ records coordinators (international representatives of internal units). Provided accessible, inclusive, in-person and virtual instruction based on learning needs and participant feedback.
- Collaborated internally and externally with product owners, project managers, IT, and archives specialists to ensure record-keeping requirements and protocol compliance were incorporated into developing technologies. Oversaw inventories to ensure accuracy and efficient transfer of digital and analog records to archives and other storage 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

August 2018 - March 2019

American Library Association**Young Adult Library Services (YALSA)**

- Assessed pain points and oversaw creation and improvements to design and delivery of member services and products. Collaborated internally and with corporate sponsors.
- Oversaw administration of governing board through strategic priorities, initiating more diverse, equitable, and inclusive processes within workflows and protocols. Supervised staff.
- Fiscally responsible for a \$600,000+ operating budget, \$1,600,000 endowments, and grants.

Project Manager / Archivist

April 2015 - July 2018

University of Chicago Library**Black Metropolis Research Consortium (BMRC)**

- Assessed, redesigned, developed, managed, and oversaw grant-funded programs. Centered and engaged consortium members, diverse international fellows, faculty, researchers, and the local community. Created training for student interns-of-color and mentored on archival best practices. Ex officio liaison to the Board of Directors.
- Improved relational database storage by migrating data from legacy databases to content management system ArchivesSpace utilizing DACS, EAD, and XML. Edited finding aids.
- Acted as liaison for reference consultations at member institutions, providing outreach regarding member collections and making professional connections by facilitating communications, event planning, and informative programming.

Director of Library & Archives

June 2012 - April 2015

Union League Club of Chicago**Assistant Librarian**

September 2010-June 2012

- Ensured proper management of three departments including 3 staff members, serving diverse private membership with inclusive research and reference services, readers advisory, and technology assistance based on user needs. Supported operations and administration of Library and Archives Committees, serving as ex officio. Collaborated internally and externally.
- Fiscally responsible for budgets and updated strategic policies to optimize collection development and reference 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.
- Promoted archival resources through original research, instruction, and tours based on Club history within the greater context of city and national history; curated themed displays containing historical items related to membership and open-house outreach programs.

NOTABLE CERTIFICATIONS

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

EDUCATION

University of Illinois at Urbana-Champaign, MSLIS, Rare Books and Manuscripts Certification

- Summer Semester spent in Italy studying art, literature, and theology

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