

# **ANITA M. MECHLER, MSLIS, RBMC, CA**

*An information professional with 12 years of experience within library, archival, and special collections. Proficient in project management, collaborative projects, outreach, reference, instruction, and research within academic, international, private, and public institutions.*

## **RECENT PROFESSIONAL EXPERIENCE**

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### **Heritage Management Consultant**

### **Anita Mechler Consulting**

March 2019 - present

- Provides archival services for analog and digital materials; helps assess and develop policies and procedures regarding preservation (physical and digital), disaster recovery, records management, and collection development through archival best principles and methods.
- Assists in creating unique historical narratives and instruction for modern audiences through original research, informative storytelling, and physical and online exhibitions. Offers guidance on grant writing, outreach, innovative programming, and fundraising.
- Advises on strategic and project management for the acquisition of collections, administrative policies, including advancing equity, diversity, and inclusion in staff recruitment and training.

### **Records Management Specialist**

### **Rotary International, Heritage Communications**

August 2019-2020

- Assessed, created, designed, implemented, and evaluated training of records management program as a liaison to 70+ records coordinators. Provided additional resources focused on educational needs and continual feedback from coordinators.
- Communicated and collaborated with product owners, business process, project managers, and archives specialists to ensure records-keeping requirements were incorporated into developing technologies. Oversaw offsite storage inventories to ensure accuracy and transfer historical records to archives.
- Co-created two online eLearning modules and three supplemental live virtual trainings including instructional guides as part of a 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 the governing board through strategic priorities and initiated a three-year process for a more diverse, equitable, and inclusive organization. Collaborated with internal divisions, partners, and corporate sponsors.
- Managed fiscal aspects of division; developing and overseeing a \$600,000+ yearly operating budget, three endowments in excess of \$1,600,000, and federally and privately funded 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)**

- Designed, developed, managed, and evaluated multiple grant-funded programs, member and community-centered services, and events. Supervised and created curriculum for interns on modern archival practices. Supported Board of Directors, served as ex officio.
- Collaborated with diverse consortium members, international research fellows, faculty, university and high school students, and local community members. Acted as liaison for Fellowship research consultations by providing information regarding programs, member collections, and making professional connections by facilitating communication.
- Managed and developed 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****Union League Club of Chicago****Assistant Librarian** (September 2010-June 2012)

September 2010 - April 2015

- Directed, supervised, and managed three departments, serving diverse private membership, with research and reference services, readers advisory, and technology assistance with patron-facing equipment. Supported operations and administration of governing Library and Archives Committees, serving as ex officio. Collaborated with multiple internal departments.
- 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.
- Promoted archival resources through original research open-house community presentations on topics regarding Club history and curated over eight themed displays containing archival items related to membership and open-house outreach programs.

**NOTABLE CERTIFICATIONS**

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

**SELECTED PROFESSIONAL AFFILIATIONS**

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- Library of Congress (African American Subject Funnel Project, 2016-2018)
- Archives and Archivists of Color (Newsletter Editor, 2016-2017)
- Regional Archival Associations Consortium (Liaison, 2015-2018)
- Society of American Archivists (Mentor, 2015-present)
- Midwest Archives Conference (Nominating Committee, 2018-2019)
- Chicago Area Archivists (Day of Service Working Group, 2019-2020, Outreach Committee Member 2018-2019, Steering Committee, 2014-2016)

**EDUCATION**

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**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**SELECTED PRESENTATIONS**

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June 2020. *Clean Up Your Files Like Marie Kondo*. Virtual live training as part of Records Management Program curriculum at Rotary International, Evanston, IL.

August 2020. *How Archives Make Records Last Longer*. Virtual live training as part of Records Management Program curriculum at Rotary International, Evanston, IL.

November 2017. *Endangered Archives*. Panel discussion as part of collaboration with Chicago Area Archivists and Chicago Area Religious Archivists at The Claretian Building, Chicago, IL.