

AMY MARTIN

COLLECTION MANAGEMENT
LIBRARIAN WITH A USER
EXPERIENCE MINDSET

SKILLS

COLLECTION MANAGEMENT
CONTENT STRATEGY
USER EXPERIENCE
PROJECT MANAGEMENT
TRAINING AND COACHING
COMMUNICATION
WRITING DOCUMENTATION
EXCEL
DATA ANALYSIS
SPANISH FLUENCY

PORTFOLIO

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SOCIAL MEDIA

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EXPERIENCE

CHILDREN'S COLLECTION MANAGEMENT LIBRARIAN

OAKLAND PUBLIC LIBRARY APR 2014 - PRESENT

- Trained children's librarians - onboarding, ongoing mentoring, instruction, and coaching - on selection, budget planning, weeding, data analysis, and merchandising.
- Developed and initiated system of collection assessment based on turnover rates of materials, now used by all OPL selectors.
- Managed annual budget of \$140,000. Coordinated expenditure of over \$200,000 in distributed funds.
- Improved process for coordinated ordering of children's materials, resulting in decreased ordering time and increased satisfaction by 100% of impacted selectors.
- Applied content strategy concepts of substance and structure to internal communications. Currently developing and restructuring staff intranet into a knowledge base.
- Analyzed survey response data to provide big picture feedback about collection management at OPL. Presented findings to administration with written summary and documentation.
- Employed project management training to set transparent goals, develop timelines, negotiate deliverables, and achieve results on time.
- Wrote new policies on weeding and merchandising collections, adopted by OPL administration.
- Select, train, and supervise one library aide.
- Acted as manager of Melrose Branch for three months.

CHILDREN'S LIBRARIAN II

OAKLAND PUBLIC LIBRARY MAR 2012 - APR 2014
Eastmont Branch

CHILDREN'S LIBRARIAN I

OAKLAND PUBLIC LIBRARY FEB 2008 - MAR 2012
Montclair Branch Feb 2008 - May 2009
Main Library Children's Room Mar 2009 - Mar 2012

Provided excellent reference, readers' advisory, outreach, storytimes and other programming, and collection development in English and Spanish. Acted as unit manager for 1+ year cumulative.

EDUCATION

Master of Library and Information Science

Dominican University, River Forest, IL 2003 - 2005

Bachelor of Arts, Comparative Literary Studies

Northwestern University, Evanston, IL 1997 - 2001

PROFESSIONAL MEMBERSHIPS

- American Library Association 2006 - PRESENT
- Association of Library Service to Children 2011 - PRESENT
- Member, 2018 Pura Belpré Award Committee 2017 - PRESENT
- Chair, Program Coordinating Committee 2015 - 2016
- REFORMA 2017 - PRESENT