

Experience

Baker and Taylor

CATS Associate Support Manager 2022-2023

- Ran ARC program which included mailings coordination, digital filing, and answering sales representative questions
- Curated and managed select CATS TS360 selection lists
- Managed social media accounts
- Coordinated with three binderies and two warehouses to fulfill orders for the CATS prebind program
- Ran and analyzed weekly, monthly and quarterly sales and order reports
- Created and managed Collection Development Selection lists for TS360
- Conferred internally with Automatically Yours, Collection Development and Buying/Merchandising departments on customer order follow up and program updates
- Assisted in selecting, editing, and promoting the launch of Paw Prints Publishing in 2023
- Provided administration and selling support for Paw Prints Publishing and Boundless products
- Planned and presented at Baker and Taylor's Titledtalk virtually and in person
- Worked remotely and independently but also in tandem via Microsoft Teams with fellow CATS teams members

Chillicothe and Ross County Public Library

Youth Services Manager 2019-2023

- Managed the Youth Services department with up to four direct reports
- Oversaw an annual departmental budget of \$140,000 including \$100,000 for collection development purposes
- Was responsible for all juvenile and young adult print collection development for all nine locations in the system
- Utilized statistics from Collection HQ to identify and fill any gaps in the collections and ensure a diverse, inclusive, and accessible collection for kids and teens
 - Stayed current on topics of juvenile and young adult literature by reading reviews and columns in popular publications.
 - Utilized select lists and websites to seek small press books that may not be reviewed in larger publications.
 - Worked with the Circulation Coordinator to develop a weeding schedule to ensure all locations were regularly weeded.
- Approved, planned and implemented programming for ages 0-18 across nine library locations
- Collaborated with Adult Services to implement crossover programming for older teens and new adults, as well as families

- Planned large scale programs that regularly drew 200+ attendees
- Developed programming standards and ensured they were achieved
- Directed the summer reading program, which averaged 2,000+ participants
- Frequently presented at professional development training and workshops on programming and collection development
- Worked with community partners to provide access to programs and services
- Wrote and implemented LSTA summer reading grants
- Set up after school lunch program at six library branches with Children's Hunger Alliance
- Collaborated with middle and high school librarians to bring library programming into their schools
- Worked with the local juvenile detention center to deliver books and programming to incarcerated teens
- Wrote newspaper columns in our local paper and blog posts for the library website

Chillicothe and Ross County Public Library

Youth Services Assistant – Teen Services 2015-2019

- Organized and planned 2-4 original programs per month for teens
- Developed continuing monthly programs, as well as one-time large-scale programming
- Organized a summer VolunTeen program and trained around ninety teens to help run Bookworm which included:
 - Creating the training manual and presentation for Beanstack, the summer reading software
 - Introducing necessary first job skills
- Worked closely with the Adult Services Coordinator and school-age programmer to develop programming that encompasses all ages
- Managed for collection development of all Young Adult print materials system-wide.
- Assisted in juvenile fiction and nonfiction collection development system wide
- Worked to expand key collection areas, such as the juvenile graphic novel section and paperback chapter books
- Performed outreach in schools and other community organizations to promote the library
- Ran the teacher collection program that provided a curated collection of books for teachers of all grades
- Performed public service functions, processing books, assisting patrons of all ages with readers advisory and reference

Education

Clarion University of Pennsylvania 2020

Master of Science Library Science

Ohio University 2014

Bachelor of Science Communication Studies

Lambda Pi Eta, Communications Honor Society, Ohio University Chapter

Software

Baker and Taylor TS360	Microsoft Office Suite
Beanstack	Sign-ups and Spaces
Collection HQ	SirsiDynix Symphony
Google Drive	Streamyard
Ingram iPage	Zoom

Memberships and Committees

National

- American Library Association
- Young Adult Library Services Association
 - Division and Membership Promotion Committee Chair 2020-2021
 - Division and Membership Promotion Committee 2019-2020
- Association of Library Service to Children

State

- Ohio Library Council
 - Teens Services Division Coordinator 2021-2022
 - Teen Services Division- Secretary 2020-2021
 - Teen Services Division- Nominations chair 2019-2020
 - Teen Services Division 2018-2019
- OLC Convention and Expo Programming Committee 2022
- OLC Youth Services Conference Planning Committee 2021
- Take 5: A Youth Services Dialogue Planning Committee 2017-2020

Local

- Mighty Children's Museum Board of Directors, Vice President (2021-Present)
- Friends of the Library Board (2022-Present)
- Dolly Parton Imagination Library Steering Committee (2016-2020)
- Big Brothers/Big Sisters South Central Ohio- Board of Directors (2021-2022)