

MARIA BURKE

MLIS, MFA

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Career Profile

Dynamic library manager for diverse staff and patrons with 10+ years combined experience in leadership, rare books, archives, reference, instruction, digital collections, and cataloging. Leads with professional ethics and critical inquiry required to address the needs of an ever-changing global information society. Manages through periods of change and uncertainty by embracing discomfort and fostering resilience. Consistently praised for being helpful, patient, and informative.

Technical Skills

- **SOFTWARE:** integrated library systems (Sierra, Polaris, SirsiDynix, Athena, V-Smart); collection management systems (Proficio, collectionHQ, KE EMu); digital asset management systems (TMS, H-D DAM); Microsoft Office Suite (Excel, Word, Outlook, SharePoint, PowerPoint, Access); Google Drive suite; Adobe Creative Suite; plus a variety of databases, browsers, and search engines.
- Familiarity with cataloging, archival standards and best practices; basic knowledge of Aeon and ArchivesSpace.
- Basic photography, digitization, photo and video editing, social media to promote programs and collections.

Library Experience

Library Services Manager - Mitchell Street & Bay View branches • 7/2021 to present

Milwaukee Public Library, Milwaukee, WI

- ▶ Collaborative leadership style with strong problem-solving skills; foster an environment of inclusion where all employees are treated respectfully, valued for their strengths, and feel that they can safely express themselves.
- ▶ Co-led Milwaukee Zine Fest, drawing thousands of guests to the library; led a hand-on zine workshop.
- ▶ Spearheaded a pilot initiative to highlight Spanish-language young adult books through colocation.
- ▶ Represent the library in community organizations and apprise community leaders of library resources and services; adjust collection offerings and create programming in response to community needs and conditions.
- ▶ Promote use of the library and its collections, and contribute to social media and radio presentations.
- ▶ Evaluate policies and processes, streamlining workflows whenever possible.

Librarian III / II / I — Cataloging, Rare Books, Technology • 3/2015 to 7/2021

Milwaukee Public Library, Milwaukee, WI

- ▶ Planned and implemented collection development and maintenance by evaluating materials, consulting on gifts, coordinating with technical services department on collection inventory, and conducting audits.
- ▶ Provided reference, readers' advisory, and customer service, mediating requests from public to view materials, including making appointments, maintaining security procedures, returning items, and documenting use.
- ▶ Created original bibliographic records for materials in multiple formats and subject areas; followed national and MPL standards in the creation of original metadata.
- ▶ Guided technical services staff on cataloging protocols and industry best practice.
- ▶ Delivered curriculum-based instruction on various subjects essential for building digital-literacy skills.