

# MATTHEW D. CHURCH

## EDUCATION

**Master of Library and Information Science**, Wayne State University, Detroit, MI (2005)

**Bachelor of Arts**, Western Michigan University, Kalamazoo, MI (2003)

Major: Political Science      Minor: Business

## EXPERIENCE

**BERKLEY PUBLIC LIBRARY**, Berkley, MI (9/13-Present)

### **Library Director**

- Oversee library serving community of 15,000 residents
- Guide and evaluate library employees
- Build and maintain the library's annual budget
- Cultivate relationships with city leadership and library board
- Provide exemplary customer service to all who visit the library
- Track and report on library statistics and trends
- Supervise development of physical and digital library collections
- Liaison to Friends of the Library board, 501(c)(3) entity supporting the library
- Seek and obtain grants for services, including Community Development Block Grants, Michigan Humanities Council, and CARES Act
- Manage bid process for services and purchases

### Library Board

- Brief library board on key items of interest at monthly library board meetings
- Craft library policies to address evolving needs
- Produce monthly library board packet with relevant data and reports

### Building

- Responsible for overseeing maintenance of 14,000 square foot facility
- Coordinate and manage capital needs and budget for future projects
- Project manager for building renovations and equipment installations

### Marketing & Events

- Write and distribute press releases, create marketing materials, and coordinate library's marketing and community outreach efforts
- Create content and manage the library's social media presence (Facebook and Instagram)
- Organize and implement library programs on wide range of topics

- Develop and teach classes on digital services

#### Accomplishments

- Expanded community partnerships and broadened library programming
- Created wifi hotspot lending program
- Established exam proctoring service
- Successfully led through a global pandemic
- Presented at Library of Michigan's Small and Rural Libraries Conference
- Presented at Michigan Library Association's Annual Conference
- Chaired City's Human Resources Management Committee
- Humanitarian of the Year by Berkley Days Committee (2019)
- Business Person of the Year by Berkley Area Chamber of Commerce (2015)
- Berkley Rotary Club President (2014-15)

#### **BALDWIN PUBLIC LIBRARY, Birmingham, MI (2/08-8/13)**

##### **Associate Director (12/08-8/13)**

- Supported library director with oversight of library and daily operations
- Managed and evaluated library employees
- Coordinated and implemented library's marketing efforts
- Editor of monthly library board packet and quarterly newsletter
- Oversaw facility maintenance
- Project manager for installation of automated sorting machine, conversion of collection to radio frequency identification, and self-check machines
- Project director for "Let's Talk About It: Making Sense of the American Civil War" grant, funded by the National Endowment for the Humanities and the American Library Association

##### **Head of Circulation Services (2/08-12/08)**

- Oversaw planning, organization and administration of Circulation Services
- Scheduled, managed and evaluated Circulation Assistants and Pages
- Improved efficiency of operations in department

#### **WAYNE STATE UNIVERSITY, Detroit, MI (8/07-5/09)**

##### **Adjunct Faculty (School of Information Sciences)**

- Taught *Information Technology* and *Introduction to the Profession* courses
- Created course content, lectured and evaluated graduate students

#### **WK KELLOGG FOUNDATION, Battle Creek, MI (9/06-2/08)**

##### **Librarian**

- Met the library and information needs of a top U.S. foundation

- Researched reference inquiries and shared findings
- Developed collection to meet needs of individuals and teams
- Ordered, processed and cataloged new items

**SERIALS SOLUTIONS, Seattle, WA (5/05-4/06)**

**Senior Library Support Analyst (1/06-4/06)**

- Managed support of OpenURL link resolver product
- Worked with management to develop team-based approach to client support structure

**Library Support Analyst (5/05-1/06)**

- Provided support on five complex products to librarians and libraries globally
- Daily interaction and training sessions with clients via email and phone

**WAYNE STATE UNIVERSITY, Detroit, MI (1/04-5/05)**

**Student Assistant (School of Information Sciences)**

**CERTIFICATION**

- State of Michigan Librarian's Permanent Professional Certificate (Level I)

**PROFESSIONAL MEMBERSHIPS**

- American Library Association
- Public Library Association
- Michigan Library Association

**COURSE WORK**

- Michigan Library Association's Leadership Academy
- Federal Emergency Management Agency (FEMA): ICS 100, ICS 200, ICS 244, ICS 300, ICS 400, ICS 700.b, ICS 800.d