Office Manager's Report August 2022

Interlibrary Loan (ILL): There has been an increase in the number of Interlibrary Loan borrowing requests in Peabody recently, and some of the materials that have been requested were particularly interesting! Something uniquely awesome to come through this past month was a request for articles on Bishop Frederick Baraga; the Sault Ste. Marie Historical Society is hoping to get him canonized as a result of research associated with that request!

A reminder, if you are not currently participating in ILL and would like to join, please feel free to reach out to me via email. Additionally, if you wish to adjust any lending terms (such as the items you are willing to lend through OCLC), please let me know. The main guideline in place is that you do not make requests for items through OCLC that you would not lend out in kind.

VLC Library MARC Record Requests: The total number of requests received for records in June and July was substantially higher than it has been the rest of the year leading to some longer wait times on copy cataloging requests. While in May I received a total of 542 requests, requests numbered 643 in June and 659 in July. The pace has slowed substantially during August, so the turnaround time for record requests has also been reduced. For comparison, I have only received 338 requests this month as of yesterday, August 23rd.

Beth Z & TechSparks 2022: TechSparks Session 5 is set for September 30, 2022, and our topic is going to be "Artificial Intelligence Tools that Make Your Life Easier." The description provided from Beth Z and her team reads, "During the pandemic, AI took a giant leap forward on a number of fronts. And professionals like you can jump on these trends to make your life easier. Author Beth Z, Your Nerdy Best Friend, will walk you through free and low-cost advanced technologies that can tune-up your task lists, streamline your social media content and improve your relationships. It's not (quite) as creepy as you think." It's my goal to have the promotional flyer for this event posted on the WPLC website and Listserv sometime during the first week of September. Keep an eye out for more information if you're interested in attending live or watching the recording!

Tasks in Progress

WPLC Policies: I'm continuing to work through WPLC's personnel and policy manuals to make sure that the policies still work for us. Now that the personnel manual has been vetted by a lawyer, a number of items that were previously housed in this manual need to be moved elsewhere. My next task is to decide which ones need to go into the policy manual for explicit board approval/review and which are procedures. United for Libraries had a very informative webinar about Practical Policy Management on August 9th that has proven very useful during the process, and for anyone else needing a policy refresher, I highly recommend checking out the recording.

WPLC Website

Hosting: I had intended to switch our website hosting from Hostek to DreamHost this month in order to help us save a bit of money on hosting, but due to the way that the Peabody website was built, I've had to revise my decision and delay the switch. It is my intention to meet with Bob Frost from Tuscola ISD in the coming months to discuss possible options for Peabody so that the website can be more easily migrated in the future.

Website Resource Pages: I finished my task of consolidating the 'Resources' and 'Additional Resources' webpages on the WPLC website as discussed during the June meeting. And as of August 23rd, I've also nearly finished reworking the Intellectual Freedom Page! Its format will now be much cleaner and match the main resource page by utilizing the same accordion menus. I've also divided the page into two sections, links by topic and by organization. This way if you're looking for a specific item or just browsing a topic you can find what you want much more easily. It was my hope to have finished this week, but the task should be completed during the first week of September. I'll send a message to the Listserv once it is live.

Member Map: Amber McClain from Lakeland Library Cooperative created a set of maps for their website a few months ago that shows each of their member libraries, information about them, and displays their service areas. I've started a similar project in Google MyMaps for our members, and the database/basic map is complete. Once the webpage is live, clicking on any WPLC library on the map will allow users to see the library's name, physical address, service population, class size, and establishment type all in one bubble. It is my intention to add the State and Congressional Representatives for each library to this after the November

midterms so that member libraries and their advocates can know at a glance who to contact about their love for MI libraries!

Event Calendar: I've started adding non-WPLC sponsored events to the WPLC website's Calendar page in order to create a comprehensive list of upcoming webinars/events for those seeking more Continuing Ed opportunities. I will be updating the calendar with new events primarily during the first week of each month from a list of about 10 websites and library professional organizations. I try to make sure anything Kate includes in a weekly update is on the calendar as well just in case a new event has been announced or I've missed something. If there is an event that you would like me to add to the calendar or a website that you think I should check for additional training opportunities, please feel free to email me, and I'll be glad to check it out! Currently I am checking the following websites for events every month:

- Webjunction
- TechSoup
- Library of Michigan
- MLA
- ALA
- PLA
- ARSL
- MCLS
- Library 2.0
- EveryLibrary Institute

Changes to business hours, contact info, etc.: If there is a change to your website, operating hours, or contact information for your library, please let us now so that we can keep the directory up to date.