

Office Manager's Report June 2023

Interlibrary Loan (ILL): I finished my FAQ guide and a clean recording for the ILL info sessions held in early April, and these resources are now linked on the WPLC website in the [Peabody/OCLC Tutorials Page](#). The video covers the same updates to the procedures, policies, and guidelines that were discussed during the live sessions as well as the new procedure for placing genealogy or other copy requests.

During the webinars, an issue was brought to my attention regarding email alerts for Peabody requests. After working with our web host, it was discovered that something had happened on the Hostek end of things that caused notification emails to stop sending around the time I was hired in November 2021. I'm happy that the issue is now resolved, and I've seen a huge increase in answers to lending requests that I send to ILL participants.

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: MCLS has started offering certificates in cataloging for library support staff. As of this month, I've applied for their basic cataloging certificate, and I'm very excited to put the skills I've learned to use for our members. I feel at this point that I've learned enough about MARC and RDA to be able to tweak records that were previously troublesome, and I'm happy to be able to offer that as a service when a new original record would previously have been necessary. I'll be working those guidelines into the policy manual for cataloging procedures once I get the chance to discuss them with Kay Dunker.

WPLC Website: After working with our web host on a fix to the "Error 503" page that previously plagued our website, I've been very pleased to see that the website is running with far less downtime.

I also made some smaller design changes to the homepage to make the appearance a bit more cohesive. They were small color and menu bar adjustments, but they made the lettering much easier to read.

I've also been updating the Resources and Intellectual Freedom pages fairly frequently. There's been a lot of great webinars lately on collection development, programming opportunities, and work from small/rural libraries, and I'm

constantly trying to cultivate them like a dragon sitting on its hoard of knowledge. If you have any resources that you come across that you think would be beneficial to other members, please feel free to forward them my way!

WPLC Policies and Procedures: Kate and I sat down a little over a week ago to review the policy manual, what we're missing, and what may no longer be needed by the coop. We are waiting to hear back from Foster Swift about next steps, but the document is now ready for review.

Security: I was able to locate a video doorbell for our office that comes at a fair price, with good reviews, and no costly subscription plans for online storage. Euphy had a great option available to us that allows us to keep our security footage safe inside the office on a local device. It's reassuring to have an extra safety measure in place given how divisive community discourse can become, and between that and the peephole maintenance placed in our door, Kate and I are now able to see who is coming to call before we open the door.

Event Calendar: There have been some great webinars listed recently by EveryLibrary discussing censorship, advocacy, and grassroots action. I'm a huge fan of the work they're doing, and all webinars are currently on the calendar. If there is an event that you think would be of interest to WPLC members (webinars, conferences, etc.) and you do not see it on the WPLC website's calendar page, please feel free to forward it to me! I would appreciate the tip and be happy to add it to the calendar. I try to keep expanding the net of resources I pull from to make sure that a variety of events are offered and that those included on the calendar are as broadly useful to you all as possible.

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 know so that we can keep the directory up to date.