Office Manager's Report March 2022

Interlibrary Loan (ILL): After getting some good feedback on my edits to the Interlibrary Loan Policies and Procedures guides, I'm planning to release them next week along with concrete dates for webinars about participating in ILL/going over changes to policies. If there are any specific topics that you would like to make sure I cover, please feel free to send me an email, & I will ensure it is included in the webinar.

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: There was a small disruption in service for MARC records at the beginning of February due to White Pine switching over its firewall provider (more on that in a second). At this time, record turnarounds have become more consistent.

Firewall: Where previously White Pine maintained its firewall equipment and settings on its own, the opportunity arose to switch over providers to the Tuscola ISD when our current subscription expired in February. I was able to negotiate an agreement with Bob Frost for a minimal increase in price that provides White Pine with a better service while keeping those funds working in a local community. The Tuscola ISD has worked with us for several years now and helped to provide our phone and internet service, and the switch over to their firewall will take several tasks off my plate as office manager.

Member Map: In late January, I launched the first iteration of our Member Location Map on the WPLC website! It is linked on the homepage as well as in the Membership tab. Each of WPLC's member libraries and their branch locations currently have the following info shown on the map:

- Library establishment type
- Library class size
- Service population
- Street address
- Phone/Fax numbers
- Michigan House/Senate District Number

- Congressional District Number
- State & Federal elected officials

Everything should be up to date with the information I have in the WPLC Member Directory. If anything is off & needs edited, please shoot me an email. This is only the first iteration of the map, and there are several ideas I have that I'd like to implement over time to make this an even more useful tool. If there's something you think would be particularly beneficial to include or do with the map, please feel free to send me suggestions. I welcome all input in the service of making this as helpful to our members as possible.

WPLC Policies and Procedures: Updates to the White Pine Policies and Procedures manual are next on my to do list. A good number of them should need minimal edits while others will require a more thorough vetting as they have not been updated in a number of years.

Annual Meeting: Kate and I are working to solidify dates and specific details for the October annual meeting. Thank you for your patience as we finalize our venue and vendor plans! We're hoping to announce details soon and thank you for your patience.

Event 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 now so that we can keep the directory up to date. *This is especially important if you have had any changes regarding who manages ILL services for your location!* Please check your location's ILL contact in the WPLC directory, and if an update needs to be made, shoot me an email so that I can ensure that person receives the newly updated Peabody manuals.