

Office Manager's Report August 2024

Interlibrary Loan (ILL): The Peabody redesign proposal I submitted to the University of Michigan School of Information (UMSI) has advanced to the final round of the approval process. I sat down for orientation with the course instructors and client relations team on Monday to get more information about the process should our project be selected. I will have a final answer by September 15th about whether a student group has chosen the project or not.

I also sent out my ILL Contact Survey on Monday to check in with participating libraries about their current ILL contact person and what the best email address/phone number is for communications about ILL. I included a question asking whether the contact would be interested in providing feedback during an upcoming redesign of Peabody (specifically the UMSI project), and I hope to be able to solicit feedback from these users when testing needs to be done.

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 (the items you are willing to lend through OCLC), please let me know. The main guideline is that you do not make requests for items through OCLC that you would not lend out in kind.

Copy Cataloging Requests: Copy cataloging requests have been coming at a consistent flow this summer. I'm still getting around 450 – 500 record requests a month. This month has been a bit higher at about 700, but I've been helping with a few member projects, and I anticipate this to go back to normal soon.

Original Cataloging: I've gotten a lot more interest the past several months in original records. In the first half of the year, I was averaging about 8 requests a month. In July I created 17 records, and so far in August I've received 22. I'm really happy to continue offering this service to members!

Digitization: I've started reviewing the files in the WPLC office and pitching items that have either aged past their required period in the retention schedule or are otherwise unnecessary to keep. Our archived files of contracts and history about member (and former member) libraries have been a good starting point, and I've been able to pair down the boxes a substantial amount. I'm setting aside anything related to member history including photos, newspapers, etc. that may be of interest to member libraries and will get them to you in the future. There have been some interesting finds in these archives, but there have also been many items like state aid reports that we do not need physical copies of.

Procedure Manual: I've been working on our "WPLC Procedures" manual now that those procedures have been removed from our policy manuals. Procedures that were previously in our employee handbook or policy manual have now been organized and renumbered in their own documents. There's still a lot of work to do over time to create a more comprehensive manual, but this in conjunction with our OneNote file ensures sure that we have everything documented somewhere.

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.