

## **Office Manager's Report December 2024**

**Peabody Update Project:** The project proposal I submitted to the University of Michigan School of Information (UMSI) was picked up in September, and I have met with the project team three times since the end of that month. From October – December, they are working on scoping their project and finalizing plans for the spring semester. Updates are slow during the Fall Semester while the students are working on scoping the project and finalizing a plan with their lecturers. After the new year, I anticipate meeting with them on a weekly or semi-weekly basis for project updates. The goal is to have a working prototype of the website after the end of U of M's spring term, around April – May. After this, I will be able to take the prototypes to a design team and get the website built.

I was able to let the project team know that on my ILL survey sent out in August, I received responses from a significant number of Peabody users who would be willing to help with the project when the team is ready to do interviews with users and their designs. I had about 10 ILL contacts say that yes, they would like to help, and around 20 who responded with 'maybe,' and the team was very happy to hear that there is an engaged user base who is interested in helping out. Your feedback throughout the process will be extremely helpful to me, the students, and the Peabody program's future, and I encourage you all to keep an eye out for updates in the coming months. If you would like additional information about the project, please feel free to reach out.

**Interlibrary Loan:** Outside of the Peabody update project, ILL has been steady. I billed for Q3 in October, and requests have been steady.

I ran a few reports in OCLC for our WorldShare participation since the 21-22 fiscal year because I was curious about our usage trends. There was some interesting information useful for administrative purposes, but something I thought that was worth mentioning to members was the increase of use in Peabody from the 22 – 23 fiscal year compared to that in 23 – 24.

In 22-23, I processed 686 borrowing requests for Peabody participants. This number increased dramatically in 23-24. I processed 1005 borrowing requests, a 46% increase from the year prior. In comparison, the 22-23 FY was only a 15% increase from 21-22.

These numbers do not include "Unfilled" requests that are not eligible to be placed in OCLC or requests that are cancelled before I could process them.

### **Borrowing Stats (submitted by participating members)**

October 2023 – September 2024: 1005

October 2022 – September 2023: 686 (15% increase from 2021-2022)

October 2021 – September 2022: 599

### **Lending Stats (filled by participating members)**

October 2023 – October 2024 : 245

2022 – 2023 : 151 (lower number due to previous issues with email notifications)

2021 – 2022 : 203

I also had two libraries who hadn't been participating in Peabody the past several years request items in November. I was very happy to see them making use of the service.

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.

**Website Accessibility:** Kate and I are working on project planning to ensure that the WPLC website meets accessibility standards. Currently we're in the beginning stages of this project, and I will make sure to bookmark helpful resources that I find along the way in case they are useful to members doing their own accessibility updates.

**Copy Cataloging Requests:** Bib requests have been steady the past few months, averaging requests for 300-500 records a month.

**Original Cataloging:** 2023 – 2024 was the first year that we were able to start offering original cataloging services to WPLC members at no additional cost. Between when this began in January 2024 and September 2024, I created 225 original records. I've also made another 18 in October & November of this fiscal year. I'm really happy to be able to offer this service and plan to continue doing so.

**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.