

## **Office Operations & Administration Report July 2017**

### **Library Inventory**

A large portion of my time since April has been working in the library on the inventory project. I purchased and installed the Inventory Manager upgrade to our PastPerfect software, and this installation also gives us the ability to bar code our collection. John and I discussed this concept in light of Joe's comment during our April teleconference, and we agreed that it would be a logical step to ensure that future inventories go quickly and smoothly.

Yet when undertaking a new procedure, things do not always go as planned!! In order to bar code our collection, each volume must have a unique identifier. Volumes cataloged within the past 8 years or so were given an "object ID" which will serve as the bar code identifier. However, a large portion of our collection does not have anything other than title, author, and possibly subject assigned in the software. Thus, in addition to locating and documenting our collection, I need to assign ID numbers to those items that do not have them so that I can print and attach the bar code labels. While this is slowing me down somewhat, the ultimate objective is more than worth the effort.

I have determined we have multiple copies of many volumes. How many should we keep, and does the Board have a recommendation on the best way to dispose of the extra copies?

### **Fire Suppression**

On Sunday, June 18, the CAA building experienced another incident with our fire suppression system. Lexington experienced a severe storm, which caused a temporary power loss to the Horse Park. When the compressor restarted, it was unable to recharge the overhead pipes due to an unknown leak in one of the pipes. The compressor overheated, triggering a fire alarm. When the fire unit responded, they turned off the compressor, which allowed water to enter the overhead pipes. While the KHP police were in the building, along with Kathleen and I, the pipe gave way and water started dripping from the ceiling and overloading the drainage pipe in the control room, flooding the carpet in the vicinity. Although some baseboard and ceiling panels will need to be replaced, the leak was at the opposite corner of the building, and no CMA resources were impacted.

Jill has contracted with Landmark to have all the overhead pipes replaced; but because they are located in the uninsulated attic area, this work cannot be done until the weather cools. Replacement will cost about \$50,000, and at its most recent Board meeting on June 29, the CAA Board approved the funds to have the work performed.

### **Carriage Festival**

I prepared a display board for the Carriage Festival. Jill asked me to sit at the CAA/CMA information table for Friday and Saturday's classes, and we both saw the opportunity to present

the CMA to the public as well. In addition to the display board, I prepared 2 hand-outs (*Tips on Researching Your Carriage* and a reprint of an article on *Naming Carriages* that appeared first in 1872 in *The Hub* and then Vol. 1, No. 1 of the *Carriage Journal*). I also provided copies of our brochures and the remaining copies of our 2017 calendar as freebies.

The joint CAA/CMA table received enough visitors that much of the “freebie” supplies (calendars, Carriage Journals, articles, a few mouse pads, brochures and business cards) were handed out. Due to a short article that appeared in the Lexington Herald-Leader, Saturday evening’s session was well attended, with many of the spectators stopping by the booth to peruse the information provided.

### **Miscellaneous Administration**

We have sold our last copy of *Horse Drawn Funeral Vehicles*. I have located the digital files and received a quote from Bookmobile to have it reprinted. Is this something the Board would like to consider for the 2018 budget?

My remaining time has been spent on the usual administrative activities, preparing for the Board meeting, and responding to a variety of research questions. The most interesting was a query on the origin of the term “Brewster green.” I am still working on that one!

Respectfully submitted,  
Virginia Goodman