Western Maryland Regional Library Organization Chart [Updated, June 2018]

Mary C. Baykan
Executive Director

Elizabeth Hulett
Director

Darlene Reimond
Head of ILL
Head of Collection Development

William (Bill) Taylor
Head of Technical Services

Jill Craig
Digitization Librarian/
WHILBR Coordinator

Tracy Carroll
Web Services
Specialist

Katharine Ware
Staff Development
Coordinator

Sarah (Sally) Hull
Cataloging/ILL/Printing

Maria Smucker
Cataloger
Librarian I (LI)

Frances Lockley
Human Resources Asst./
Bookkeeping

Tobin Bakner
IT/
Polaris/Server

Susan (Susie) Poper
ILL/Processing/
Deposit Collections

Dennis McPherson
ILL/Deposit Collections

Brian and Rachel Spataro
Library Delivery Driver

[Contract]

Hub City Express
Delivery Service

[Contract]

Rachel Babylon
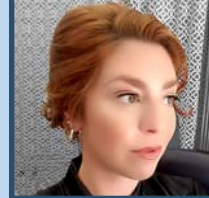ILL/Deposit Collections

Elizabeth Hulett, Associate Director
ehulett@wmrl.info / 301-739-3250 ext. 550
● Management of the department
● Planning, budgets, & grants
● Database subscriptions

Frances Lockley, Human Resources
flockley@wmrl.info / 301-739-3250 ext. 162
● Human resources
● Ordering supplies and paying bills
● Mending materials

Kate Ware, Staff Devel. Coordinator
Kware@wmrl.info / 301-739-3250 ext. 559
● Facilitate staff training and certification
● Organize Tri-County Summit
● Create Emerging Technology Collection

Darlene Reimond, Head of ILL & Col. Development
dreimond@wmrl.info / 301-739-3250 ext. 551
● Evaluate and select materials for deposit
● Manage ILL
● Manage acquisitions and delivery

Tracy Carroll, Web Specialist
tcarroll@wmrl.info / 301-739-3250 ext. 555
● Create library websites and assist staff
● Manage WMRL database access
● Collaborate on Polaris administration
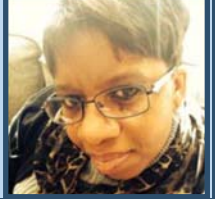
Sally Hull, Library Associate
● shull@wmrl.info / 301-739-3250 ext. 500
● Catalog WMRL materials
● Handle OCLC requests
● Printing for member libraries
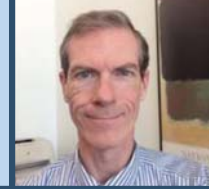
Bill Taylor, Head of Technical Services
wtaylor@wmrl.info / 301-739-3250 ext. 552
● Administer Polaris system for 3 organizations
● Data reporting and analysis
● Staff training

Susie Poper, Library Assistant
spoper@wmrl.info / 301-739-3250 ext. 557
● Process WMRL materials, including:
● books — non-fiction and large print
● A/V — DVDs, Blu-Rays, CD books
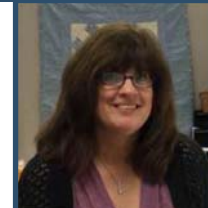
Maria Smucker, Cataloger
mscmucker@wmrl.info / 301-739-3250 ext. 550
● Cataloging WMRL materials
● Staff training
● Consult with catalogers in member libraries

Dennis McPherson, Library Assistant
dmcpherson@wmrl.info / 301-739-3250 ext. 556
● Handle delivery and distribution of
● ILL materials
● Deposit collections

Tobin Bakner, Jr. Systems Administrator
tobin@washcolibrary.org / 301-739-3250 ext. 395
● Manage network and servers
● Advise on Polaris administration
● Consult with member libraries on system issues

Jill Craig, Digitization Librarian
jcraig@wmrl.info / 301-739-3250 ext. 553
● Create and manage WHILBR
● Locate and scan historic materials
● Transcribe metadata
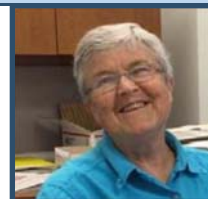
Rachel Babylon, Library Assistant
rbabylon@washcolibrary.org / 301-739-3250 ext. 554
● Assist in cataloguing items
● Create content for WHILBR
● Process ILL Items