

Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (June)

Date: July 5, 2017

- *12 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- *Worked day and evening shifts at the reference desk.
- *Led 2 English Conversation Groups .
- *Coordinated and led 2 of the 4 Lunchtime Meditation Programs (monthly attendance: 44)
- *Attended "Overdrive and Ebook Refresher for Staff" training by Austin Olney.
- *Bi-monthly Slow Reading Book Group by Ellen Lambert (attendance: 12).
- *Coordinated end-of-year orders with vendors.
- *With Melanie Carnes of WLS, cleared out acquisitions module in preparation for new fiscal year.

Rest of Department

*Mary Black and Suzanne Erhard placed the few remaining orders of the year and processed many summer reading materials. They received materials, tracked and paid invoices, cataloged and processed items, took missing and weeded items out of the online catalog, handled cancellation lists, fixed location errors, monitored quality of vendor-processed materials. They kept the department running smoothly during my 9-day vacation.

*Jerrick Harris assigned call numbers, processed YA graphic novels, and helped with deletions and other tasks such as transferring new books to old.

*Volunteer Jovaun Jackson did a big shift and interfiling of reference books on the Third Tier.