

Christiane Deschamps  
Department: Collection Management  
Subject: Monthly Report October

Date: November 1, 2017

- \* 28 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- \*Worked day, evening, and weekend shifts at the reference desk.
- \*Led 1 English Conversation Group.
- \*Coordinated and led 3 of the 4 Lunchtime Meditation Programs. Guest presenter led 1 program. (Attendance for month: 39.)
- \*Attended Library/YWCA Alliance for Change Book Club program with author Ibi Zoboi.
- \*Wrote book annotations for October WPPL newsletter.
- \*With Suzanne Erhard, attended "Inclusion Is Within Everyone's Ability" staff development training.
- \*Facilitated 2 sessions of Slow Reading group. (Attendance for month: 13.)
- \*Mariel Perez completed weeding of Spanish books collection; Sharon Rothman completed same of Small Business/Job Information/Foundation Collection.
- \*Met with Rothman and Tim Baird to plan weeding of cookbooks to accommodate robust growth in that area of our collection.
- \*With assistance from Shelver Janet Eaton (and use of Director Station printout), identified missing CDs in our collection, making shelflist count more accurate.

### **Rest of Department**

- \*Mary Black and Erhard placed orders, received materials, tracked and paid invoices, cataloged and processed items, took missing and weeded items out of the online catalog, covered books, handled cancellation lists, fixed location errors, monitored quality of vendor-processed materials (alerting me about any problems).
- \*Jerrick Harris assigned call numbers, processed YA graphic novels, and helped with deletions.
- \*Alexandra Serra assisted with many weeding projects, transferred new books to old, linked items, processed books, requested bibliographic records from WLS, prepared materials for Better World Books, and assisted with missing items lists.