

Christiane Deschamps
Department: Collection Management
Subject: Monthly Report October 2018

Date: November 7, 2018

- *52 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- *Worked day and evening shifts at the reference desk.
- *Led one English Conversation Group.
- *Led 4 Lunchtime Meditation programs; Guest leader did 1. Monthly attendance: 37.
- *"Slow Reading" Book Discussion attendance for 2 sessions: 30.
- *Coordinated and attended 1 Wellness Wednesdays program. "Relax and Restore with Harmonic Alchemy" (20 attended).
- *Researched and contacted potential presenters for Winter/Spring Wellness Series.
- *Finished weeding nonfiction in Storage Available section.
- *Worked with Ben Himmelfarb, who resumed weeding of 900s history section.
- *Was a volunteer for the Library Gala.
- *With Collection Management staff, worked on reports from WLS to fix catalog records in preparation for the migration to a new ILS.
- *Attended Library's "Common Ground program on Civic Engagement & Voting (Community Conversation)".

Rest of Department

*Mary Black placed all book orders with Baker & Taylor, received materials, tracked and paid invoices, cataloged and processed items, took missing and weeded items out of the catalog, handled cancellation lists, monitored quality of vendor-processed materials (alerting me about any problems), ensured patron requests and street-date materials were tagged, and brought to the public on time. Black also assisted with WLS reports.

*Suzanne Erhard handled all AV materials—placing orders, receiving, tracking and paying invoices, noting cancellations, and reviewing processing done by Midwest (helping to resolve issues with their work). Erhard received and paid for Ingram orders, processed both books and AV materials and worked day, weekend, and evening shifts at the Hub "Periodicals" Desk.

*Alexandra Serra assisted De Luca with weeding projects (music CDs and Graphic Novels), pulled and transferred materials from new books section to old, linked items, processed books, requested bibliographic records from WLS,

*Jerrick Harris (from Circulation Department) assisted with processing YA Graphic Novels, assigning call numbers, and fixing bibliographic and spine labels on books.

*Volunteers Audra Russell and Mike Park prepared 30 boxes that were sent to Better World Books. Russell selected books for Valhalla shelter.