

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

Date: January 2, 2019

- \*20 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- \*Worked day, evening, and weekend shifts at the reference desk.
- \*Led one English Conversation Group.
- \*Led 3 Lunchtime Meditation programs; Guest leader did 1. Monthly attendance: 62.
- \*"Slow Reading" Book Discussion monthly attendance for 2 session: 29.
- \*Read 2 novels and took part in Big Read meeting to select 3 books to consider for the City.
- \*Weeded biographies A – F.

### **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 and missing 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 many J Spanish titles and WLS reports.

\*Suzanne Erhard handled all AV materials—placing orders, receiving, tracking and paying invoices, noting cancellations, and reviewing processing done by Midwest. 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. She organized supply lists (stickers, etc.) to maintain better inventory. Did monthly newspaper flip for Periodicals.

\*Alexandra Serra assisted with weeding projects (e.g. graphic novels, biographies), pulled and transferred materials from new books section to old, linked items, processed books, and requested bibliographic records from WLS. Serra also processed many books for the new collection of Grade Level books in the Trove.

\*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 worked on Better World Books. 30 boxes were shipped.