

Christiane Deschamps  
Department: Collection Management  
Subject: Monthly Report February 2019

Date: March 6, 2019

- \*13 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- \*Worked day and evening shifts at the reference desk.
- \*Led 3 Lunchtime Meditation programs; Guest leader did 1. Monthly attendance: 43.
- \*"Slow Reading" Book Discussion monthly attendance for 2 session: 28.
- \*Met with Donnie Simmons to review how selection of materials and Collection Management work at our Library.
- \*36 attended the Wellness program "Relax and Restore with Sound Meditation."
- \*24 attended the Wellness program "Mindfulness as a Tool for Stress Management and Self-Exploration."
- \*With Mary Black and Suzanne Erhard, cancelled 1000+ orders in our acquisitions module, in preparation for the catalog freeze on 2/18.
- \*Alerted selectors about cancellations and began re-carting all the titles in preparation for re-ordering once Evergreen is "live."
- \*Coordinated additional catalog cleanup with Melanie Carnes of WLS.
- \*With Black, Erhard and Alexandra Serra, attended WLS Evergreen training.
- \*Met with Brian Kenney and Bill Deierlein to adjust materials budget for rest of fiscal year, accommodating the need for funds to process AV and books externally.

### **Rest of Department**

- \*With ordering of processed materials through the catalog suspended, Department focused on processing and linking to catalog as many materials as possible before the catalog freeze.
- \*Orders for high-interest materials were placed using a vendor not linked to the catalog. These items were received, cataloged and processed.
- \*Weeding of materials continued.
- \*Erhard worked day, weekend, and evening shifts at the Hub "Periodicals" Desk. Did monthly newspaper flip for Periodicals.
- \*Alexandra Serra pulled and transferred materials from new books section to old (until 2/14), linked items, processed books, and worked on Better World Books project.
- \*Jerrick Harris (from Circulation Department) assisted with processing YA Graphic Novels, assigning call numbers, and fixing bibliographic and spine labels on books.