

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

Date: April 3, 2019

- \*26 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- \*Worked day, evening, and one weekend shift at the reference desk.
- \*Led one English Conversation Group.
- \*Led 3 Lunchtime Meditation programs; Guest leader did 1. Monthly attendance: 44.
- \*"Slow Reading" Book Discussion monthly attendance for 2 session: 23
- \*19 attended the Wellness program "Relax with Reiki" with Andrea Deierlein.
- \*41 attended the Wellness program "Deep Relaxation Sound Bath and Mindfulness Meditation" with Daniel Lauter.
- \*With Suzanne Erhard, attended WLS Tech Services training
- \*Met with Raquel Cavalcanti to discuss Trove book processing priorities and summer reading requirements.

### **Rest of Department**

Much of the staff time was spent learning to use the new ILS, Evergreen, and reporting problems to our Systems Staff and WLS.

With CLS (Customized Library Service) halted with our 2 main vendors—Midwest and Baker & Taylor-- books have been ordered unprocessed from Ingram. This translated to manual cataloging, processing, and linking of materials to the catalog by everyone in the department.

- \* Black worked mostly in Circulation Department, as there were many issues to resolve with Evergreen.
- \* Erhard handled all AV materials and worked day, weekend, and evening shifts at the Hub "Periodicals" Desk. Did monthly newspaper flip for Periodicals.
- \* Serra pulled and transferred materials from new books section to old, linked items, processed books, and requested bibliographic records from WLS
- \*Volunteer Mike Park worked on Better World Books. 30 boxes were shipped.