

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

Date: October 9, 2019

- *32 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- *Worked day and evening shifts at the reference desk.
- *Led 2 Lunchtime Meditation programs; Guest leaders did 2. Monthly attendance: 66.
- *Slow Reading Book Discussion attendance for 2 sessions: 28.
- *Fall Wellness programs began: "Sound Healing & Tibetan Singing Bowls" 33 attended;
"Dealing with Difficult People" 14 attended
- *With Evergreen acquisitions module not fully functional, worked with Allison Midgley at WLS, Angela Kilsdonk at Equinox, and vendors Midwest and Baker & Taylor, putting through many test orders to try and resolve problems.
- *98% of orders still need to be placed outside of the acquisitions module, which means extra processing and linking work for staff and an inability of patrons to reserve materials that are on order. Department strives, nevertheless, to get high-demand titles and patron requests to the public as quickly as possible.
- *With Ryan Jackson, our resident Evergreen Techxpert, John Lolis, and Mary Black, sorted out Evergreen problem of reserves not going to White Plains cardholders first and attempted to clarify permissions issues.
- * Suzanne Erhard handled all AV materials and helped out with books. She worked day, weekend, and evening shifts at the Hub Periodicals Desk. Did monthly newspaper flip for Periodicals.
- *Black linked and processed many books. Both Erhard and Black manually created and paid invoices, which are usually created by the acquisitions module.
- * Alexandra Serra pulled and transferred materials from new books section to old, linked items, processed books, and requested bibliographic records from WLS.
- *Jerrick Harris linked and processed nonfiction and all YA Graphic Novels.
- *New volunteer, Zach Taitz, and Mike Park boxed Better World Books materials.