

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

Date: November 6, 2019

- \*24 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
  - \*Worked day and evening shifts at the reference desk.
  - \*Led 2 English Conversation Groups.
  - \*Met with Ellen Lambert to plan Winter/Spring Slow Reading program.
  - \*Met with new Youth Services Librarian, Caroline Reddy, to give her an overview of Collection Management Department and its role in acquiring Library materials.
  - \*Took part in conference call with new Baker & Taylor Customer Success Manager, Christina Cotton, along with Allison Midgley, Angela Kilsdonk, and several staff members from B & T. Evergreen, Acquisitions module, and materials deliveries problems were discussed
  - \*Led 3 Lunchtime Meditation programs; Guest leaders did 2. Monthly attendance: 58.
  - \*Slow Reading Book Discussion attendance for 3 sessions: 34.
  - \*Fall Wellness programs attendance: "Forgiveness: Making Peace with the Past" (10) ; "Relax with Reiki" (22); "Medical Cannabis 101" (17).
  - \*Researched and contacted several potential Wellness presenters, booking some.
  - \*With Evergreen acquisitions module not fully functional, continued working with WLS and vendors on troubleshooting, putting through additional test orders.
  - \*Attended Library program "What Should I Read Next?" with Carol Fitzgerald, President of The Book Report Network.
- \* 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.
- \*Mary 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.
- \*Thanks to volunteers Zach Taitz and Mike Park, 30 boxes of Better World Books were shipped out.