

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

Date: December 4, 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 3 Lunchtime Meditation programs; Guest leaders did 1. Monthly attendance: 44.
 - *Fall Wellness programs attendance: "Posture & Equanimity" (27); "Mindfulness in the Digital Age" (12); "Effective Communication" (17)
 - *Slow Reading Book Discussion attendance for 2 sessions: 37.
 - *Researched and contacted potential Wellness presenters, booking two.
 - *With Evergreen acquisitions module not fully functional, continued working with WLS and vendors on troubleshooting, putting through additional test orders.
 - *Attended Library program "Meet the Authors: Ben Himmelfarb and Elaine Massena."
 - *Met with our Midwest Tape Account Executive, Erin Horne, reporting problems with using acquisitions module to order AV materials from this vendor.
 - *Attended WLS training on "Evergreen -- Baker & Taylor Ordering."
 - *With Kathy Degyansky and Joshua Carlson, prepared a Program Proposal form for those interested in presenting here at the Library, as well as a revised Program Evaluation form.
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- * 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.
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- *Mary Black linked and processed many books. Both Erhard and Black manually created and paid invoices, which are usually created by the acquisitions module.
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- * Alexandra Serra pulled and transferred materials from new books section to old, linked items, processed books, and requested bibliographic records from WLS.
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- *Jerrick Harris linked and processed nonfiction and all YA Graphic Novels.
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- *Thanks to volunteers Zach Taitz and Mike Park, 30 boxes of Better World Books were shipped out.