

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

Date: January 2, 2020

- *13 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- *Worked day and evening shifts at the reference desk.
- *Led 1 English Conversation Group.
- *Led 2 Lunchtime Meditation programs; Guest leader did 1. Monthly attendance: 21.
- *Fall Wellness program attendance for "Stress Less!" 14.
- *Slow Reading Book Discussion attendance for 1 session: 17.
- *With Evergreen acquisitions module not fully functional, continued working with WLS and vendors on troubleshooting, putting through additional test orders.

Others in the Department

- * 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 and assembled supplies list.
- * 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.