

Christiane Deschamps  
Department: Collection Management  
Subject: Monthly Report January 2020

Date: January 29, 2020

- \*12 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- \*Worked day and evening shifts at the reference desk.
- \*Led 4 Lunchtime Meditation programs; monthly attendance: 41.
- \*Slow Reading Book Discussion attendance for 2 sessions: 34.
- \*With Evergreen acquisitions module not fully functional, continued working with WLS and vendors on troubleshooting, putting through additional test orders.
- \*Met with Ingram sales rep Rob Scott to discuss possibility of using that vendor for ordering through acquisitions, with full processing.
- \*Met with Allison Midgley from WLS to show her B & T ordering procedures and to review Evergreen Reports and acquisitions issues.
- \*Lined up last presenters for the March-June Wellness programs and worked with Kristen Thornton-De Stafeno on the flyers.

#### 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.
- \*Volunteers facilitated preparation of 30 boxes for Better World Books.