

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

Date: March 4, 2020

- \*21 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- \*Led 1 English Conversation Group.
- \*Worked day and evening shifts at the reference desk.
- \*Led 1 Lunchtime Meditation program; guest leaders led 2. Monthly attendance: 54.
- \*Conference call with vendor Midwest representatives to iron out acquisitions and processing guidelines for our AV materials.
- \*Slow Reading Book Discussion attendance for 2 sessions: 23.
- \*With Brian Kenney, had conference call with B & T representatives to discuss unacceptably slow delivery of our books.
- \*Attended PLA (Public Library Association) conference in Nashville, meeting with Ingram representatives, attending several educational workshops, and visiting exhibits.
- \*Attended WLS Census Training workshop.

#### 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. She attended the WLS Census Training workshop, did monthly newspaper flip for Periodicals, and assembled supplies list.
- \*Mary Black linked and processed many books—especially those on the partially processed B & T account -- and began ordering books using 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.