

Christiane Deschamps

Department: Collection Management

Subject: Monthly Report March 2020 (2 weeks working from home)

Date: April 7, 2020

\*15 Request a Purchase forms were processed (AV requests done by Karyn De Luca).

\*Guest leaders led 2 Lunchtime Meditation programs. Total attendance: 20.

\*Slow Reading Book Discussion attendance for 2 sessions (1 virtual): 38.

\*Wellness program "How to Get a Better Night's Sleep" (6 attended).

\*Trained with Austin Olney on using Zoom.

\*With John Lolis' help, got Evergreen set up at home and accessed fund-line and other acquisitions module information.

\*Set up 4 Virtual Wellness programs for April.

\*With Brian Kenney and Bill Deierlein, re-allocated materials fund lines, shifting remaining money to Ebooks and E-audio books.

\*Set up work projects for Suzanne Erhard to do at home.

\*Took Lynda.com tutorials on Google Docs and Drive.

\*Contributed to one issue of Week on Martine newsletter.

\*With Karyn, created list of Overdrive titles in the "Calm, Comfort, Wellness" category.

\*Placed final book orders with Baker & Taylor

### **Others in the Department**

\* Suzanne handled all AV materials and helped out with books. From home, she paid Overdrive invoices and corrected things in acquisitions module and began taking classes. This included several Lynda.com tutorials (including Google Docs, Google Drive).

\*Alexandra Serra shifted new books to old, linked and processed materials, and requested bibliographic records from WLS.

\*Mary Black received and processed books and paid invoices. From home, she resolved issues with library cards and met virtually with her staff.