Lauren Lichtenthal (numbers may be off this month because I wasn't aware of everything I needed to report–my apologies)

Worked with Suzanne Erhard to zero out fiscal year orders from all vendors and in the acquisitions module. All orders were closed or canceled in order to start the new fiscal year from scratch. Canceled orders were put into various carts in order to be reviewed by selectors and ordered in the new fiscal year.

Contacted WLS to have them set up the next fiscal year in Acquisitions

Cleaned up catalog using various reports; correcting items that were long missing, on order, unlinked, linked incorrectly, etc.

Processed approximately 10 Request a Purchase forms (AV and Overdrive by Karyn De Luca)

Worked out how to give away weeded media, as it would be difficult to recycle

Tracked funds in order to spend monies by end of fiscal year

Contacted vendors to introduce myself and update contact information

Sent items and/or ISBNs to WLS for bib records

Suzanne Erhard

Received, linked to catalog, and processed adult and J book and AV materials, created and paid invoices; tracked processing costs, Foundation funds, and invoices; corrected item information in the catalog; requested bibliographic records from WLS; worked with Lichtenthal to resolve acquisitions/ cataloging/processing issues.

Karen Jackson

Linked and processed books, changed new books to old, removed weeded items from the catalog, selected viable, patron donations for the Friends, worked to correct issues in the adult graphic novel collection.

Betsy Purtell

Processed books, took items out of the catalog, prepared materials for shipping to Sustainable Shelves and Better World Books, worked on library statistics for Tim Baird, worked on ongoing project with children’s storage materials and relabelling adult graphic novel collection.

Jerrick Harris

Linked, classified, and processed adult nonfiction and graphic novels as well as YA materials.

Mary Black

Linked and processed new books, went through problem items, changed new books to old