

# Technical Services Department

## December 2021

Completed the project to update series.

Completed Niche Academy training on December 17, 2021.

Keri was trained on how to update and publish website content, page schedules, Enterprise Rooms, backup the web server, and to monitor and update the firewall blocks for WordPress.

Keri launched the web information for the 2022 Extreme Book Nerd program, complete additional updates for Meet the Author and Holiday Closures, and updated and/or completed 5 Enterprise Rooms.

Keri completed certificates for Graphic Design Fundamentals, Web Design Fundamentals to complete her Associate's degree in Professional Studies from BYU-I.

Completed first run through on the 830 series project. Now working on leftover fiction titles, 440 field, CDB and LP titles and iNEW leftovers.

This list of missed items consists of 53 pages, 12.5 pages are finished.

Gwyn watched and finished 2 Niche Academy videos from Ryan Dowd.

Gwyn and Keri completed original cataloging on 20 books.