

By: Christiane Deschamps  
Department: Collection Management  
Subject: Monthly Report (June)  
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### **Customer Service**

Karyn De Luca and I worked at the Reference Desk, filling in as needed. We processed 9 Request a Purchase forms.

### **Collection Management**

Brian Kenney, Tim Baird, De Luca and I met to review statistical data on the Adult Collection (books, ebooks, and AV materials). Looking at such things as turnover rates and titles that had low or high circulation, we identified trends that will inform our allocation of funds in the new fiscal year.

I worked with Midwest Tape, finalizing processing guidelines for our Adult DVDs. First test order was placed.

Susan Siegel selected 2 large boxes of paperbacks (from Friends' supply) for the Volunteers of America to bring to the Valhalla Shelter.

Weeding continued in the 600s and 800s, with Mary Black and Siegel pulling and noting circulation information on books I then review. De Luca completed her weeding of the computer books area.

Book displays this month included: "Maya Angelou" (De Luca); and "Dog (and Cat) Days of Summer" (myself).

Steve Wood, our first volunteer for the "Green Team" started working a few hours each week. He is boxing up and labeling materials for Better World Books and the CD Recycling Center.

### **Technical Services**

Siegel, Black and Theresa Jattan placed the few last orders of the year, received, processed and cataloged materials; deleted items; removed canceled orders from acquisitions module; searched for bibliographic records; and refreshed New Books area.

### **Other**

I led one English conversation group; watched a webinar on IndieFlix, a streaming platform for independent films; and attended several demos—acquisitions, cataloging, and reports--on the ILS Innovative, which WLS is considering.

