

Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (June)

Date: July 6, 2016

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

Worked day and evening shifts at the reference desk.

Led 2 English Conversation Groups.

Set up, promoted, and attended new, weekly "Lunchtime Meditation @ the Library" program, which will run through the end of August. Attendance ranges from 10-14 per session.

With Staff Association, coordinated retirement breakfast for Susan Siegel; her last day was June 29.

With Trove staff, set up processing and circulation guidelines for Launchpads, tablets with apps for children.

Attended meeting of "Interim Services" group to plan services and collection access during the renovation.

Attended webinar "Engaged & Inclusive: Libraries Embracing Racial Equity and Social Justice." Speakers discussed staff and public library programs (e.g. book groups) focusing on and encouraging diversity.

With Mary Black, cancelled orders that would not arrive before June 30 and cleared up acquisitions module in preparation for rollover to new fiscal year.

Rest of Department

Susan Siegel, Theresa Jattan, and Mary Black placed year-end orders, received, processed, and cataloged materials (including many donations, Ingram orders and summer reading books); they checked candidates for weeding and deleted items.

Maya Leggat assisted with weeding, processing (including Launchpads), selected and boxed books for Valhalla shelter, and worked a Saturday in the Trove.

Jerrick Harris processed YA graphic novels and transferred new books to old.

Volunteer Jovaun Jackson packed and labeled 60+ Better World Book boxes and shifted book collections.