

Christiane Deschamps
Department: Collection Management
Subject: Monthly Report April 2019

Date: May 1, 2019

- * 28 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- * Worked day, evening, and one weekend shift at the reference desk.
- * Led 3 Lunchtime Meditation programs; Guest leader did 1. Monthly attendance: 53.
- * "Slow Reading" Book Discussion monthly attendance for 2 session: 19.
- * 19 attended the Wellness program "Relax with Reiki" with Andrea Deierlein.
- * 51 attended the Wellness program "Sound Healing & Tibetan Singing Bowls" with Michelle Clifton.
- * 33 attended the Wellness program "Steeping the Perfect Cup of Tea" with Anupa Mueller.
- * With Suzanne Erhard, attended "Dealing with Difficult People" library program led by Mimi Liebman.
- * Met with Brian Kenney and directors of Scarsdale and Larchmont Public Libraries to discuss acquisitions issues and the fact that the module has not yet been set up in Evergreen.
- * Had conference call with Baker & Taylor to discuss ordering procedures without said module. Things were set up so that vendor could partially process the new books.

Rest of Department

- * Materials ordering resumed in earnest (see photo of the mail room!).
- * Mary Black put in extra hours in Collection Management to deal with receiving and processing the large volume of books.
- * Erhard handled all AV materials and worked day, weekend, and evening shifts at the Hub "Periodicals" Desk. Did monthly newspaper flip for Periodicals. She also attended a WLS Tech Services training on Evergreen and assisted with "Steeping the Perfect Cup of Tea" program.
- * Serra pulled and transferred materials from new books section to old, linked items, processed books, and requested bibliographic records from WLS.
- * Jerrick Harris pitched in a lot this month, linking and processing items, checking for items on the Lost Reports list, assigning call numbers, and handling all YA Graphic Novels.
- * Volunteer Mike Park worked on Better World Books. The Friends of the Library will be getting a check in the amount of \$611 for our recent shipments to them. Also, a box of book donations was given to the Valhalla Shelter.

