

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

Date: June 5, 2019

- *44 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 1 English Conversation Group and attended Kurt Constable's English Conversation Group Staff workshop.
- *Led 4 Lunchtime Meditation programs; Guest leader did 1. Monthly attendance: 49.
- *Slow Reading Book Discussion attendance for 1 session: 9. Met with presenter Ellen Lambert to plan Slow Reading program for the Fall/Winter.
- *Met with Bill Deierlein to review materials (book and AV) budget.
- *Met with Brian Kenney and Youth Services selectors to review ordering of materials for the rest of the fiscal year.
- *Spent one day at BookExpo in New York City, attending an audio-book program and visiting vendor exhibits.
- *Met with Mimi Leibman to discuss Wellness Programs she will do in the Fall/Winter and contacted other presenters to discuss details of the Series.
- *With the large volume of AV and books arriving, staff from several department helped with the linking of partially processed books: Lauren Lichtenthal (Juvenile books), De Luca (new and old fiction); Kenney (new fiction and large print). This was much appreciated!
- * Mary Black put in extra hours to deal with receiving and processing books and invoices.
- * Suzanne Erhard handled all AV materials and worked day, weekend, and evening shifts at the Hub "Periodicals" Desk. Did monthly newspaper flip for Periodicals.
- * 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 as well, linking and processing several book trucks of nonfiction and all YA Graphic Novels.