

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

Date: July 1, 2019

- *24 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- *Worked day, evening, and one Sunday shift at the reference desk.
- *Led 1 English Conversation Group.
- *Led 3 Lunchtime Meditation programs; Guest leader did 1. Monthly attendance: 51.
- *With Suzanne Erhard and Mary Black, attended “Evergreen Acquisitions Training” webinar.
- *Attended WLS “Evergreen Reports—Collection Development” training. Followed up with Tim Baird to review and apply practices to our Library.
- *Contacted Liam Hegarty (Larchmont) and Lori Gagliano (Scarsdale) to learn about how those libraries were faring with Evergreen acquisitions module.
- *Attended Booklist webinar “Yoga & Meditation at the Library: Outreach and Inreach” by Jenn Carson.
- *Collection Management staff worked hard to finish out the fiscal year, prioritizing Summer Reading and in-demand titles. Kathlyn Carroll and Lauren Lichtenthal assisted with YA and J books.
- *Black linked and processed many books and invoices.
- * 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 linked and processed nonfiction and all YA Graphic Novels.
- *Volunteer Mike Park boxed Better World Books materials.