

## **Christiane Deschamps**

Department: Collection Management

Subject: Monthly Report March 2021

Date: April 6, 2021

### **White Plains Virtual Programs (Planned and/or Tech Hosted)**

- \*Lunchtime Meditation 5 programs (47 attended)
- \*Slow Reading Book Discussion 1 program with Ellen Lambert (11 attended)
- \*Future Is Female monthly Book Discussion with Ellen O'Connell (9 attended)
- \*COVID and Immune Health with Cedrick Batchateu (6 attended)
- \*English Conversation Group (5 attended)

### **Other**

- \*10 Request a Purchase forms were processed (AV and Overdrive by Karyn De Luca)
- \*Trained Karen Jackson to link items to catalog
- \*Weeded adult, medical books section
- \*Worked with Lauren Lichtenthal, who inventoried and corrected records for the J paperback collection
- \*18 boxes of pre-screened materials went to Better World Books
- \*Worked with Scarsdale library and WLS to fix problem of item-level overlays in catalog
- \*ordered all adult, YA, and J books

### **Webinars and Virtual Meetings**

- \*Conversation with Mara Gay
- \*Adult Services Programming meeting

### **Suzanne Erhard**

Ordered all AV materials; checked shipped materials against packing slips and invoices; received, linked to catalog, and processed book and AV items; created and paid invoices; corrected item information in the catalog; requested bibliographic records from WLS; linked and processed 10, circulating blood pressure monitors.

## **Webinars and Virtual Programs**

\*Women's History Month: Helena Rubinstein and Emily Roebling with Toni McKeen (Harrison Public Library)

\*Digital Learning "Library Social Media" Austin Olney at White Plains

\*Circulating Laptop - Basics of Acer Enduro T1 (Olney's YouTube)

### **Karen Jackson**

After De Luca's extensive weed of adult DVDs and Mysteries, Jackson took items out of the catalog. Processed books, changed new books to old, checked Evergreen reports against materials on the shelf.

### **Betsy Purtell**

Processed books, took items out of the catalog, and worked on library statistics for Tim Baird.

### **Terri-Ann Chinsee**

Working from an Evergreen shelflist, checked status of Adult music CDs.