Christiane Deschamps

Department: Collection Management

Subject: Monthly Report May 2020

Date: June 3, 2020

**White Plains Virtual Programs (planned and attended);** Zoom stats are estimates

*Lunchtime Meditation 4 programs (62 attended)
*Mindfulness for All” (13 attended)
*Slow Reading Book Discussion (1 session; 20 attended)
Sound Healing & Tibetan Singing Bowls. (60 attended)
*Less Sugar, Better Health (10 attended)

**Other**

*Planned Slow Reading and the Future Is Female book programs for the summer.

*Met with Lindsay Stratton and Allison Midgley of WLS to review holds reports and process. Followed up with Mary Black to discuss holds workflow going forward.

*Returned to Library and received/processed books delivered after 3/16, identifying those with White Plains cardholder reserves.

**Webinars and Meetings**

Evergreen 3.4 Upgrade (WLS)

Evanced and Zoom Training (Austin Olney)

Book ‘Em book discussion group

League of Women Voters Meet the Candidates (5/21)

Tibetan Sound Healing (Harrison Public Library; potential Library presenter)

**Suzanne Erhard**

*Worked on a large acquisitions project, reconciling vendor and WLS reports with order information in the catalog, in preparation for the fiscal year end.

*Paid all Overdrive invoices; corrected item and order records in Evergreen.

*Continued work on transferring processing/cataloging instructions into google sheets.

**Webinars, Training, and Library Programs Attended**
*Lynda.com courses on: Google Calendar, Apps (Tips, Tricks, and Techniques)

*Olney’s Big Data and Online Privacy and Zoom and Evanced Training

*WLS: Zoom Workshop (Rob Kissner); Evergreen 3.4 Upgrade

*White Plains Library Wellness programs; attended 4

*Harrison Public Library: Yoga for All; An Evening with Authors; Stress and Coping During a Crisis

*Southeastern NY Library Council: Stress Management and Self Care and Psychological First Aid.