

## **Christiane Deschamps**

Department: Collection Management

Subject: Monthly Report July and August 2020

Date: September 2, 2020

### **July White Plains Virtual Programs (planned and attended)**

\*Lunchtime Meditation 4 programs (49 attended)

\*Future Is Female (8 attended)

\*Deep Relaxation Sound Bath (40 attended)

(There were no Wellness programs in August)

### **Other**

\*18 Request a Purchase forms were processed (AV and Overdrive by Karyn De Luca)

\*With Brian Kenney, Mary Black, Lindsay Stratton, and others, planned folding of holds requests into curbside pickup and, later in the month, curbside requests back into holds process.

\*With Kristy Bauman and Kathlyn Carroll discussed and planned both Wellness and craft programs.

\* Met with Dr. Adwoa Akhu to discuss January Wellness workshop. Contacted other presenters about possible "Waking up with White Plains" exercise program for next year.

\*With Karyn DeLuca and Bill Deierlein, arranged for new signage and arrangement of materials in new books area.

\*Completed Library subscription to RBdigital Magazines, making available 3500+ high-interest magazines to White Plains cardholders.

\*Began training Betsy Purtell and Karen Jackson so they could assist with collection management tasks.

\*159 cartons of Baker & Taylor book arrived (shipments that had been held up during Library closure); department has almost completed processing these.

\*Set up partial processing account and guidelines with vendor Ingram and placed many orders for must-have books (e.g. summer reading).

\*Resumed regular ordering using acquisitions module with Midwest and Baker & Taylor.

## **Webinars and Meetings**

\*Understanding Implicit Biases (WLA program, Dr. Adwoa Akhu)

\* What's next? Community Conversations in a Time of Profound Trauma (Black Caucus American Library Association)

\*Fad Diet or Bad Diet (Harrison Public Library, Elizabeth DeRobertis)

\*One White Plains Library Staff Town Hall meeting

\*Recording of Austin Olney's staff training: Zoombomb: Prevention and Response.

## **Suzanne Erhard**

\*With Mary Black out, spent most of her time processing, linking, and paying for the backlog of books from Baker & Taylor and new orders from Ingram.

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

## **Alexandra Serra**

Assisted with linking, processing, and deleting materials, and shifted new books to old. Her last day was July 10.