

## **Christiane Deschamps**

Department: Collection Management

Subject: Monthly Report November 2020

Date: December 2, 2020

### **White Plains Virtual Programs (planned and/or Zoom tech hosted)**

- \*Lunchtime Meditation programs (23 attended)
- \*Slow Reading Book Discussion--4 programs (Ellen Lambert) (57 attended)
- \*Future Is Female (Ellen O'Connell) 6 attended
- \*The Science Behind Mindfulness Practices (Laurence Magro) 9 attended
- \*Know the 10 Signs: Early Detection Matters (Jessica Flores) 5 attended
- \*Quick n Easy Tabletop Display (Kristy Bauman) 6 attended
- \*Immunizations 101 (Dr. Christopher Robles) 10 attended

### **Other**

Trained Karen Jackson in preparing and distributing weekly Purchase Alert list (WLS report that lists items with holds)

Worked with colleagues ironing out Holds procedures when Library is closed to in-person browsing.

Prepared 26 Grab&Go Kits (making a Gratitude Journal) for adults in time for Thanksgiving.

### **Webinars and Meetings**

One Book, One White Plains Book Discussion (Library program)

Estate Planning FAQs (Susan Edwards Colson)

Met with Brian Kenney, Bauman, and Bill Deierlein to discuss planning and budgeting of Adult craft programming and Grab&Go Kits.

### **Suzanne Erhard**

\*Physically processed and linked books and AV items. Handled all invoices, inputting many manually into Evergreen.

\*Note: Cataloging/processing work halted again one day due to Evergreen catalog being down

\*Requested bibliographic records from WLS.

### **Karen Jackson and Betsy Purtell**

Weeded, processed materials, changed new books to old, and worked on Library statistics and magazines. Working from Evergreen reports, corrected catalog and materials in hand.