

Christiane Deschamps

Department: Collection Management
Subject: Monthly Report December 2020
Date: January 5, 2021

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

- *Lunchtime Meditation 5 programs (36 attended)
- *Slow Reading Book Discussion 2 programs Ellen Lambert (26 attended)
- *Monthly Future Is Female Book Discussion with Ellen O'Connell (10 attended)
- *Monthly Short Story Book Discussion with Barbara Wenglin (40 attended)

Other

- *10 Request a Purchase forms were processed (AV and Overdrive by Karyn De Luca)
- *Prepared 26 Grab&Go: Adult kits
- *Met with Lauren Lichtenthal to plan and begin Trove collection projects (e.g. creating nonfiction section of J Easy Readers).
- *With assistance from Lichtenthal, Karen Jackson, and Suzanne Erhard, used Evergreen reports—e.g, Available Soon materials--to correct items in hand and catalog.

Webinars and Meetings

- * Evergreen Reports Hackfest for Collection Management (Allison Midgley, WLS)
- *WLS Adult Services Dialog (with focus on programming)
- *White Plains Library Adult Services Programming Meeting (hosted by Kristy Bauman)

Suzanne Erhard

Linked and processed book and AV materials; created and paid all invoices; corrected item information in the catalog; requested bibliographic records from WLS.

Webinars

Digital Library Resources (White Plains Library program)
Evergreen Catalog Discovery

Karen Jackson and Betsy Purtell

Weeded materials, processed books, changed new books to old, checked Evergreen reports against materials on the shelf. Purtell also prepared Library statistics. Jackson also handled mail deliveries and magazines.

Jerrick Harris

Processed YA College and Graphic Novels.