

Christiane Deschamps

Department: Collection Management

Subject: Monthly Report June 2021

Date: July 7, 2021

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

Lunchtime Meditation 5 programs (72 attended)

Future Is Female monthly Book Discussion with Ellen O'Connell (8 attended)

Quick n Easy Crochet with Kristen Thornton-De Stafeno (8 attended)

Other

10 Request a Purchase forms were processed (AV and Overdrive by Karyn De Luca)

Helped catalog and process last book shipments of the FY

Worked with Lindsay Stratton of WLS to clear out the acquisitions module before rolling over any outstanding orders to the new FY

Worked with vendors, Bill Deierlein, and Suzanne Erhard in sorting out year-end invoicing and budgeting

Meetings, Trainings, Programs

Remote Assistance at Public PCs Training (Austin Olney)

Zoho Registration and Training (Olney)

Suzanne Erhard

Received, linked to catalog, and processed book and AV materials, created and paid invoices; corrected item information in the catalog; requested bibliographic records from WLS. Attended these virtual programs:

Remote Assistance at Public PCs Training (Austin Olney)

Baking Bagels with Avery Robinson (WPPL)

Evergreen: Catalog Discovery (WLS)

Eating For a Healthier You (WLS)

John Lennon: Watching the Wheels (WPPL)
Defend Yourself - Safer Libraries, Two-Part Series (CLRC - Central NY
Library Resources Council)
Sunrise Scimitar (WPPL)
June 5th Honorees [National Sewing Machine Day, National Camera Day,
and Helen Keller] (Irvington Library)
Zoho Registration and Training (Austin Olney WPPL)

Karen Jackson

Linked and processed books, changed new books to old, weeded designated reference books on the Third Tier, checked which books met criteria for shipping to Better World Books. Attended these virtual programs:

Evergreen Essentials: Circulation (WLS)
Evergreen Plus: Reports (WLS)
Evergreen Tech Services (WLS)
Eating For a Healthier You (WLS)
Windows 10 Tips & Techniques
Defend Yourself - Safer Libraries, Two-Part Series (CLRC - Central NY
Library)

Betsy Purtell

Processed books, took items out of the catalog, worked on library statistics for Tim Baird, and prepared Better World materials for shipping.

Terri-Ann Chinsee

Working from Evergreen shelf-lists, pulled books for potential weeding.

Jerrick Harris

Linked, classified, and processed adult nonfiction and YA graphic novels.