

Christiane Deschamps

Department: Collection Management
Subject: Monthly Report October 2021
Date: November 3, 2021

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

- *Lunchtime Meditation 4 programs (32 attended)
- *Quick n Easy Drawing (with Grace Lo) (8 attended)
- *Breast Cancer: What You Need to Know (with Barbara Murphy of White Plains Hospital) (7 attended)
- *Monthly Future Is Female Book Discussion (with Ellen O'Connell) (6 attended)
- *2 Slow Reading Book Discussions (with Ellen Lambert) (36 attended)

Other

- *11 Request a Purchase forms were processed (AV and Overdrive by Karyn De Luca).
- *30 boxes of books went to Baker & Taylor Sustainable Shelves program
- *15 boxes went to Better World Books
- *Weeding the collection: Mary Black continued to assist with the history section
- *Attended webinar "Top Tips: Building and Ordering" (vendor Ingram)

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; worked with Trove staff to resolve cataloging/processing issues.

Karen Jackson

Linked and processed books, changed new books to old, weeded, selected viable donations for the Friends, checked which books met criteria for B & T's Sustainable Shelves program and Better World Books.

Betsy Purtell

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

Jerrick Harris

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