

Christiane Deschamps

Department: Collection Management
Subject: Monthly Report November 2021
Date: December 1, 2021

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

- *Lunchtime Meditation 4 programs (42 attended)
- *Quick n Easy Candle Shade (presented with Kathryn Carroll) (10 attended)
- *Monthly Future Is Female Book Discussion (with Ellen O'Connell) (7 attended)
- *2 Slow Reading Book Discussions (with Ellen Lambert) (36 attended)

Other

- *12 Request a Purchase forms were processed (AV and Overdrive by Karyn De Luca).
- *30 boxes of books went to Baker & Taylor Sustainable Shelves program
- *Weeding the collection: Mary Black and I continued with the history section
- *Attended EAP Training (Pamela Jones-Brice)
- *Attended Strategic Plan – Staff EDI planning session

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.