Christiane Deschamps

Department: Collection Management
Subject: Monthly Report May 2022
Date: May 27, 2022

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

*Lunchtime Meditation 4 programs
*Monthly Future Is Female Book Discussion (with Ellen O’Connell)
*2 Slow Reading Book Discussions (with Ellen Lambert)

Other

*6 Request a Purchase forms were processed (AV and Overdrive by Karyn De Luca)
*Weeded adult 300s with Mary Black’s assistance
*Adult paperbacks, fiction, and audiobooks were weeded by De Luca
*Wrapped up training with Lauren Lichtenthal
*With Lichtenthal and Customized Library Service (CLS) team from Baker & Taylor, discussed issues of fill rate and timely delivery of books
*Spoke at White Plains Library Foundation’s Board and Library of Trustees meetings

Suzanne Erhard

Received, linked to catalog, and processed adult and J book and AV materials, created and paid invoices; tracked processing costs, Foundation funds, and invoices; corrected item information in the catalog; requested bibliographic records from WLS; worked with Lichtenthal to resolve acquisitions/ cataloging-processing issues.

Karen Jackson

Linked and processed books, changed new books to old, removed weeded items from the catalog, selected viable, patron donations for the Friends.

Betsy Purtell

Processed books, took items out of the catalog, prepared materials for shipping to Sustainable Shelves and Better World Books (16 boxes went out), worked on library statistics for Tim Baird.

Jerrick Harris

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

Mary Black

Linked and processed new books. Working from Evergreen reports, pulled possible candidates for withdrawal from the collection.