

Christiane Deschamps  
Department: Collection Management  
Subject: Monthly Report (December)

Date: January 5, 2016

Worked day and evening shifts at the reference desk.

Led one English Conversation Group and helped prepare for and attended the Holiday party.

10 Request a Purchase forms were processed (AV requests done by Karyn De Luca).

With Kathy Degyansky, interviewed a final candidate for the part-time Collection Management Assistant position. Offered job to Maya Leggat and coordinated application process for City to approve the hire. Leggat will join the Department on January 11, 2016.

Met with Brian Kenney to discuss plans for housing library collections in the Storage Room during the renovation. Began weeding nonfiction in Storage.

Met several times with Ben Himmelfarb to discuss ideas for Location of Local History Collection before, during, and after renovation.

Met with Sia Tofano, toured the Recreation & Parks Community Center, and advised Tofano on what could be done to enhance the Center's small library.

### **Rest of Department**

Susan Siegel, Theresa Jattan, and Mary Black placed orders, received, processed, and cataloged materials; they checked candidates for weeding and deleted many items (including Missing and cancelled orders); searched for bibliographic records, requesting WLS records when needed; they fixed items needing mending or correction in the online catalog.

Jerrick Harris processed YA graphic novels, assigned call numbers, and transferred new books to old.

Volunteer Jovaun Jackson boxed and labeled items for Better World Books and helped clear items in the Storage Room on third floor.

