

MONTHLY REPORT AGENDA ITEM #4

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: Sept., 2012

First Floor Renovation Finalized designs; finalized furniture decisions, visited showrooms with James Keller, Vitetta (7/12); developed phasing scope, schedule, budget, bid process with Jim Rowe, Bermello Ajamil & Associates and DPW; arranged for estimate for Phase One with DPW for NYS Grant application; shared final designs with staff through departmental meetings.

First Floor Renovations: Interim Operations Developed interim plan of service and reorganization of collection; led meetings with staff to review interim services. Met with library moving companies (National Library Relocations and Clancy-Cullen) to develop preliminary estimates.

First Floor Renovations: Collection Management With James Keller, determined final locations and linear footage for library collections (fiction, science fiction, mystery, graphic novels, young adult, paperback, music CDs, DVDs, audiobooks, 700s, 800s, 900s, large print, biography, Spanish language, literacy and reference). Worked with staff to implement the Library's "General Criteria for Weeding" policy to meet targets for the linear footage of each collection. With Christane Deschamps, worked on reference, storage collections. With Tim Baird, reviewed serials holdings and print retention policy.

Strategic Plan Finalized strategic plan; shared plan with May retreat attendees, shared with staff in department meetings; published on web site. Met with Sue Hall, management team, to develop action steps to implement plan in FY 2012-13.

Development With Libby Hollahan, worked on literature to launch Capital Campaign and communicate first floor renovation; worked on fall gala, other initiatives. With Kathy Degyansky, worked on NYS Construction Grant.

Westchester Multicultural Children's Book Fair With Max Rodriguez (Harlem Book Fair), develop the first Westchester Multicultural Children's Books Fair at the White Plains Public Library (October 13, 10am- 4pm). This event will feature multiple events for both children and adults throughout the library, as well as readings and performances throughout the day on the Library Plaza. The Plaza will also be used for booksellers and food vendors.

Programming Worked with adult services staff to develop programming, including: a robust calendar of literary programming for the fall, including NYT Bestselling author Zane (9/29), book discussion series with Barbara Wenglin (launches 10/11), Book Group and Author Brunch, featuring Jonathan Tropper (10/14); a series of career/job seeking workshops; expanded English language classes and new citizenship classes; and a new class to learn Spanish.

White Plains Media/Library: Joint Use Worked with ad hoc committee to discuss feasibility of WPM relocating to the Library. With Jim Kenny, developed scenarios for integrating WPM into Library, projected economic impact, risks and benefits.

Customer Service With Christian Deschamps, developed and implemented the “Request a Purchase” procedure, which provides the library with a method to quickly meet customer needs and provide customers with quick and clear communication about the process.