

MONTHLY REPORT AGENDA ITEM #4

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: February 6, 2013

- On January 10th at approximately 10:55 am there was a fire in the boy's bathroom in the Trove. The staff evacuated the building calmly and quickly. The Trove in particular was quite busy, as there were several participants in a pre-K program. The bathroom sustained significant fire and smoke damage, and the adjacent girl's room had some smoke damage. At approximately 11:45 am the building was reopened, except for the Trove, which opened at approximately 12:15 pm. The Police and Fire departments were able to identify the perpetrator, who is a minor. DPW recommended using a professional service, All-Pro, to repair the damage; the costs are \$1,500.
- Formed a committee (Kathy Degyansky, Tim Baird, Erik Carlson, Ryan Jackson, along with myself) to create a job description and select the Digital Media Assistant position. First rounds of interviews are the week of Feb. 4th and the second round will be week of Feb. 11.
- Continue to work with Jim Kenny, White Plains Community Media, to understand how the Library and Community Media can work together. This includes investigating whether the Library's third floor can be renovated and redesigned to accommodate the Library's Systems and Technical Services departments as well as Community Media and a studio.
- Attended the American Library Association Midwinter meeting, Seattle, Jan. 24-28. Participated in workshops/training on "Community Engagement and the Promise of Libraries Transforming Communities," along with sessions on ebooks. Met with several of the Library's vendors and investigated potential products.
- With John Lollis, others, worked on the integration of the new self-check technology.
- Developed a new plan for the housing of materials during the first-floor renovation utilizing the third tier for some collections; this should reduce costs associated with the move of materials.
- Created a new job description (attached) for librarian Mariel Perez as Community Outreach Librarian; worked with Tim Baird and Kathy Degyansky to successfully transition Mariel to this new position.

- With the Literary Programming Committee, developed new author-based programs for the spring.
- With Tim Baird and Christiane Deschamps began analysis of collection usage to improve book and media allocations in FY 2013-14.
- Fox News visited the Library on Jan. 29 and interviewed myself, as well as several of our users, about e-books and the changing role of libraries. This will air on the national news.

Job description Librarian I – Mariel Perez

Perform the duties of a professional librarian whose major function is to provide community outreach and assistance and information to Library patrons. Additional responsibilities include collection development, and programming. As Literacy Liaison, work with new immigrants to the United States by developing appropriate collections and assistance.

Duties:

1. Community Outreach

- **Identify, establish and maintain contact with agencies located primarily in White Plains serving adults but also in Westchester County.**
- **Visit community agencies to promote Library resources and activities and seek out opportunities for collaboration.**
- **Develop and implement an outreach plan including organizing events, displays, exhibits, and liaison relationships.**
- **Provide varying degrees of oversight to White Plains literacy, ESL, Citizenship, Computer Literacy and other collaborative efforts.**
- **Develop rapport with local boards, friends and/or governing agents.**
- **Conduct Library tours for classes and groups.**

2. Reference Desk

- a) Become knowledgeable and able to use all the various resources of the Library, including book, non-book and electronic resources.
- b) Answer reference questions, advise on book, non-book and electronic choices and provide informational assistance needed by patrons in person, on the telephone and via email.
- c) Aid and instruct patrons in the use of Library materials.

3. Adult Programming

- a) With other librarians plan, develop, schedule and arrange for the presentation of programs and events for Adults in accordance with Library and departmental policies, goals and procedures.
- b) In cooperation with the **Community Relations Librarian**, assist with the promotion of these programs.

Literacy Liaison

- a) Act as liaison to the New Americans Resource Center, providing information, tours and support as needed.

- b) Seek out community partners to support literacy initiative at the Library.
- c) Responsible for the selection, maintenance, weeding and budget of the Adult Basic Education collection.
- d) Publicize and promote the Adult Basic Education collection and the various literacy programs in the library.
- e) Provide in service training for Library staff on various aspects of the collection.
- f) Promote the use of the Literacy for Life Laptops and teach interested patrons in the use of these.

Collection Development

- a) Responsible for the selection, maintenance, weeding and budget of the Spanish language, Literacy, 300s and 500 collections and Spanish Language Dvds.
- b) Promote the use of this collection.

7 CyberInstruction – Plan, schedule and teach Cyber Instruction classes in Spanish.

8. Communication- Keep the Head of Adult Services informed of your activities.

9. Performance Standards- Meet performance standards for reference librarians.

10. Other Duties - As assigned;