
Executive Director's Report

June 2016

(covering time period of May 21, 2016 – June 17, 2016)

WLS's New Headquarters – 570 Taxter Road Update

There has been a flurry of construction activity at the 570 Taxter Road location. The contractors are busily completing the flooring, painting and ceiling work to allow for the installation of the new workstations and desks in the staff areas. The project remains on schedule and within budget. All WLS staff members have been actively preparing for the upcoming move and are engaged in robust file reviewing, recycling and shredding activities. We have definitely been keeping the janitorial staff busy with emptying our paper and cardboard recycling bins! Our current landlord, BASF, has been a helpful and cooperative partner and we are grateful for their assistance.

The last two weeks of June will be a busy time at both our current and future locations. In addition to maintaining standard services for the member libraries, WLS will be physically packing and working to make sure that all items are removed from the 540 premises by June 30th. The actual move is expected to take place during the week of June 27th. Once an exact date is confirmed, notice will be sent, along with notification of any needed service interruptions. The WLS Help Desk will be available during the entire time, although some dates may require limited service (via email only). Following the move, the virtualized desktop workstations and phone system will be installed by WLS IT staff.

We expect to be fully operational **as of July 1st**. Please note that **phone numbers and emails will not change** (with a few exceptions); and our new mailing address is shown below.


NEW WLS MAILING ADDRESS EFFECTIVE JULY 1, 2016

**WESTCHESTER LIBRARY SYSTEM
570 TAXTER ROAD – SUITE 400
ELMSFORD, NY 10523**

I would like to thank all of the WLS staff for their patience, hard work and sense of humor during our relocation.

Future Events

June 23-28 American Library Association (ALA) Annual Conference – Orlando, FL
November 2-5 New York Library Association (NYLA) Annual Conference – Saratoga Springs, NY



Terry L. Kirchner, *Executive Director*

LIST OF VISITS AND MEETINGS ATTENDED

May 21- June 17, 2016

MAY

- 23-24 Customers of SirsiDynix User Group Inc. (COSUGI) Conference – Indianapolis, IN
25 NonProfit Westchester (NPW) Board Meeting
Pat Brigham, Director of Development
Hui Sheng, Manger, eContent & Resource Sharing Services
26 570 Taxter Road Construction Meeting
Douglas Wray, Manager, Cataloging Services
Rob Caluori, Director of Information Technology (IT)
31 Nancy Coradin, Coordinator, Multi-Language Collections & Services
WLS Board Meeting

JUNE

- 1 Mirela Roncevic, Director of Content, Total Boox
2 570 Taxter Road Construction Meeting
Pat Brigham, Director of Development
Cathlin Gleason, Trustee, Mount Vernon Public Library
3 Child Care Council of Westchester Awards Breakfast, Westchester Marriott, Tarrytown
NPW Marketing Affinity Group: *Google for NonProfits*
6 Sean Ryan, WLS Secretary
Elise Burke, Executive Assistant
7 Sam Ellner, Sales Representative, Mergent, Inc.
Lions Club Meeting, The Loft, White Plains
8 Pat Brigham, Director of Development, Office of Emergency Management Training Facility,
Hawthorne
Webinar: *Gender Identity and Sexual Orientation in Today's Workplaces, Schools, Shelters, and
Other Environments*
Webinar: *Unique Patron Services*
Library Trustees Association of New York State (LTA) Annual Trustee Institute – Plattsburgh, NY
9 Strategic Planning DIY (Do It Yourself), METRO, New York City
Giacomo D'Angelo, Chief Executive Officer, StreetLib.com Customer Care
10 Public Library Directors Association (PLDA) e-Content Committee
13 Allison Midgley, SirsiDynix/Technology Trainer; Elise Burke, Executive Assistant
Elise Burke, Executive Assistant
14 Rob Caluori, IT Director
Public Library System Directors Organization (PULISDO) & New York State Division of Library
Development Conference Calls
WLS Strategic Working Group
15 Pat Braja, Director of Development
Donald Jannazzo, Business Development Manager, bibliotheca/3M
16 Construction Meeting at 570 Taxter Road
Public Library Directors Association (PLDA) General Membership Meeting & Luncheon, Eastchester
Public Library
WLS Staff Meeting
Michael Santangelo, Electronic Resources Coordinator, BookOps--Library Services Center