



EXECUTIVE DIRECTOR'S REPORT

2021 RCLS Budget Recommendations:

1. To present a 2021 RCLS Budget for the General Operations without increasing the total RCLS Service Fee of the member libraries for the third year in a row.
2. To renegotiate the Executive Director Contract to cut the 2021 annual raise by 50%.

2020 Legislative Breakfast and Annual Meeting Recommendations:

1. To cancel the 2020 Legislative Breakfast scheduled to take place on September 25, 2020.
2. To host the 2020 Annual Business Meeting virtually via a platform yet to be determined.

The Ramapo Catskill Library System (RCLS) continues to serve its member libraries during and after the COVID-19 pandemic, fulfilling its mission, and meeting the goals of its Plan of Service to the best of our abilities.

Week of April 13 – The RCLS team continues to update the Directors Association online resource with all archived meeting notes, materials distributed and relative information to the COVID-19. <https://guides.rcls.org/c.php?g=435769&p=7415797>

The RCLS Team continues to assist with eBook and eAudio collection development. RCLS commits to spend the \$6,000 of Outreach funding to support eContent.

The RCLS Team works with NYLA and PULISDO to ask Governor Cuomo's office to include guidelines in his Executive Orders for libraries to be able to run budget votes and trustee elections.

The RCLS Team continues to work with neighboring library systems by hiring Stephanie Adams, the lawyer behind the Southeastern New York Library Resources Council service "Ask the Lawyer." She will continue to develop guidelines for libraries to clarify the latest Governor Executive Orders as they are published and to respond to questions that each Order brings up.

Week of April 20 – The RCLS team continues to work with the Census Complete Count Committee across our system service area to encourage completion of the 2020 Census.

The RCLS Team continues to encourage member libraries to participate in the RCLS-wide Census Competition. A LibGuide that explains the rules and prizes can be viewed at <https://guides.rcls.org/RCLSCensus>.

John Borst, the senior producer working with member libraries, produced and developed an informative and thoughtful video to promote the libraries' virtual services and programs. The video can be found on the RCLS website front page <http://www.rcls.org/>. It is being distributed through social media channels.

The RCLS Team continues to work with the Finkelstein Memorial Library (FML) Team on the migration project. The goal is for FML to fully migrate into ANSER before August 1, 2020.

Week of April 27 – The RCLS team is working with member libraries to develop a RCLS Opening Plan. The goal is to have a reopening plan that will include guidelines and recommendations for member libraries. The document will be published by Friday, May 15, 2020.

The RCLS Team continues to respond by phone or email to member libraries' human resource, finance and technology inquires.

The RCLS Team emailed library directors the announcement of the new Executive Order, which included guidelines on how to run budget votes and trustee elections for school district, special districts and association libraries during the COVID-19 closures. In response, RCLS hired Ellen Bach, a lawyer from Albany who understands the complexities of library structure in New York State. Ms. Bach will assist us in answering questions that this new Executive Order raises.

Continuing education provided to the member libraries this week were twofold: First, was the "Resilience" film showing and discussion. The second was two sessions addressing eContent purchasing.

RCLS hosted the Dia Read-A-Thon with member libraries and local legislators. A total of 34 stories were read during the event that lasted from 9:00 am to 6:00 pm. The videos of the event were viewed over 5,400 times.

The RCLS team distributed a recommended spreadsheet for member libraries to track online program statistics. The statistics collected will be used to create marketing and advocacy materials for member libraries.

Week of May 4 - The RCLS Team worked with Devora L. Lindeman, Labor Lawyer and Partner in the Greenwald-Doherty Law Firm to lead a webinar on human resource issues raised during COVID-19. The webinar covered questions asked by library directors before and during the session.

The RCLS Delivery team began resorting materials in the delivery bins, vehicles, etc. in preparation of Stage 1 in the RCLS Reopening Plan.

An email was sent out to library directors and trustees in response to Governor Cuomo's new Executive Order 202.26 on Friday, May 1, 2020 with the following information:

Municipal Libraries or Association Libraries using Chapter 414 as the method for receiving funding. Executive Order 202.26, published on Friday, May 1, 2020, does not apply to you. We have to wait for another Executive Order to be published to address your concerns.

Special District Libraries

Executive Order 202.26 calls for special district public library elections to be rescheduled to September 15, 2020, except that a special district public library that has its election managed by a school district can hold its election on June 9, 2020. Executive Order 202.26 indicates that collection of signatures for nominating petitions is suspended until further notice, subject to a process determined by a subsequent Executive Order.

School District Libraries

Your budget vote will be conducted via absentee ballot in conjunction with the school district's rescheduled absentee ballot process on June 9, 2020, or independently by June 30, 2020, using the guidelines created for the school district absentee ballot process. We advise school district public libraries to hold their library votes in conjunction with their school district for purposes of efficiency.

The first publication of notice of school district public library elections must be made no later than May 12, 2020.

Even if your library chooses not to proceed with a funding proposition to increase the library tax levy, the library must hold an election (either in conjunction with the school district or independently) to fill vacant trustee seats.

Section 259 Budget votes will be held on June 9, 2020, and will be managed by the various school districts. Each school district must publish the first notice of the election no later than May 12, 2020.

We also shared NYLA's interpretation of the Executive Order 202.26 on Friday, May 1, 2020. It can be found <https://www.nyla.org/corona-virus-response/?menukey=nyla>.