

At the September 18, 2018 LCD Board meeting the following was approved by the Board:

### **District Librarian's 6-month goals and trial service review schedule**

The district librarian recommends that her six-month trial service review be held at the February 2019 regularly scheduled Board meeting. We will review progress at the December 2018 regularly scheduled Board meeting.

Trial Service Goals for the LCD Director, MaryKay Dahlgreen

- Required audits completed (see District Librarian's Report)
- Website up and running
- Financial responsibilities turned over to an accounting firm
- Plan in place for a strategic planning process in 2019
- Locate suitable new office space
- Begin annual performance planning with staff

Goal	Steps Taken to Achieve Goal as of December 2018	Steps Needed to Achieve Goal	Completion Date/Desired Outcomes
Required audits completed	Engaged an accountant and bookkeeper to prepare for audit. Recreated accounts for 2016-2017 and 2017-2018 and created accounting process for 2018-2019 and future.	<ul style="list-style-type: none"><li>• Request for proposal posted and auditor retained.</li><li>• Request extension from Oregon Secretary of State's office (must have auditor retained before requesting extension)</li></ul>	<ul style="list-style-type: none"><li>• March 2019</li><li>• We will be back in compliance with Secretary of State's requirements and will have a process and auditor for 2018-2019.</li></ul>
Website up and running	Website was launched on October 9, 2018. It has not been completed but does provide a place to post Board meeting notices.	District staff trained to update and enter important documents.	<ul style="list-style-type: none"><li>• January 2019</li><li>• Staff will be trained and will begin entering documents.</li></ul>
Financial responsibilities turned over to	We have engaged Suzanne Beck Bookkeeping Services	We will have completed this goal when our audit has been completed	March 2019

an accounting firm.	who has been working with Summer Sears to create an accounting system using QuickBooks online. We will be contracting with ADP for payroll services.	and the director is no longer doing the bookkeeping.	
Plan in place for a strategic planning process in 2019	This project has been postponed until several other crucial issues are resolved. A higher priority is creating and approving policies for the District. Current policies are out of date and we are missing some that are essential.	The director will be working on creating policies for the District the last week of December and first week of January. There are many examples that can be adapted for our use.	January 8, 2019 Board will receive draft policies at their regular meeting. February 2019 Board will vote on policies at their regular meeting.
Locate suitable office space.	We are working on clearing out the current office and have been keeping an eye open for office space.	I don't anticipate that we will have a new office by February but the plan is to begin looking in earnest in January.	March 2019
Begin annual performance planning with staff.	This has become part of a larger issue that includes creating position descriptions, pay scales, and pay equity. The director attended a training on pay equity in November and will use that as a basis for creating a human resources process for District employees.	We have been provided a sample HR process from the Umatilla County Special Library District and will begin by creating "Results Oriented Job Descriptions" for all staff. Other pieces will follow that.	July 1, 2019