

Lincoln County Library District  
District Librarian's Report  
October 9, 2018

**Siletz Library:**

- SVFOL have agreed to pay for one half the cost of the lighting upgrade. The total cost is \$2964.40.
- SVFOL will be submitting a grant application to the Confederated Tribes of the Siletz Indians for a new book drop.
- The staff of the Siletz Library are planning to submit a grant application to the Confederated Tribes of the Siletz Indians for a technology evaluation and upgrade. The staff computers have not been evaluated or upgraded in some time.

**Bookkeeper/Accountant:**

- Our bookkeeper has completed creating an accounting structure for the District, has entered the 2016-2017 financial information, has begun entering the 2017-2018 financial information, and is working with QuickBooks to have them take over the payroll.

**Partner Libraries:**

- I have asked our partner libraries: Driftwood, Newport, Toledo, Waldport and Siletz to submit any monthly reports they make to their governing body or advisory board so they can be included in the Board packet.

**Reports:**

- Included with this report are the 2017-2018 Public Library Statistics that were submitted to the State Library. We are required to submit this report annually. Jane Cothron worked with staff at the State Library to complete the report.
- Also included is the SDAO Best Practices Survey. We receive a discount on our insurance through the Special Districts Insurance Service for meeting these best practices. There are some we still need to work on.

**Professional Organizations:**

- The District has joined the American Indian Library Association (AILA) and the Association of Rural and Small Libraries. Both of these organizations are valuable for the district in terms of information sharing and networking.

**Training:**

- I attended a training on the new Oregon Pay Equity Law. The law requires a number of activities including discontinuing asking job candidates and current employees about salary history, completing an internal pay equity analysis and implement corrective action.

- I attended a training on Risk Management provided by SDAO on November 13<sup>th</sup>.
- Greg Jackson, our risk management consultant from SDAO, visited the office on October 31<sup>st</sup> and discussed our insurance coverage and other risk management topics.

**Holiday:**

- LCLD office was closed on Monday, November 12<sup>th</sup> in recognition of Veteran's Day.
- LCLD office and the Siletz Library will be closed Thursday, November 22<sup>nd</sup> for the Thanksgiving holiday. The LCLD office will be closed on Friday, November 23<sup>rd</sup> and there will be no courier.