Lincoln County Library District

District Librarian’s Report

October 9, 2018

**Siletz Library**:

* Patron behavior issue
* Upgrading lighting for efficiency and reliability.
* SVFOL meeting October 18th from 5:30 – 7:00

**Bookkeeper/Accountant:**

* I worked on contacting accountant/bookkeepers for estimates to bring to the Board meeting. I could not locate anyone to submit a bid. As I was working with QuickBooks I realized I needed some advice and help with that program. I contacted a QuickBooks advisor in Corvallis and she has informed me that there is data missing and reconciliations that haven’t been done. I have asked her to work with me to clean up our QuickBooks and be our bookkeeper. I have also contacted a consulting CPA who will be working with the bookkeeper starting in November to make sure our accounts are ready for the auditor.

**Newport Rotary:**

* I have been attending the Newport Rotary Club meetings with Ted Smith, Newport director, and have applied for membership.

**Website:**

* I have received training on using the Streamline website and have begun populating it with District information. I talked with our contact and explained that most of our income is pass through to the libraries and so our monthly fee is $100 instead of $200.

**Staffing:**

* Lillian Curanzy has agreed to remain employed by the District to do extra projects so Gary Ruch has time for the courier responsibilities.

**Training:**

* I am planning to attend 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 will be attending a training on Risk Management provided by SDAO on November 13th.
* I will be attending the OceanBooks conference at the Driftwood Library in Lincoln City on October 26th. This includes Newport, Driftwood and Tillamook County libraries, they have invited members of the Chinook Library Network to attend.

**Holiday:**

* LCLD will be closed on Monday, November 12th in recognition of Veteran’s Day.

**Jury Duty**

* I have been called for Jury Duty on October 19, 2018.