

Lincoln County Library District
District Librarian's Report
January 8, 2019

Siletz Library:

- The Siletz Library will be open an additional four hours per week on Tuesday afternoons beginning today.

Financial:

- The bookkeeper is finishing entering the 2018-2019 accounts to date in QuickBooks online and has established an account on Hubdoc which will allow us to do our transactions online and all our records will be stored in the cloud. This will streamline processes and ensure that all documents are saved electronically.
- We have received several inquiries in response to our request for proposal for audit services. The proposals are due January 18, 2019. The proposal review process will be discussed during old business.
- We are now contracting with ADP for our payroll services. This will include tax reporting and W2 creation. I ran the last payroll of the year using our current QuickBooks online and will be ensuring tax reports are submitted and W2s are distributed in a timely manner.
- The first ½ of annual distributions to our partner libraries were made on December 14, 2018. The remainder will be distributed over the next six months.
- We received a \$2,500 grant for general support from the Oneatta Fund of the Oregon Community Foundation. I will be contacting OCF to get more information about the source and expectations for the grant.
- The current personnel policy, Board minutes from the early years of the District, and the current district librarian's employment agreement provide for single employees who are in the retirement program will receive the difference between single and family insurance benefits as a contribution to their retirement account, in addition to the 8% of salary that is contributed by the District to retirement accounts.

Opportunities for Board Members:

- February 12, 2019 is the Oregon Library Association Legislative Day in Salem. I am planning to attend and would welcome attendance by Board members.

January Activities District Librarian:

- I participated in interviews for the new director of the Newport Public Library on January 3, 2019. It was a very thorough process and I anticipate the City Manager will be making a decision in the near future.
- I will be attending the opening of the Roseburg Public Library on Thursday, January 10th. I was involved in a large weeding project in preparation for remodeling and reopening the library.

- The Children's Services Division of the Oregon Library Association will be hosting a Mock Caldecott workshop which is an opportunity for children's librarians to learn about the selection process of ALA major media awards. I will be joining a panel of colleagues who each served on the Caldecott Selection Committee, as did I in 2004.
- Jane Cothron and I will be attending the ALA midwinter meeting in Seattle, January 25th – 28th. Jane is involved in several national committees and I will be attending sessions included in the Symposium the Future of Libraries and will be talking with vendors about a variety of issues of interest to the District.

Office Space:

- I have begun to look for office space for the District. I am finding that many of the spaces with garages are too large for our needs, therefore too expensive. I am exploring several options and hope to bring a recommendation to the Board in February or March. We can anticipate higher rent but that will provide a better work environment for the staff and a better appearance for the District.

Holidays:

- District office will be closed and staff will be on vacation on January 21, 2019 in honor of Martin Luther King Jr. Day.