Lincoln County Library District

District Librarian’s Report

June 11, 2019

**Siletz Library**:

* The [Siletz Library](https://www.facebook.com/SiletzPublicLibrary/) will begin staying open until 8:00 on Thursday evenings while school is out of session. They will begin June 20th and the last open evening will be August 29th. The summer reading program at the Siletz Library has begun.



* The Siletz Valley Friends of the Library received a grant from the [Siletz Tribal Charitable Contribution Fund](http://www.ctsi.nsn.us/charitable-contribution-fund), and along with Friends funds, purchased a new book drop which

was installed by Herb Jennings. The book drop is being modeled by Lynne Wright, Siletz Library staff member.

* Siletz staff members, Carol Rasmussen Schramm and Lynne Wright, have completed Notary Public training. They have passed the test and are certified Notaries Public and will be offering Notary services at the Siletz Library. The policy will be considered by the Board at the June meeting for approval.

**New Office:**

* We are on track to move into our new offices by the end of June. The Shangri La staff will be moving out of our offices June 6th and 7th and if the Board approves the lease, we will begin moving in June 12th.
* Notice has been given to Oregon Coast Property Management that we will be vacating our current location on June 30, 2019.
* We have been cleaning out the current garage/office and will be offering a variety of office furniture and supplies to our colleagues in other libraries before having the remaining items taken away for surplus or disposal.
* We have ordered furniture from [Oregon Corrections Enterprises](https://oce.oregon.gov/) who produce high quality office furniture at a reasonable price. I have seen their furniture in several Oregon libraries, including the Driftwood Library in Lincoln City. They will also deliver and assemble the furniture in our new office. They do have a long lead time as they don’t keep stock available. We have been told there is an eight week wait and the furniture was ordered on June 5, 2019. We will make do until the furniture arrives.
* Staff have visited the space on several occasions and have met most of the staff at Shangri La. They are looking forward to having us as office mates and we look forward to sharing their space.
* We will be canceling our electricity, natural gas, and garbage service and moving our phone and internet service to our new office by the end of the month.

**District-wide Projects:**

* We will be using our [2018-2019 Ready to Read Grant](https://www.oregon.gov/Library/libraries/Pages/Ready-to-Read.aspx) (state general funds that come to us from the State Library of Oregon annually for children’s services) to fund two summer reading programs for all District libraries. We will pay for 6 performances of [Pegasus Puppet Theatre](https://pegasuspuppets.com/) “Stories of the Starts” and 5 performances of singer and storyteller [Mo Phillips](https://www.mophillips.com/). We are adding two performances at the Depoe Bay Neighbors for Kids site. They will see Pegasus Puppet Theatre and After Dark, a swing dance group from OSU.
* I met with district library directors and Blake Pang from [United Way of Benton, and Lincoln Counties](https://www.unitedwayblc.org/governance) about the [Dolly Parton Imagination Library](https://imaginationlibrary.com/usa/). We learned that Lincoln County has exceeded expected signups for the program with a total of 717 children between the ages of 0 and 5 signed up. We also learned that the project has received funding from the [Lincoln County Early Learning Hub](https://lblearlylearninghub.org/) and funds for promoting the program from [Oregon State Credit Union](https://www.oregonstatecu.com/). There is enough funding available currently that we anticipate none of the libraries will need to provide funding for the upcoming year. We also will be planning “graduation” ceremonies for those children aging out of the program at the local libraries. Blake provided us with lots of information and explained that United Way is the fiscal agent for the project.
* At the meeting with District library directors we decided to meet on a regular basis to discuss issues of importance across the district. We are scheduled to meet on July 19th at the new district office and plan to meet every six weeks.
* We are also planning a district wide all staff day in September or October where all the libraries will close, and we will share information between staff.

**May Activities of the District Librarian:**

* I attended a Human Resources training sponsored by the Special Districts Association of Oregon on May 22nd. Topics covered included: Veterans Preference, Wage and Hour Law, Social Media, and Workplace Harassment. My attending this training will provide a discount on district insurance as will attendance by the Board at the Board of Directors and Management Training in Newport on August 7, 2019. I also learned that our SDAO membership provides us with access to HR Answers consulting services.
* I had the opportunity to work at the Siletz Library with Jane Cothron on a Friday afternoon while the regular staff were at an online database training sponsored by the State Library of Oregon. It was very valuable experience and, along with driving the courier van, is something I plan to do on a regular basis.

**Coming Up:**

* I will be attending the [2019 OLA Leadership Institute](https://www.olaweb.org/liola-2019) in Cottage Grove, OR as a mentor from Tuesday, June 18th through Friday, June 21st.
* I will be taking vacation June 27th through July 2nd.
* Jane Cothron will be attending the ALA Conference in Washington D.C. from June 20th through June 25th.
* With the move to a new office and many of the issues that have come up since I arrived being taken care of, I look forward to working with all of you to move the Lincoln County Library District forward.