




MEMORANDUM

December 31, 2017

TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: LIBRARY DEPARTMENT STATUS REPORT

The following are summaries of Library Department projects and activities.

FACILITIES OVERVIEW

The Astor Library and Veteran's Memorial celebrated 50 years of service to the community on October 8, 2017. The event was well attended by over 250 people. Highlights included presenting Bruce Berney with a framed copy of the Berney Archive resolution and opening the basement to the public for tours. The library also began offering Monday hours in October received with enthusiasm from all who have entered on Mondays. We offered personalized tours of the basement on each Monday in October to highlight our new hours enjoyed fully by participants.

RENOVATION

On November 6, 2017 Council voted to authorize solicitation of bids for Authorization to solicit proposals for Architectural/Engineering Services for Library Renovation Project. The Request For Proposal (RFP) was posted on November 9, 2017. The Selection committee has reviewed and invited firms to interview on January 19, 2018 with the intent of recommending a firm for Council approval by February 2018. Per the RFP all proceedings will remain confidential until Council has approved the firm recommended for hire.

On November 7, 2017 Mayor LaMear, Councilor Price, Brett Estes, and the Library Director traveled to Salem to present the Chief Justice of the Oregon Supreme Court with the original Territorial Court Journals recording proceedings from Clatsop County. The journals are the written record of the Court spanning the years 1849 to 1867. The journals represent the type of items located within the basement.

The library was notified on December 11, 2017 we were selected to receive a grant from the Oregon Heritage Commission. The grant funds in the amount of \$10,850 will be utilized to further refine the historical items located in the library collection. Grant funds will be matched by in-kind donation of staff/volunteer time. Funds will hire a professional Archivist to oversee the development of a Collection Plan to guide us in the preservation, location, and access of materials.

PROGRAMS AND SERVICES OVERVIEW

Our programs for all ages have been well attended. Storytime continues to anchor our weekly offerings with consideration of expanding to another day of the week due to attendance. We added a second Saturday family event and now offer the 1st and 3rd Saturday of the month at 10:30 am. Adult programming is in full swing with our first annual Writer's Workshop attended by over 50 participants. We have been working with iFocus staff to purchase three laptops for public use and

will begin offering card holders the ability to check out a laptop for in-library use starting in January 2018.

Submitted By 
Jimmy Pearson, Library Director