



DEPARTMENT QUARTERLY REPORT

TO: The Library Advisory Board and The Warrenton City Commission
FROM: Warrenton Community Library
DATE: 12/08/2021
RE: Department Quarterly Report; September 2021-November 2021

Quarter in Brief:

- Library Director Knudsen attended the Association of Rural and Small Libraries conference in October.
- WCLs Library Administrative Assistant Carole Feldman retired October 29, 2021 after 7 years of service.
- Cassandra Williams started November 16, 2021 as the new Library Admin Assistant at 25 hours a week.
- Friends of Warrenton Community Library Steering Committee participated in the Warrenton Fall Festival 10/30/21 and gave out over 400 books and 250 "gummy bookworms"
- Warrenton City Commission adopted WCLs updated policy manual 11/09/21

Projects completed:

1. Library Director Knudsen finished teaching six-week course "Navigating a Path to Your Career" via Zoom for Helping Hands Re-entry program.
2. Recruitment (14 applicants), interviews (5), and hiring of new Library Admin Assistant
3. Summer Reading 2021 Ready to Read grant report for the State Library of Oregon submitted
4. Updated hours for Tuesdays and Thursdays from 4-6pm reserved for youth and their caretakers to better serve the youth of Warrenton

Upcoming Dates:

12/02/21—Anime Club @ 4:30pm
12/08 & 12/21—Dungeons & Dragos 4PM
12/08/21—Library Advisory Board meeting @ 5:30pm
12/09/21 Movie night 4:30pm
12/16/21—FRIENDS of WCL steering committee@6PM
12/13/21-Reading Buddies 3pm
12/14/21 Family Game night 4PM
12/16/21-Teen Committee Meeting 4:30pm
12/21/21-Winter READING BINGO starts
12/23/21through 12/25/21—Library Closed
12/30/21 through 01/01/22—Library Closed
01/13/22-Friends of WCL meeting 6-7pm
01/15/22-Local Author visit and Library After Dark programming kickoff 4PM

Projects in progress:

- Reading Buddies program starting Dec. 13. The mission of the Reading Buddies program at Warrenton Community Library is to help children discover the power and joy of reading. For 10 weeks, Reading Buddies meet with their “reading buddy” in one-on-one tutorials once a week at the library.
- Friends of WCL group working on submitting 501©3 paperwork
- New “Library After Dark” series starting in January as part of the Friends of WCL kickoff event. Local authors scheduled once a month along with a meet and greet social hour after the author presentation
- Lego Club-looking for donations to start a Lego club for children ages 6-12 at the library.

Challenges/Obstacles:

The library building in general needs some upgrades and attention, especially the lighting. The previous tenant took all the light fixtures. Lighting in one of the corners is very dim. Added some spotlights, but still needs attention and updates.

We’ve also been working to set up a meeting space as well as a reading corner (for the Reading Buddies program) in our back room. The hood from when the building was a restaurant, is still up in the back room above a portion of our book sale overflow, and it leaks. Currently duct tape and foil covers the holes where water leaks in.

Successes:

New Friends of WCL group found a president and vice president and can now file for nonprofit status. Hired new Library Admin Assistant who loves the job!

Statistics:

Community Computer users: September=314, October=284, November=220

Volunteer hours: September=88.25, October=109, November=64.5

Activity Summary with Comparison to Previous Year

Circulation Transactions	06/01/21 to 08/31/21	06/01/2020 to 08/31/2020	Percent change
Check IN	5,277	4,796	10.03%
Check OUT	4,335	4,126	5.0%
Holds Processed	725	830	-12/65%
Renewal	1,062	935	13.58%
Borrowers Added	68	65	4.62%
Titles Processed total	424		