

DEPARTMENT ACTIVITIES – January 2024

REFERENCE DEPARTMENT – Carey C.

Ongoing Projects

- Measuring of used and available space in the non-fiction and biographies has been finished. We will begin shifting once I have done all the math.
- Rebarcoding of the nonfiction collection continues.

	Ancestry	EBSCO Sessions	EBSCO Searches	Chilton
Feb-23	750	11	72	35
Mar-23	1110	17	44	19
Apr-23	1381	14	41	5
May-23	736	19	47	30
Jun-23	1226	35	129	12
Jul-23	664	52	176	7
Aug-23	2287	65	250	32
Sep-23	366	21	76	22
Oct-23	416	14	77	5
Nov-23	673	61	297	14
Dec-23	492	33	92	28
Jan-24	648	36	187	17
Total	10749	378	1488	226

ADULT PROGRAMMING – Jeanne M.

Completed Projects

- Author Rita Raye Ray Visited with her book, “Memoirs of a Fat Woman,” a book of advice for those in difficult (read abusive) relationships. This was a valuable program for those who attended.
- True Crime Book Club- Pennsylvania
- Adult Board Games.
- Puzzles for passive programming continue to be very popular.
- Random Readers Book Club- Topic: History
- An Evening With: Chris Parsons of Mufon: UFO tales
- Adult Craft-Junk Journal Pages with Holly and Mika
- Fiction: Cold/Winter Reads, Resolve to Read More Non-Fiction in 2024, Random Readers Display: History- Fact or Fiction, Baby it's Cold Outside: Non-Fiction books concerning cold weather sports, facts, events, etc.,
- Jim is still collecting things for the Humane Society.

Ongoing Projects

- Book clubs continue.
- Evening With events are planned through July. We have 3 History Alive Events in the summer months. I am working on some outdoor concerts for the summertime.
- Two of our dedicated crafters will be doing a program in January. The program time has been changed to 5:00 p.m. and lasts for an hour. All craft events are planned through December. I have a collection of instructions for each month's events. Cleaned and organized the craft closet.

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- I have been checking in “storage” items and shelving them in the children’s and adult areas. I did some shifting in the storage adult section as well as storage juvenile fiction. Many LP books are added to storage.
- Brian referred an author to us who is rooted in the MOV. His book, “Grunt Surgeon” details his experiences as a surgeon in Vietnam.
- Contacted several individuals who can present for the Conservancy Group. Referred to Brian.

YOUNG READER’S ROOM – Charley J.

Completed Projects

- January was the “big move”! We were able to rearrange the entire children’s collection within the first two weeks of the year. We have had many lovely comments from patrons. The consensus is that parents love having the early elementary books close to the play area, and the older kids love having more shelving for graphic novels.
- We hosted weekly story times for children ages 0-6. Our Wednesday story time is for ages birth-2 years, while our Friday story time is for ages 3-6.
- For Lego Club, kids built a dragon and its’ lair. We had lots of awesome creations, but I think my personal favorite was a pink dragon named “the pink nightmare”.
- Our furry friends from the Tail Waggin’ Tutors visited and the kids were so excited to read with the dogs.
- Lawrence Greene taught an African Drum class for kids. The kids really enjoy being loud in the library.
- The Choose Your Own Adventure Book Club had its monthly meeting. We read “Owl Tree,” and then kids got to make their own owl art.
- We hosted a Saturday craft day. Lots of kids came in to paint wooden gnomes.
- Kids participated in our monthly Dungeons and Dragons campaign for middle graders.
- I hosted a tour of about 20 preschoolers from Mt. Pleasant Preschool. The kids got their own library cards and were excited to check out books.
- I visited five schools this month through our partnership with Wood County Schools. This program has allowed us to visit schools every month and has resulted in new families coming to the library.

Ongoing Projects

- Researching and ordering books for our children’s collection.
- Displaying books throughout the room to keep children interested in new series/subjects.
- Creating passive activities for families to enjoy when they visit the library.
- Creating a monthly calendar to advertise our events for children ages 13 and under.
- Creating graphics for social media to highlight our upcoming events.
- Reading each week with a kindergarten and two first-grade classes at Criss Elementary School.
- Researching ideas for our Summer Library Club. I met with each branch to discuss our plans for this summer. Everyone has great ideas, and we are excited to get started!

Young Adult- Edain C.

The first two weeks of January were occupied with the rearrangement of the children’s room.

- D&D continues! We play twice a month, and the kids are doing great. They have obtained many books of forgotten lore.
- The kids love the Hyperfixation Club. They are excited to talk to each other and socialize and chill. One of our kids prepared a PowerPoint to share about a favorite game, and everyone was happy to listen to them talk excitedly about it for about half an hour.

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- Prepared displays throughout the teen section. Displays included Winter Colors, Books We Love, Opening Lines, and a Christmas tree.
- Reading challenge/TBR ideas are on one of the high tables.
- Self-directed programs: Positivity post-its are a fixture now. More post-it notes are available! The kids continue to leave sweet messages.
- Magnetic poetry continues to be a draw.
- We also have coloring sheets and origami.
- I hosted a watercolor painting class where we made nebulas. The kids learned a few basic watercolor techniques, and everybody's paintings turned out cool. I even had several new faces, which was exciting.
- Teen Hangout has been replaced by a Board Game Night. I may rotate between the two styles of program to try to appeal to a wider group of kids. We played Munchkin: Warhammer 40000, a cutthroat and silly game.
- Our original group of middle-grade D&D players are starting to get into the swing of the game now. The new group had a "101" session as we created their characters and explained how to play the game. Still a little stuck on what to do about the waitlist.
- Planning has begun for bridge programming for young adults. We have obtained cards from MagiKids, a nonprofit, to hold a semi-regular trading card game night, which will be folded into a rotating series of programs that will include TCGs, board games, and table-top RPGs.
- Turbo D&D trial run will be February 2, with plans to launch the program for patrons in early March. It will be sign-up only, and only for people who have played D&D before. The potential for a "D&D 101" program exists, and it may yet happen.
- I have gone through all the YA fiction and nonfiction in storage to prepare for weeding the collection.
- I am researching and ordering books for the YA collection.
- I have begun to plan YA Summer Reading for 2024.
- Kelsey has been supervising a few teens who come into the library for a work placement program.

TECHNICAL SERVICES DEPARTMENT – Mindy M.

New Books Cataloged	750
New Audiobooks Cataloged	0
New Video Games Cataloged	5
New Music Cataloged	2
New DVD's Cataloged	88
New Blu-Rays Cataloged	7
New Board Games/Puzzles	10
Total Cataloged	862

MAINTENANCE & JANITORIAL DEPARTMENT – Brian H.

- Installed end panels at Emerson.
- Cleaned out roof drains at South.
- Put chairs together.
- Snow removal at all branches.

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GENEALOGY – Jim M.

Number of Walk-ins	155		
Number of Emails	2	Individual Lookups	8
Number of Microfilm Reader Users	30		
Number of Genealogy Computer Users	2		
Total	189		

Completed Projects

- Bobbie the Beagle generated two full boxes of donations for the Humane Society of Parkersburg.
- The history display cabinet for the Wood County Historical & Preservation Society has been changed to commemorate the forced landing of the B-17 Fortress Bomber in Belleville that occurred on December 18, 1942. The topic was taken from the Genealogy Department's rolodex file.
- Completed various obituary requests; and
- Assisted various walk-in family researchers.

Ongoing Projects

- The History & Genealogy Department is experiencing more visitors from out-of-state needing assistance in researching their family history.
- Ongoing sorting of recent books, magazines, newspaper clippings and scrapbook donations.
- Shelf-reading in the history and genealogy collection is ongoing; and
- Worked in circulation and workroom as assigned.

New Incoming Projects

- The Genealogy Department is in the process of updating its page on the Library's website. Many of the links to alternate genealogy sites are no longer operational so updated links will need to be added. Also, old seminars and programs have never been taken off. Those will be moved to the "News" tab on the Library's website.
- Genealogy staff continue to participate in continuing education through online seminars offered by various genealogical institutions. The national convention sponsored by the National Genealogical Society will be 16-18 May 2024.

TALKING BOOKS DEPARTMENT – Michal Ann L.

- Thank you for taking the time to read the update for January's Talking Books work done.
- I was out the first week of January with Covid and worked from home part of the second week while my husband waited for his second Covid test to come back for a clear Quarantine! While I worked from home, I was able to *67 11 patron voicemails, calm down a very anxious patron, and make a couple of friends from the mass mailing that I had been doing. When I returned to the office, I was pleased that I was able to get all caught up within 6 business days, while continuing the mass mailing details, the first EOM report for the Library Board for Nov & Dec 2023, and continuing to mail out Talking Book Magazines and applications to "current agencies" listed in our Talking Book System.
- I was able to forward a National Library Service for the Blind and Print Handicapped Library of Congress Internship Program sponsored by Erica C. Vaughn's NLS Aspiring Leaders Internship Program to an acquaintance of mine that works with PPL Public Partnerships here in Parkersburg, and while she has no handicapped individuals that qualify for the program, she is sharing with her WV wide staffing.

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- I was also able to speak to Christina Rine – the Director of Lorie Yeager Juvenile Detention Center and find out exactly what the young people in the facility need. They are desperate for books for children aged 7 to 21. Most needed are YOUNG reader books, low reading level books, Ms. Christine also expressed a desire for Braille books, although the facility has no blind individuals at this time. Ryan – TB Volunteer – was able to pack up 3 boxes of books for delivery to LYJDC on January 12. We look forward to providing the facility with more in the future.
- In other duties, ALL of the Talking Books patron files and paperwork have been gone through, organized, filed in alphabetical order, and have begun a Talking Books Manual with all of the notes from Janet and Stacey so it is easier to find while doing things like the End of the Month Reports, or submitting the notes to the Library Board.
- Technically this is part of February's update but I will include any way: After completing the mass mailing for Talking Books patron account update forms, I have narrowed down all of the lists of patrons to basically 4 lists total: patrons that have transferred to another state or Library system (5), Patrons that are suspended from non-use (62), Patrons clearly marked as deceased (40), Patrons that are active or are current contacts that MA is trying to get into the TB system (184). Grand total of 291 patrons! I have moved as much information as possible to the top of the small "chess cabinet" in the Lower Level next to the LL desk so that patrons can browse any information that they need.

Emails sent: 10

Calls made/received: 25

Packets mailed out to prospective patrons: 4

Mass Patron Update mailing: 20 forms sent

Mass Mailing Responses: 9

Walk-In Patron Contacts: 3

Patrons Added: 0

Patrons Suspended: 2

Total Circulation: 553

Processed Patron Materials: 10

Volunteer: 1 Hours: 8

Sent 2 Boxes of empty cases to be recycled

Sent an entire USPS mailing box FULL of TB cartridges to Charleston for storage.

BRANCHES - South Parkersburg – Olivia J.

Statistics Narrative

January and tax season came back to a mostly mild winter with only one day opening late and one day being closed for weather. January typically sees a programming break for story times. Many people have been in to get tax forms, file taxes online, or print off various documents needed for tax preparation.

Ongoing Projects

- The Adult Book club met with Kristy at the helm.
- Olivia has been looking into caterers for the Murder Mystery Parties.
- Dawn did have one story time on the 31st.
- Olivia was only able to go to Franklin for read aloud twice.
- Dawn did read aloud at Franklin.
- Ashley made several posts on Instagram.
- Dawn began doing School outreach for Wild Readers Wonderful authors.

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Completed Projects

- Ashley hosted a Teen Trivia program about Video Games.

Maintenance

Olivia has spoken to Brian Hall and Roy about getting a security mirror installed so that people sitting at the circ desk can see the door.

BRANCHES – Williamstown – Lisa H.

January at Williamstown Public Library had lots of fresh faces coming in for tax information and a lot of kids hanging out after school inside due to the cold and snowy weather.

Completed projects:

- Created and laid out self-directed winter crafts for children to complete at the tables.
- Hosted two African drumming classes with Lawrence Greene. The kids had a wonderful time!
- Completed weeding of adult, family, and juvenile DVDs.
- Hosted two Story Times for ages 3-5 with Miss Edie.
- Put up a new Story Walk in Fenton Park entitled, “Winter Is Here.”
- Hosted Williamstown Middle School special needs class, gave them a tour, and distributed informational/promotional bags with card applications.
- Took down Christmas decorations and exchanged Christmas puzzles for winter puzzles.
- Began what will be a monthly estimation contest. In January, we estimated how many marshmallows (snowballs) were in the jar. The winner was announced on the last day of the month.
- Met with Morgan two times to discuss WL social media/reels.

Ongoing Projects:

- Continue to plan for winter/spring programs.
- Continue to monitor and post on the Williamstown Facebook page, upcoming Story Times and programs, and pictures of programs and events.
- Continue to assist patrons of all ages with projects, copies, faxes, scanning, notaries, reference questions and research, checking out and shelving books and DVDs, and doing anything else that is needed daily.

Maintenance

- Set up and returned extra chairs for the African drumming class.
- Installed new plugs for Christmas lights at the back door by the parking lot.

BOOKMOBILE – Lisa H.

Statistics Narrative

The Bookmobile served 701 patrons in January. This included after-school stops, regular stops, and one senior living lobby stop.

Completed Projects

- Hired a new day-shift assistant driver.
- Setup a Read Across America week event for Jefferson Elementary. The event is scheduled for March 6 and 7.
- Summer Reading planning meeting with Charley, Lisa (Williamstown), and Dawn (South).

Ongoing Projects

- Meridith – book deliveries to Senior Living facilities
- Bert – after school Bookmobile stops
- Create book displays

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- Add seasonal books and decorations
- Weed/withdrawal books
- Repair books as needed
- Place holds
- Replenish shelves as needed
- Regular stops to preschools, private and public K-12 schools, and senior citizens facilities

Maintenance

- Sanitized, vacuumed, and disposed of trash daily.
- Fueled and washed the bus as needed.