

REFERENCE DEPARTMENT – Carey C.

Ongoing Projects

- Shifting of the non-fiction collection is nearly finished. We have reached the 800's and will be moving into the 900's before much longer. The biographies will be last. Once the biographies have been shifted forward, more space will become available for the Genealogy and West Virginia collections which have been getting much tighter recently.
- Staff are continuing to rebarcode non-fiction.

	Ancestry	EBSCO Sessions	EBSCO Searches	Chilton
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
Feb-24	638	44	257	15
Mar-24	530	24	104	9
Apr-24	313	32	226	16
May-24	508	24	154	8
Jun-24	459	6	29	20
Total	7994	412	1925	193

ADULT PROGRAMMING – Jeanne M.

Completed Projects

- True Crime Book Club- Reader's Choice.
- Little Lectures from WV Humanities Council-Mingo-Two Sides to the Pancake.
- Adult Board Games after hours.
- Puzzles for passive programming continue to be very popular.
- Random Readers Book Club- Topic: Reread a favorite.
- An Evening With: History Alive's Harriet Tubman drew a large crowd. Superb performance by Ilene Evans.
- Adult Craft- Pride Day Crafts with Mel.
- Summer Breeze Musical Event: Buck McCumbers and Friends, Asa Roach Bassoonist.
- June Book Displays -West Virginia Day Nonfiction, West Virginia Fiction Authors, Random Readers- Books With Holiday setting, Staff Picks, Juneteenth, and Harriet Tubman.

Ongoing Projects

- Book clubs continue.
- History Alive Events was excellent and well attended. Need to find a way to increase publicity.
- Jim is still collecting things for the Humane Society.
- All Natural Connections programs are booked through August. A tie-in for an Evening With program in August featuring "Solar Holler energy for WV future. September Evening Will features Herbalist and Acupuncturist Tara Welty.

DEPARTMENT ACTIVITIES – June 2024

- I assisted Sandy Bode with shelf shifting in Non-Fiction. Shelf read Graphic Novels and the Beginning of Adult Fiction, as well as 740-790s in Non-Fiction.
- Despite possible wrong impressions, we generally have a variety of people who attend our adult programming: from the seniors across the road to folks who enjoy a lively event, we are open to ALL adults who wish to attend and broaden their horizons, and it is a wonderful opportunity for the community to enjoy quality programs at no cost in a central location. Since I have been here, I believe Adult Programs have become an area of interest for many people.

YOUNG READER'S ROOM – Charley J.

Completed Projects

- The Summer Library Club is in full swing with over 900 kids signed up!
- During our Summer Library Club Kick Off week, families could come into the library to register for June events and do a variety of book-themed crafts. The kids loved the crafts and we had over 150 kids participate in the activities.
- Each Monday, I visited the Williamstown Branch to help with the weekly classes there.
- On Tuesdays, we hosted story times for ages birth through two years old. We have seen many new faces in story time and have had about 30 people in attendance each week.
- Wednesdays and Thursdays were devoted to our classes for ages 5-12. Each week we held the same program 8 times. We had superhero week, where kids became superheroes and went through an obstacle course. The next week, kids participated in a Lego program where they took their minifigures on an adventure. The last week of June, kids went on an African safari in the Arboretum. It was a blast!
- On Fridays, we held story time for ages 3-5. We have story time, then kids can work on a craft and play together. We have had anywhere from 30-45 people in this story time.
- At the end of June, we hosted a library camp in. At this event, families built tents in the library and read together in their tents. Our patrons really enjoyed the event and spending time together as a family.
- I also hosted a group from North Christian. We read a story and made Lego creations together.

Ongoing Projects

- Helping kids find books for the Golden Ticket Program through Wood County Schools.
- Recording patron's visits each time they check out a book so they can earn prizes. Each time a child checks out a book, they get a book to keep. We have already given away over 2,000 books this summer! Kids also earn backpacks and buttons to put on their backpacks.
- 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.

Young Adult- Edain C.

And summer reading begins in June!

- We played Honey Heist as our first one-page role playing game of the summer; it is a perennial favorite.
- Hyperfixation Club is now every Tuesday and features a growing slate of activities including but not limited to passionate discussions on strange topics, snacks, origami, art, fiber crafts, Fun Facts, and PowerPoint presentations.

DEPARTMENT ACTIVITIES – June 2024

- Prepared displays throughout the teen section. Displays included Pretty Covers, Literary Besties, Blind Date with a Book, and Popular Goodreads Books. There is also a display of featured YA graphics and manga.
- Reading challenge/To Be Read ideas are on one of the high tables.
- Positivity Post-its are now officially covering most of the back wall by the clothesline. It is impressive.
- Magnetic poetry continues to be a draw.
- We also have coloring sheets and origami available at most times, not just during Hyperfixation Club
- We made dragon eggs for the craft this month, which were a big hit.
- Making graphics and a monthly calendar to advertise YA events.
- Colleen and I have begun slowly weeding the main YA collection, when we have the time.
- Still genre-stickering older books in the YA collection, but there are fewer and fewer of them every week. We are catching up!
- Having face out books has made a significant difference in the browsability of the collection – people pick them up and check them out!
- The YA space is also much more open and less claustrophobic now that the first few sections of shelving have been removed. Already we have seen increased traffic and circulation.
- I am researching and ordering books for the YA collection.
- The YA reading challenge has been a huge success so far – we have handed out about 30 reading challenges, as of the end of June. We are considering running a similar program in the fall.
- Kelsey has been supervising a few teens who come into the library for a work placement program. They have cut lots of bookmarks, located some missing books, and other various and sundry activities. This will happen again in the fall.
- Looking forward – we would like to incorporate “New Adult” (ages 18-30ish) programming into our schedule. What form this will take, and when, and how, is to be determined.

TECHNICAL SERVICES DEPARTMENT – Mindy M.

New Books Cataloged	700
New Audiobooks Cataloged	0
New Video Games Cataloged	35
New Music Cataloged	0
New DVD's Cataloged	66
New Blu-Rays Cataloged	0
New Board Games/Puzzles	12
Total Cataloged	813

MAINTENANCE & JANITORIAL DEPARTMENT – Brian H.

- Painted doors in the upper level at Emerson.
- Rebuilt flush valve in ladies lower-level restroom at Emerson.
- Cleaned roof drains at South and checked for leaks.
- Cleaned parking lot drains at Emerson.
- Put tables back together with repaired legs.
- Fixed 2 paper towel dispensers that were not attached to the wall.

DEPARTMENT ACTIVITIES – June 2024

- Cleaned entrance at South.
- Cleaned and trimmed shrubs in the stairway to nowhere at Emerson.
- Fixed arboretum fence.
- Installed new faucet at South.
- Shampooed carpet in meeting room at South.
- Trimmed shrubs at entrance at South.
- Caulked book drop at South.
- Sprayed weed killer at Emerson.

GENEALOGY – Jim M.

Number of Walk-ins	198		
Number of Emails	4	Individual Lookups	6
Number of Microfilm Reader Users	22		
Number of Genealogy Computer Users	2		
Phone Contacts	20		
Total	246		

Completed Projects

- 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 both walk-ins and text/email 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

- Jim working on his classes for the Education Fair in October and the 4H Fairgrounds at Butcher Bend Road, in Wood County
- Genealogy continues to participate in continuing education through online seminars offered by various genealogical institutions. I have completed several of these Online Sessions, I am waiting for word on a class I will be taking on Deciphering Old Handwriting which was offered as an adjunct class to begin after the NGS conference.
- I am currently working on 3 projects for patrons.
- I continue working on having an intermediate class in genealogy investigation techniques, Graphs, tables and Genealogical Proof Statements (GPS), etc. to solve problems with family relationships.

TALKING BOOKS DEPARTMENT – Michal Ann L.

- Thank you for taking the time to read the update for June's Talking Books work done.
- In-Person Meetings: 1
- Local Recovery Center/Jail Book Donation Delivery – Number of Boxes: 10 (I also filled the free bin multiple times.)

DEPARTMENT ACTIVITIES – June 2024

- I have mentioned that I do book deliveries and take donations to these centers, but I have never explained my process:
 - Nursing homes, I take mostly the "Bridgerton" style books with a smattering of the popular male mystery authors.
 - Mission homes or Recovery homes, I take the popular male authors that have no SLV (sex, language, violence) - or would be PG 13. Once I got the parameters from the individual places, I was well within their guidelines without knowing them.
 - Recovery Point and such receive as many mechanics, math, education, animal, farming type books as possible. I stay away from books on money, cell phones, computers, and programming - for semi-obvious reasons. I also am the same in my donations of movies to these places.
 - Laurie Yeager asks over and over for used and abused young children's books - residents ages are from 7 to 21 currently. Ms. Rine and her staff go through everything with a fine toothcomb, so I just deliver and use the same parameters: education, animals, etc.
 - County Jail: NO SLV at all! NO staples or possible contraband items: I am very selective and then those items go through a screening process. I mostly donate education, animal, religion, JNF books, and JB to the Jail. If it is political or classical I keep it set aside for the security guards to look through as well to add to their personal collections. I do send more books on religion to the Jail than anywhere else.
- Patron Emails: 4 sent: 0
- Calls Received: 5 Calls Made: 6
- Packets mailed out to prospective patrons: 6
- Walk-In Patron Contacts: 1
- Active Patrons: 102
- Patrons Added: 1
- Patrons Suspended: 0
- Total Circulation: 164
- Processed Patron Materials: 13
- Volunteer: 1 Hours: 16 Ryan – my husband and Talking Books Volunteer, has been extremely helpful in completing multiple projects around the office. Ryan has been instrumental in completing Missing and Weeding lists for Reference. Ryan cleaned the Genealogy Room for Jim while he was out of the office: much progress was made to help with future shifting and projects.
- The Patron Merge with Charleston is completed.
- Finished Summer and Fall Newsletters, began working on a Holiday edition.
- Finished a better procedure for mailings.
- Waiting for scheduling verification for a radio interview with Oliver Araiza and WVGW 89.7FM
- Continued Projects: Patron Contact List – DONE, Patron Merge with Charleston – DONE, Janet's handwritten notes for a Procedure Manual for Talking Books – have 4 pages completed: once manual is done it will be submitted to Director & Assistant Director for approval.
- Began planning a Recycled/Reclaimed Book "Desk Scape" or Tablescape program for adults for later this year with Jeanne using books from the Library trash can – still under planning stages.
- Worked in Williamstown for the first day of Summer Reading Program.

BRANCHES - South Parkersburg – Olivia J.

Statistics Narrative

June was bustling with frenzied activity from Summer Reading related events. The month started slow with sign-ups, because school was still in session when sign-ups began, but there were several families in, and hundreds of books given away with the young readers' visits.

Ongoing Projects

- Dawn hosted Wee be Jammin' and welcomed several new families.
- Dawn hosted Small Fry Storytime.
- Ashley made several posts on Instagram.
- Olivia continued working on her Hobbit Escape Room.
- Ashley made a display of LGBTQ+ books. There was one patron who made a verbal complaint about it but did not complete a written complaint.
- Kristy's Author of the Month display was Katie Fforde.
- Ashley's Trivia Program this month was Pokemon themed.

Completed Projects

- Ashley hosted a Teen Pride craft program. Teens could make various Pride themed crafts.

Maintenance

- The door counter stopped working in the last week of the month. Roy has already taken steps to address this issue.

BRANCHES – Williamstown – Lisa H.

June was frantic, hectic and a little chaotic, but it was so much fun! We said goodbye to our after-school crowd and hello to the Summer Library Club. With new types of promotion this year, I am thrilled that we have almost 150 children registered through Williamstown Library.

Completed projects:

- On Mondays in June, we hosted classes for ages 5-12 at the Methodist Church in Williamstown because our library cannot accommodate the classes due to limited space. We had our Superhero Adventure during the first week where we had a wonderful time creating capes, becoming superheroes, and navigating a fun obstacle course. The next Monday, our kids participated in a Lego Adventure where kids made creations with Legos based around their chosen minifigures. On the last Monday of June, we went on an African Safari. We learned about animals and played games about those animals. The classes were full, and the children had a wonderful time!
- Attended Williamstown Information Day where we set up a booth, handed out promotional materials for the library, and made connections with other groups from Williamstown.
- Hosted two Story Times for ages 3-5 with Miss Edie.
- Continued our monthly estimation contest. In June, we estimated how many strawberry candies were in a jar. The winner was announced on the last day of the month. Our winner was excited to win the jar of candy.
- Hosted our third monthly meeting of "Coffee, Cards, and Conversation." Word is getting around and our group is getting larger.
- Set up six Summer Library Club crafts corresponding with the themes of our Summer Reading Program. Throughout the month, the crafts were so popular, more crafts had to be made and set out multiple times. The beautiful flapping butterfly was the most popular craft. Supplies ran out after over 100 of these crafts were created and laid out for the kids.

Ongoing Projects:

DEPARTMENT ACTIVITIES – June 2024

- Continued overseeing the Golden Ticket Program through Wood County Schools.
- Recording children’s visits each time they visit our library in the summer. They check out books and can earn patches, badges, and pins for their backpacks that they receive at visit 2. Displaying books throughout the room to keep children interested in new series/subjects. Each child receives a free book for visit 1-8.
- Creating graphics for social media to highlight our upcoming events.
- Continue to plan for each week’s Summer Reading Program event and fall programming.
- Continue to monitor the Williamstown Library Facebook page and post upcoming Story Times and programs. Pictures of programs are posted as soon as possible after each event.
- 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.

Maintenance

- Set up extra tables for the Summer Library Club crafts.

BOOKMOBILE – Lisa H.

Statistics Narrative

The Bookmobile served 169 patrons in June. We planned for Friday public stops for Summer Reading Club during the program. We visited Fort Boreman Park for the kickoff. We also added stops to Waverly Activities Center and Washington Bottom Community Building.

Unfortunately, the Bookmobile had mechanical issues while Bert and Lisa were headed to the Rockport stop on June 18. The Bookmobile was a mile from the Mineral Wells exit on I-77. It was towed to Pifer’s Garage in Mineral Wells and the throttle cables were ordered for the repair.

Ongoing Projects

- Lisa – programs for summer reading.
- Lisa – setting up sites for future stops.
- Diane – book deliveries to Senior Living facilities.
- Diane – learning to drive the Bookmobile.
- Bert – after school Bookmobile stops.
- Bert – Bookmobile employee handbook.
- Bert – creating a stop evaluation form and spreadsheet.
- Create book displays.
- 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.