

REFERENCE DEPARTMENT – Carey C.

Ongoing Projects

- Non-fiction, biographies, and the West Virginia Collection have all been shifted. We have now started shifting the Genealogy collection. Thanks again to June for all of her help.
- Staff are continuing to rebarcode non-fiction.
- Update on SSP: As reported previously, we have partnered with our primary distributor (Baker and Taylor) to take part in their Sustainable Shelves Program. This allows us to return unwanted books to them for credit for new materials.

These unwanted materials are items that we did not choose to add to the collection and the Friends of the Library did not want for their weekly book sale. These could be items which have been weeded or donated by patrons. In the past, many of these items were discarded. SSP allows us to send back items that they can resell. We simply scan in the ISBN's (the barcode on the back cover you would scan to purchase the book) and send a list to B&T, and they will let us know which items they will give us credit for. B&T provides shipping labels to return the items to them with no cost to us: all we have to do is throw them in a box and wait for UPS to pick them up.

In the past, B&T would also accept materials to recycle, meaning that any leftover items could be sent off as well, free of charge. Within the past year, B&T has stopped accepting recycled materials, meaning that we're often stuck with a lot of stuff no one wants. Many of these items can be put in our Freebie Bin for patrons to take, to recovery programs, or to Little Free Libraries, but with the number of unwanted items sometimes reaching 200, it's not unusual to have a lot of leftovers.

Recently, Michal Ann of Talking Books mentioned that Thrift Books offered a similar service. We can now remove any wanted items from the barcode list we send to B&T and send this edited list to Thrift Books to see if they want any of the leftovers. We did a trial run of this service and, sure enough, Thrift Books were willing to give us about \$16 for some books that B&T didn't care about.

I don't anticipate this service to yield high returns, but trading in items that are of no use to our collection for money we can put towards a brand new James Patterson novel seems like a good trade to me.

DEPARTMENT ACTIVITIES – August 2024

	Ancestry	EBSCO Sessions	EBSCO Searches	Chilton
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
Jul-24	212	33	151	7
Aug-24	358	17	133	17
Total	5613	345	1783	178

ADULT PROGRAMMING – Jeanne M.

Completed Projects

- Adult Board Games after hours.
- Puzzles for passive programming continue to be very popular.
- Random Readers Book Club- Topic: Books with a color in the title
- An Evening With Solar Holler- Learning about current Solar Energy
- Herpetologist program
- Adult Craft Featured Painted Chalk Mason Jars
- August Displays- FREEDOM to Read- Red, White, Blue books, Dog Appreciation Month, Gardening, Mary Shelley, Frankenstein, Eating Well, Books We Love, Voting Display with Onion Big and presidential race facts.

Ongoing Projects

- Book clubs continue.
- “Road to the White House Display.”
- I assisted Sandy Bode with shelf shifting in Non-Fiction.
- Adult programming has been busy during the summer; the usual events plus concerts kept me busy. It is time to slow down a little during the school year and focus on Evening With and Craft Programming only.
- Looking at August’s events, both the Solar Holler and the Herpetologist were popular. The Nature Conservancy programs were not successful, perhaps due to the events being scheduled on Saturdays. I may bring them back in the spring in evening format. Looking at the possibility of adding another craft program at the beginning of the year, as they always seem popular. Doing some collaborative projects for October, looking forward to the spooky season.

YOUNG READER’S ROOM – Charley J.

Completed Projects

- The Summer Library Club finished on August 16th, and we are thrilled about the response to the program! We ended the summer with 1,141 children signed up, and we gave away 4,637 books!

DEPARTMENT ACTIVITIES – August 2024

- Kids that checked out a book 8 times throughout the summer were invited to one of our End of Summer parties at Discovery World or the Williamstown Pool. We had 277 kids earn a party invite! At our Discovery World party, we had 252 people in attendance. We were grateful to the many staff that volunteered to help us with the event!
- We hosted The Good Shepherd Reading Camp for a tour of the library. The kids really enjoyed doing a library-themed scavenger hunt after the tour!
- Brian and I attended the quarterly Wood County Reads meeting. This meeting has allowed us to partner with Wood County Schools and other local organizations to promote literacy in our community. Through our partnership with Wood County Schools, second grade students will get the opportunity to visit our library during the school day and get a tour of the facility.
- I met with Dawn, Bookmobile Lisa, Williamstown Lisa, and Morgan to discuss our summer program and possible improvements for next year. We are excited to look ahead to summer 2025. We are currently brainstorming ideas for next summer's events and plan to meet in January. Next year's theme is art.

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. 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 while they visit the library. This month we put out our leftover summer crafts for kids to take. Kids loved getting to do activities they missed throughout the summer.
- Creating a monthly calendar to advertise our events for children ages 12 and under.
- Creating graphics for social media to highlight our upcoming events.
- Planning and prepping for upcoming programs in September.
- We are in the beginning stages of reorganizing our chapter book collection and relabeling books to be in series order. This will make it easier for children to find the books they are looking for and help staff shelve the books.

Young Adult- Edain C.

- August was a much-needed breather month.
- We planned for Teen Mythology Club and Camp Half-blood: Mythology 101 which will be new programs starting in September. Camp Half-blood is for ages 10-13 we will be reading Percy Jackson and The Olympians: The Lightning Thief as a book club and providing more context into the mythology the book takes inspiration from. Each kid will receive a copy of the book to keep.
- Kelsey has been planning projects for the teens who come for work placement. They will be shelf reading the DVD browser packs every week to help make it easy for patrons and staff to find materials. They will also be cutting bookmarks, button making, searching for missing and in transit items, as well as prep work for Charley as needed.
- Edain has been working on Reader's Advisory materials
- Edain is working on putting a Discord server together to make contacting regular kids easier, to host online programs, and to extend our reach
- Colleen has been working on weeding the Children's books from storage.

DEPARTMENT ACTIVITIES – August 2024

- Colleen has displays of bookmarks and recent reads with reviews, a book bingo-style reading challenge and a duology reading challenge.
- Still replacing some stickers in the main collection. Almost there!
- Looking forward – as part of our “New Adult” (ages 18-30ish) programming Kelsey will be running an Adult Hyper-fixation club on Thursday evenings.
- Making graphics and a monthly calendar to advertise YA events.
- Post it notes and magnetic poetry continue to be a draw.
- Continuing to research and request books for the YA collection.

TECHNICAL SERVICES DEPARTMENT – Mindy M.

New Books Cataloged	759
New Audiobooks Cataloged	0
New Video Games Cataloged	0
New Music Cataloged	0
New DVD's Cataloged	82
New Blu-Rays Cataloged	11
New Board Games/Puzzles	10
Total Cataloged	862

MAINTENANCE & JANITORIAL DEPARTMENT – Brian H.

- Helped set up Williamstown tables and chairs.
- Moved file cabinet and rearranged genealogy.
- Moved items from the attic at Williamstown.
- Cleaned and trimmed shrubs at Emerson.
- Rerouted the cord for the laminator at Emerson.
- Sprayed weed killer at Emerson.
- Made and installed shelf for Young Reader’s Room.
- Repaired ladies staff restroom lock at Emerson.
- Shimmed cabinet at South.
- Hung shelves in genealogy.

GENEALOGY – Jim M.

Number of Walk-ins	166		
Number of Emails	6	Individual Lookups	10
Number of Microfilm Reader Users	35		
Number of Genealogy Computer Users	3		
Phone Contacts	38		
Total	248		

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

- I continue to refine my Genealogy Class 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.
- Rearranging items in locked and unlock Cabinet for expansion with donated City Directories and Yearbooks, we now have some Jr High yearbooks.
- I am currently working on 5 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. Thinking in November.

TALKING BOOKS DEPARTMENT – Michal Ann L.

Thank you for taking the time to read the update for August's Talking Books work done.

- In-Person Meetings: 0
- Local Recovery Center/Jail Book Donation Delivery – Number of Boxes: 0
- Patron Emails: 7 sent: 10
- Calls Received: 10 Calls Made: 15
- Packets mailed out to prospective patrons: 1
- Walk-In Patron Contacts: 2
- Active Patrons: 103
- Patrons Added: 0
- Patrons Suspended: 0
- Talking Books Reference Questions: 1
- Total Circulation: 315+24 - - Includes July & August BARD downloads due to technical difficulties.
- Processed Patron Materials: 0
- Volunteer: 1 Hours: 12 Ryan – my husband and Talking Books Volunteer, has been extremely helpful in completing multiple projects around the office. Ryan has made great progress in the Genealogy Room to help with shifting.
- Completed all outstanding patron requests.
- Finished Fall Newsletters, began working on a Holiday edition.
- Printed and mailed out 15 Talking Book Topics magazines
- Continued Projects: Patron Contact List – 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.
- Recycled/Reclaimed Book "Desk Scape" program for adults for later this year.
- Braille Awareness Month meeting scheduled for January.

BRANCHES - South Parkersburg – Olivia J.

Statistics Narrative

August was significantly slower than the other summer months, but that is due largely to the decrease in programming after Summer Reading Program and before school year programming began. There were still several kids in to continue their visits for SRP to be able to go to one of the parties. There were also several getting stamps on their Golden Ticket forms. Dawn took a much-needed vacation and the South Staff and the Emerson Staff deserve Kudos as the scrambled to cover Olivia who became sick during that time. The Programming rest was restorative, and the staff look forward to resuming programs in the fall.

Ongoing Projects

- Ashley made several posts on Instagram.
- Apryl has continued working on the Hobbit Escape Room decorations and Olivia has finished making all the puzzles. Olivia asked other staff members to test the various puzzles and riddles, and they good-naturedly agreed, even though it's not everyone's favorite thing. The conclusion was that the puzzles are appropriately challenging, but solvable.
- Ashley made a book display of books based on real historical events.
- Kristy's Author of the Month display was Anne McCaffrey.
- Ashley's Trivia Program this month was Disney-but-not-the-Princesses-or-PIXAR themed.

Completed Projects

- Ashley hosted a sign-painting program for the teens.

Maintenance

- While taking down the large Summer Reading Program Wall Display, it was noted that there were several places on the wall where the paint had come off the drywall. The Guys were asked if they may be able to repaint it, and they are looking into it.

BRANCHES – Williamstown – Lisa H.

August at Williamstown Library was a flurry of activity as the Summer Library Club came to an end. We had children racing to reach their goals before the pool party and children trying to finish their Golden Ticket forms as well. We were disappointed to have to change the date of the pool party due to the broken pool pump and feel like the date change, along with threatening weather, caused our attendance to be lower than expected. However, those that attended the party had a wonderful end of summer celebration!

Completed projects:

- Hosted two classes of our program called, "The Buzz About Bees." Shanda King, the state apiarist, was amazing and taught the children so much about the importance of honeybees. They loved seeing the live hive, hunting for the queen, tasting the different types of honey, and making beeswax candles. The kids loved the Bee City T-shirts also.
- We finished up recording children's visits for the Summer Library Club in August and wrapped up the distribution of the patches, badges, and pins.
- Helped organize and host the Summer Library Club's end of summer pool party.

DEPARTMENT ACTIVITIES – August 2024

- Attended the wrap-up meeting for Summer Reading Program with Charley, Dawn, and Lisa H. at the main library.
- Hosted a Williamstown Library Committee meeting to plan for the fall.
- Miss Edie took a break from Story Time in August. She will resume in September.
- We continued our monthly estimation contest. In August, we estimated how many coins were in a jar and practiced writing our estimates in dollars and cents. The winner was announced on the last day of the month.
- Hosted our fifth monthly meeting of “Coffee, Cards, and Conversation.” The ladies had a great time playing Yahtzee.
- Created a “Back to School” book display.
- Met with Rachel Dickel with Unicare to hear about future programming ideas. We will be working with her for our Halloween program.
- Met with Ethan Travis and David Lyle from Equitable Finance to talk about future library programming. They will send their programs in writing.
- Continued overseeing the Golden Ticket Program through Wood County Schools. The program ended on 8/29.

Ongoing Projects:

- Started working with Piccola Bloomingdale to organize a puppet program in September or early October.
- Continue creating graphics for social media to highlight our upcoming events.
- Continue to plan for 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 and took down tables for the Bee program and the coffee program.

BOOKMOBILE – Lisa H.

Statistics Narrative

The Bookmobile served 1299 patrons in August. We attended many Back-to-School Events during the Month including two large parties at Gihon Elementary School and Jefferson Elementary School. The Bookmobile visited Kids Fest at Parkersburg Homecoming. We also have been building a connection with the Waverly Activities Center and attended their Grand Opening & Community Dining.

Lisa worked on getting the schedule set for the new school year. We have added a few new stops: Art Start preschool and Jefferson Elementary School grades 1 and 2.

Ongoing Projects

- Lisa – programs for September events.
- Lisa – setting up sites for the school year stops.
- Lisa – create book displays.
- Lisa – seasonal books and decorations.

DEPARTMENT ACTIVITIES – August 2024

- Lisa -- weed/withdrawal books.
- Lisa – collection Development.
- Diane – book deliveries to Senior Living facilities.
- Diane – repair books as needed.
- Diane – assists with decorating.
- Diane – assists with preparing crafts and giveaways for events.
- Bert – manages stop evaluation form and spreadsheet.
- Everyone – places holds.
- Everyone – replenish shelves as needed.
- Everyone – regular stops to preschools, private and public K-12 schools, afterschool centers and senior citizens facilities.

Maintenance

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