

**REFERENCE DEPARTMENT – Carey C.**

**Ongoing Projects**

- THE NON-FICTION SHIFTING PROJECT HAS BEEN COMPLETED! Sincere thanks to anyone who assisted in this effort (and especially June who volunteered).
- Staff are continuing to rebarcode non-fiction.

	Ancestry	EBSCO Sessions	EBSCO Searches	Chilton
<b>Oct-23</b>	416	14	77	5
<b>Nov-23</b>	673	61	297	14
<b>Dec-23</b>	492	33	92	28
<b>Jan-24</b>	648	36	187	17
<b>Feb-24</b>	638	44	257	15
<b>Mar-24</b>	530	24	104	9
<b>Apr-24</b>	313	32	226	16
<b>May-24</b>	508	24	154	8
<b>Jun-24</b>	459	6	29	20
<b>Jul-24</b>	212	33	151	7
<b>Aug-24</b>	358	17	133	17
<b>Sep-24</b>	804	9	31	7
<b>Total</b>	<b>6051</b>	<b>333</b>	<b>1738</b>	<b>163</b>

**ADULT PROGRAMMING – Jeanne M.**

**Completed Projects**

- Adult Board Games after hours.
- Puzzles for passive programming continue to be very popular. Marcia is the star!
- Random Readers Book Club- Topic: Books published before you were born. Jessica Todd is now doing this display.
- An Evening with: Acupuncturist Canceled. Morgan suggested a friend who would present a talk on healthy behavior for the fall. Health issues continue to be a bad bet. Only 2 people attended.
- Painting the Phelps Tavenner house with Marj Teague. Participants produced nice paintings under Marj’s direction. Only one person did not attend...developed covid.
- Adult Craft Featured Junk Journals Part 2, with Holly Rexroad and Mika Cumberbridge
- September Displays- Vietnam War, Books that had an influence in reader’s lives, September Songs- books written by authors who were born in September, Staff Picks, Random Readers- Books written before you were born, and a special display of books exploring strange and or disturbing realms, with art by Chris Friend- Susan Shepard’s brother.
- **Ongoing Projects**
- Book clubs continue.
- Strange Realms display
- I had my 2<sup>nd</sup> cataract surgery, and I am now able to enjoy shelf reading fiction, mystery, romance, and science fiction. These sections were in dire need of attention.
- September was the first month of the programming slow down. The Evening With Your Health was disappointing. Marj Teague’s painting class and the Junk Journal, Part 2 were popular offerings.

## DEPARTMENT ACTIVITIES – September 2024

- We will be offering a second craft program, beginning in January, with a slot on the third Tuesday of each month at 3:00p.m., called Tuesday Crafternoon. I have asked staff who have ideas to share or would be interested in conducting a craft class to let me know on Teams. Jessica will be doing her Mothman clay figure craft for adults in November.
- I am pursuing possible Evening With presenters for the new year. I have January, February, March, and April scheduled at this time.
- I have a tentative list of events for the craft programs through June.

### YOUNG READER'S ROOM – Charley J.

#### Completed Projects

- Fall programming is in full swing!
- Our weekly Baby and Toddler Story Time has been quite popular. We average 45-50 people a week. We are considering offering a second story time for this age because of the apparent interest in the program!
- We also host a weekly Preschool Story Time for ages 3-5. We have seen many new faces in story time recently and are grateful for the new friends!
- We started our monthly Lego Club in September. This program continues to be popular and gets kids in the library. This month, the Lego challenge was to build a Lego boat that floats.
- The Tail Waggin' Tutors visited the library. Kids were excited to practice reading with their therapy dog friends!
- We started a new program- The Library World Travelers. At this monthly event, we learn about a country, read a story from that country, and do an activity based on what we learned. This month, we visited Peru, read about the Peruvian Sun Festival and made Peruvian textile art.
- We will continue to host our African Drum classes every other month. September was our first class, and we will have another class in November.
- To bring patrons in on Saturdays, we have started a monthly Saturday craft day and scavenger hunt day. Families can come into the library any time during the day of the event to participate in the activities. For our craft day, kids got to paint mini wooden mushrooms. For our scavenger hunt, kids found images with facts about different bugs hung up around the children's library. When they found all the images, they got a prize!
- We held an art class where kids got to make a mini clay Mothman. One of our circ staff, Jess, is talented with clay and offered to help up host and prep for the program. She did a great job, and the kids were quite proud of their Mothman creations!
- Choose Your Own Adventure Book Club held its first meeting this month. We have 27 kids that are in the club this year! We read *A Trumpet of Terror*, and the kids enjoyed making their own Viking shields and helmets.
- We hosted Grace Christian Preschool for a tour of the library. We saw many new faces and got library cards for their students.

#### 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 a monthly calendar to advertise our events for children aged 12 and under.
- Creating graphics for social media to highlight our upcoming events.

## DEPARTMENT ACTIVITIES – September 2024

- Displaying our events for the month on our whiteboard. Abigail is a skilled artist and always does a wonderful job drawing on the whiteboard to promote our upcoming events.
- Relabeling and organizing the children’s chapter book collection.
- Brainstorming ideas for summer 2025. We will be researching ideas for the summer now through December and will meet in January to solidify those plans.
- Preparing for my upcoming presentation at the state library conference.

### Young Adult- Edain C.

September heralds the return of programming!

- Both mythology programs have started and so far, have been great successes!
- Kelsey’s friend volunteered to design graphics for mythology club, which she has made into buttons to hand out to the kids at every meeting. They are VERY cool, and the kids love them. They get a different design for each meeting.
- Hyperfixation Club for teens happens every Tuesday from 4 to 6 and is easily our biggest program, drawing about 15 kids every week.
- Continuing to plan programs weekly – mythology clubs require the most prep for Edain, as she is teaching the kids about basic literary analysis as well as little bits of history for context and (importantly) how to cite their sources and how to determine if information is reliable.
- Kelsey preps and plans craft programs. September’s was a tiny library in an Altoid tin. She and her partner Kevin donated supplies and time to create the tiny books out of wood and make pressure fit shelves for the tins. In addition to the books, they also had a choice of tiny decor items to jazz up the shelves.
- Planning and prepping October’s programs.
- 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 has put together a Discord server to make contacting regular kids easier, to host online programs, and to extend our reach
- Colleen has finished weeding the children’s books in storage!
- Colleen has displays of bookmarks and recent reads with reviews, a book bingo-style reading challenge and a duology reading challenge.
- Colleen’s Blind Date with a Book display is a huge success!
- We are partnering with UniCare to host monthly programs about health and wellness for teens. September’s program was about germs.
- Kelsey has been running Adult Hyperfixation Club every Thursday night from 5:30 to 7. We’re still working on getting the word out and finding an ideal timing for that evening.
- Making graphics and a monthly calendar to advertise YA events.
- Displaying books face-out on the open shelves of the collection to increase interest, visibility, and circulation.
- Looking forward – we are in the early stages of planning next spring’s Shakespeare Choose-Your-Own-Adventure game.

## DEPARTMENT ACTIVITIES – September 2024

- 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	691
New Audiobooks Cataloged	0
New Video Games Cataloged	4
New Music Cataloged	0
New DVD's Cataloged	92
New Blu-Rays Cataloged	2
New Board Games/Puzzles	0
Total Cataloged	789

### MAINTENANCE & JANITORIAL DEPARTMENT – Brian H.

- Stained front fence at Emerson.
- Painted wall at South.
- Fixed door at South.
- Trimmed trees in the parking lot at South.
- Shampooed spots in carpet at Emerson.
- Fixed outside window seal at Emerson.
- Cleaned dirt away from window in stairway to nowhere at Emerson.
- Cleaned out foyer drain.

### GENEALOGY – Jim M.

<b>Number of Walk-ins</b>	<b>159</b>		
<b>Number of Emails</b>	<b>7</b>	<b>Individual Lookups</b>	<b>20</b>
<b>Number of Microfilm Reader Users</b>	<b>30</b>		
<b>Number of Genealogy Computer Users</b>	<b>3</b>		
<b>Phone Contacts</b>	<b>38</b>		
<b>Total</b>	<b>237</b>		

#### **Completed Projects**

- Completed various obituary requests; and
- Assisted various walk-in family researchers.
- Thanks to my coworkers on finishing the shifting of the Genealogy Section of the stacks, It looks Great, and patrons are noticing it.

#### **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 finished a class on Deciphering Old Handwriting through Legacy.com
- I finished rearranging items in locked and unlock Cabinet for expansion with donated City Directories and 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.

### TALKING BOOKS DEPARTMENT – Michal Ann L.

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

- In-Person Meetings: 1
- Local Recovery Center/Jail Book Donation Delivery – Number of Boxes: 6
- Patron Emails: 0 sent: 0
- Calls Received: 13 Calls Made: 11
- Packets mailed out to prospective patrons: 2
- Walk-In Patron Contacts: 2
- Active Patrons: 103
- Patrons Added: 2
- Patrons Suspended: 1
- Talking Books Reference Questions: 0
- Total Circulation: 136
- Processed Patron Materials: 8
- Volunteer: 1 Hours: 4
- Printed and Mailed out 130 Fall Newsletters: Holiday Edition is ready to go!
- Set a date for the first in person meeting for the Blind & Handicapped dept since March 2020!
- Continued Projects: 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

September is back and with it the recurrence of programs and school visits. There was a lot of business to prepare for the Escape Room. Apryl did a great job with decorations that really helped set the scene for the program. Dawn's storytimes meet every other week on alternate weeks. So if her Wee be Jammin' program happens one week, the Small Fry Storytime will not. It has been fun to see groups of people come back to the library even during the off week to visit with friends they have made at those storytimes. The staff do a great job with book displays in the library. Since space is limited, they make

## DEPARTMENT ACTIVITIES – September 2024

the most of it to be able to display books. Dawn makes clever use of shelf space. Apryl and Ashley choose monthly themes to focus on for both fiction and non-fiction endcap displays. September featured things like World History endcap display in non-fiction and “Wearing White after Labor Day” in fiction, which featured books with white covers. Ashley usually makes a display on one table that is in an open space and Kristy always uses an endcap for her author of the month.

### Ongoing Projects

- Ashley made several posts on Instagram. She is including regular posts with staff members’ favorite books read in the month.
- Kristy’s Author of the Month display was Isabel Allende.
- Ashley had a display of books by Hispanic and Latinx authors.
- Dawn resumed her storytimes. There are several new families coming to the baby and toddler storytimes, Wee be Jammin’.
- Olivia and Dawn resumed doing Read Aloud visits to Franklin Elementary. Olivia considers it the highlight of her week.
- Olivia began working on program ideas for adults in the coming months. The earliest is a craft program scheduled for the beginning of November.
- All staff members have participated in ongoing shelf-reading.
- Dawn is working with Ashley Smith on an outreach project to replace the Wild Readers Wonderful Authors program.

### Completed Projects

- Ashley had another crafting program for the teens.
- The Hobbit Escape Room took place from September 19-23. There was only one no show and one person who had signed up had to call and cancel, but otherwise everyone who signed up showed up. Not all groups escaped in time, but everyone seemed to have fun.

### Maintenance

- The wall across from the entrance was painted earlier in September. It looks much better.
- A few computers were replaced.
- We now have a functioning library catalog for patrons to browse. It had been down for several months, but Angie fixed it

### **BRANCHES – Williamstown – Lisa H.**

September was a month where we went back to our normal school routine. Most of my adult patrons visit the library during the day, and then we see mostly tweens and teens as they spend time in the library after school. I am working hard to continue to develop relationships with those kids. We usually see anywhere from 10-30 kids after school each day.

### Completed projects:

- Hosted Teen Game Day at the library where children in grades 4-8 played card games with a parent volunteer. The library provided snacks and drinks. The kids had a wonderful time.
- Weeded new Adult Fic, Adult NonFic, Easy (picture books), Juv NonFic and DVDs.
- Miss Edie started her fall story time schedule. We had a nice crowd at her shapes/colors lesson.
- We continued our monthly estimation contest. In September, we estimated how many pieces of apple candies were in a jar. The winner was announced on the last day of the month.
- Hosted our sixth monthly meeting of “Coffee, Cards, and Conversation.” The ladies had a great time playing Uno.
- Created an autumn book display.
- Assembled and set up a display for our Monarch butterfly habitat, including materials and books explaining the life cycle of the Monarch. Caterpillars were gathered from our outside milkweed and brought inside. The children checked each day as the caterpillars formed their chrysalis and waited in anticipation for the monarch to emerge.
- Assembled and put a new Story Walk in Fenton Park entitled, “Leaf Trouble.”
- Hosted a Williamstown Library Committee workday to prepare for the Williamstown Homecoming parade. We made signs and decorations for the truck, trailer, and golf cart. We also bagged candy for each volunteer to toss during the parade.
- Participated in the Williamstown Homecoming parade. It seems the whole town is lined up in the streets to watch. We felt that it was very important, as we move towards a new building, to be visible in our community and have signs explaining all that the library does. I heard numerous comments about not knowing we had free notary services, low-cost copies, senior programming, etc....

### Ongoing Projects:

- Continued working with Piccola Bloomingdale to organize a puppet program in October.
- Started working with Unicare on our Halloween program.
- Contacted and worked with Artsbridge to determine if and how much senior grant money will be set aside for our upcoming senior painting programs.
- Continued creating graphics using Canva for social media to highlight our upcoming events.
- Continued to plan for fall/winter programming.
- Continued 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.
- Continued 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 different programming events.
- Made supports for the DVD case to make it more stable.

**BOOKMOBILE – Lisa H.**

**Statistics Narrative**

The Bookmobile served 1,494 patrons in September. We added the first and second grades at Jefferson Elementary School as a Friday stop and Art Start preschool. The Bookmobile visited Celebrate Parkersburg on September 14 and interacted with 266 people.

Lisa worked on two presentations for the West Virginia Library Association's Annual Fall Conference. One was about the Bookmobile service and how it aligns with the library's mission. The other was with Charley about our Summer Library Club.

**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.
- 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 – placed 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.