

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
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
Sep-24	804	9	31	7
Oct-24	433	16	275	11
Total	6068	335	1936	169

ADULT PROGRAMMING – Jeanne M.

Completed Projects

- Adult Board Games after hours.
- Adult Hyperfixation Club
- Puzzles for passive programming continue to be very popular. Marcia is the star!
- Random Readers Book Club- Topic: Historical Topics
- An Evening with: Robert Newell. I think attendance was poor due to advertising procedures. People need to be reminded of events close to the date as well as in advance.
- Scary Story Exchange with Chris Parsons and Chris Friend, 14 attended and some very scary personal experiences were shared.
- Adult Craft: Give A Hoot, Paint an Owl. Twelve people attended and it was very popular.
- October Displays- People and Faces important in October History, Halloween Tips and Treats, Scary Season, Fall Vibes, Books about History for Random Readers
- Special Display of Scary DVDs for Halloween

Ongoing Projects

- Book clubs continue.
- Special Seasonal movie display by front desk
- Shelf reading completed through DVD section.
- 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.

DEPARTMENT ACTIVITIES – October 2024

- I am pursuing possible Evening With presenters for the new year. Schedule is complete through May at this time. I have asked Michal Ann to do a special program in January because it is Braille awareness month. Daniel Reed of the West Virginia Skeptics Group will be here on January 16th. I have a tentative list of events for the craft programs though June.
- I am reorganizing the craft closet.

YOUNG READER'S ROOM – Charley J.

Completed Projects

- We hosted story times for ages 0-2 and 3-5 each week. Our baby and toddler story time continues to attract a large crowd. We plan on having two story times for this age group starting in January.
- We collaborated with the Healthy Community Coalition, and helped promote their Fall Fest that took place in the library's arboretum.
- We held our monthly Lego club. This month, the Lego challenge was to build a mismatched monster. If you are ever curious to see what these creations look like, we post pictures of the kids and their Lego creations next to the Lego wall in our play area. Kids love seeing their pictures hung up in the library!
- The Tail Waggin' Tutors visited the library. Kids were excited to practice reading with their therapy dog friends!
- For our monthly craft days, kids were able to do a variety of fall-themed activities. They decorated pumpkin picture frames and made a fall windchime. We had approximately 70 people attend this event.
- For our monthly scavenger hunt, kids found images with facts about different cryptids hung up around the children's library. When they found all the images, they got a prize! We had 100 children participate in this activity.
- We partnered with Unicare to host a special Smokey Bear Birthday Party event. People from the WV Forest Service, North Bend State Park, Girl Scouts, and Unicare were represented at the event. The hit of the night was when Smokey Bear and Sarah from North Bend took the kids on a nature hike through the arboretum!
- Library World Travelers has been a great addition to our monthly programming. This month, we visited Mexico to learn about Day of the Dead. Some of our families from other countries have really enjoyed the program and have offered to help us host a class about their country of origin. We have a family from India and a family from Argentina that want to share their culture with the community through this program!
- During Choose Your Own Adventure Book Club, we read *Space and Beyond*. Our book club members love choosing how the story goes, and frequently chant and cheer throughout the story. It is a great time!
- Brian and I had our quarterly meeting with Wood County Reads. Through the help of this group, we are working to partner with Wood County Schools and have all second-grade classes visit the library sometime next year.

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 ages 12 and under.

DEPARTMENT ACTIVITIES – October 2024

- Creating graphics for social media to highlight our upcoming events.
- Displaying our events for the month on our white board. Abigail is a skilled artist and always does a wonderful job drawing on the white board 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.

Young Adult- Edain C.

October is often our teens’ favorite time of year.

- YA Mythology Club has regular attendees who are curious and engaged. The kids have begun to request future topics they’re curious about. October’s topics were *Heroes and Monsters*, *Witches, Magic, and Powerful Women*, and a Halloween Special.
- Middle Grade Mythology Club is very exciting for Edain and Charley, given that we have ten plus kids interested in a book club program.
- 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 at each meeting.
- Hyperfixation Club for teens happens every single 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. October’s was a tiny Mothman. Special thanks to Jessica Todd for being willing to teach the program!
- Planning and prepping November’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. The kids are here five days a week, school schedule permitting.
- 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! 6 circulations in October.
- We are partnering with UniCare to host monthly programs about health and wellness for teens. October’s program was scary diseases.
- 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.

DEPARTMENT ACTIVITIES – October 2024

- 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 and 2025’s YA summer reading challenge.
- Maintaining the appearance of the collection and shelf-reading.
- 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	899
New Audiobooks Cataloged	0
New Video Games Cataloged	41
New Music Cataloged	1
New DVD's Cataloged	77
New Blu-Rays Cataloged	3
New Board Games/Puzzles	8
Total Cataloged	1029

MAINTENANCE & JANITORIAL DEPARTMENT – Brian H.

- Cleaned windows in Young Reader’s Room at Emerson.
- Sprayed weed killer at Emerson.
- Finished staining the rest of the fence at Emerson.
- Patched hole in parking lot entrance at Emerson.
- Picked up sticks at Emerson.
- Adjusted loading dock door at Emerson.
- Trimmed shrubs at Williamstown.
- Cleaned windows at Williamstown.
- Unclogged drain in sink at South.
- Painted outside doors at Williamstown.
- Lubed entry side door at South.
- Filled holes at Emerson and South.
- Installed new e-light switch at South.
- Fixed counter at South.

GENEALOGY – Jim M.

Number of Walk-ins	165		
Number of Emails	6	Individual Lookups	7+
Number of Microfilm Reader Users	25		
Number of Genealogy Computer Users	4		
Phone Contacts	30		
Total	230		

Completed Projects

- Completed various obituary requests.
- Assisted various walk-in family researchers.
- Once again thanks to my coworkers on finishing the shifting of the Genealogy Section of the stacks, It looks Great and patrons are noticing it.
- Finished GPS (Genealogical Proof Statement) for a patron.
- I held a Genealogy Class for the Wood County CEO's Education Fair on October 19th and the 4H Fairgrounds at Butcher Bend Road, in Wood County was very successful with 6 students attending.

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.
- Getting the Server or some other mode up to get the scanned book to the patrons outside the library.
- Ongoing sorting of recent books, magazines, newspaper clippings, and scrapbook donations.
- Thanks goes out to my Resa" for her weekly scanning of materials.
- Shelf-reading in the history and genealogy collection is ongoing.
- Worked in circulation and workroom as assigned.

New Incoming Projects

- 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 am currently working on 4 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 October's Talking Books work done.

- In-Person Meetings: 1
- Local Recovery Center/Jail Book Donation Delivery/Local Schools – Number of Boxes: 4
- Patron Emails: 5 sent: 10
- Calls Received: 7 Calls Made: 11
- Packets mailed out to prospective patrons: 1
- Walk-In Patron Contacts: 0
- Active Patrons: 103
- Patrons Added: 0
- Patrons Suspended: 1
- Talking Books Reference Questions: 1
- Total Circulation:
- Processed Patron Materials: 10
- Volunteer: 1 Hours: 0
- Attended October 23rd Board Meeting – I enjoyed myself very much!

DEPARTMENT ACTIVITIES – October 2024

- Asked about trying to schedule an event with a local Senior Living Center – but after 3 attempts to confirm the date and time with the Activities’ Director with no responses, I cancelled the event on my calendar.
- Continued Preparations for the Open House on November 20th! Part of those preparations have included only calling or emailing those patrons that I have directly had contact with in the past 10 months; many of them “say” they have not received the Newsletters from the Library that I send out Quarterly. I believe I will revisit the mailout process of the Newsletters after the first of the year – I may investigate videoing myself (hands and paper only) reading the Newsletter and posting a link on our website link for the Talking Books. However, everything is hypothetical at this point!
- Continued Projects: Janet’s handwritten notes for a Procedure Manual for Talking Books: once manual is done it will be submitted to Director & Assistant Director for approval. October’s page done: *How to process patron return mail, returned items from USPS. Also Created a Patron recommendation form for Talking Books to be included in the Newsletter.*
- Recycled/Reclaimed Book “Desk Scape” program for adults for later this year – Date is now set for December 10th!
- Braille Awareness Month meeting scheduled for January (Evening With)

BRANCHES - South Parkersburg – Olivia J.

Statistics Narrative

October seemed to be a balance of very busy days and very slow days. There were a few days when kids working on science projects were in and Dawn was able not only to help them navigate the physical library for sources, but did point them to the online databases available to them with their Parkersburg library card. Several “scary” or Halloween inspired book displays took over the library. One day somebody who usually works from home called into the library to verify that there was electricity and internet (there was). He had just lost both at his home and was grateful to be able to come to the library to continue his work.

Ongoing Projects

- Ashley made several posts on Instagram. On Halloween there was a post featuring South staff in their book title pun costumes.
- Kristy’s Author of the Month display was Stephen Graham Jones.
- Ashley had a display of books featuring paranormal activities.
- Dawn conducted her storytimes.
- Olivia and Dawn continued Read Aloud visits to Franklin Elementary. Olivia visits a second grade classroom and Dawn visits a fifth grade classroom.
- Olivia made a sample craft and began promoting the craft program that will take place in November.
- All staff members have participated in ongoing shelf-reading.
- Tail Waggin Tudors had begun a monthly event at South in September and it continued into October.

Completed Projects

- Ashley had a cryptid perler bead crafting program for the teens.
- Apryl decorated for Halloween. There were displays on the walls of the front desk and a few library endcaps were decorated to look like monsters. She also created a paper ring mural of sorts.

Maintenance

- We are working through various idiosyncrasies with the computers to better serve our patrons, this involves sometimes disabling the protection software so patrons can upload items created on our computers to their email, or so they can download something to be printed.

BRANCHES – Williamstown – Lisa H.

October at Williamstown Library was busy and fun. We started a book club, which is something that Williamstown has needed for a long time. After school times have continued to be exceptionally busy. Adding Harriet C. on staff a few hours a week has made so much difference and has helped me feel like I'm not always behind on my work. With her, we can do special projects like weeding and shifting, which are difficult to do while trying to run the circulation desk.

Completed projects:

- Hosted "Scary Diseases, Scary Pumpkins," our Halloween program. We appreciated Rachel Dickel from Unicare coming to WL. She did a fun and educational program on germs. The kids loved the germ experiments and enjoyed painting their pumpkins.
- Hosted "Pic a Puppet with Pic" featuring Pic Bloomingdale, a puppeteer from Williamstown. She shared her amazing collection of puppets with the children. She also handmade beautiful puppets and assisted each child in adding the hair, eyes, nose, mouth, tongue of choice. She also taught the basics of how to make a puppet "talk."
- We hosted our first Mystery Book Club meeting. We had a great turnout! Kristy did a wonderful job as the leader of the club.
- Miss Edie held two Story Times for ages 3-5.
- We continued our monthly estimation contest. In October, we estimated how many pieces of pumpkin candies were in a jar. The winner was announced on the last day of the month.
- Hosted our monthly meeting of "Coffee, Cards, and Conversation." The ladies had a great time and there was a lot of laughter, as always.
- Created a Halloween book display.
- Planned and made passive Halloween crafts that children could complete any time they were in the library.
- Weeded all new shelves, including AF, ANF, Easy, JNF and DVDs.
- Assisted many children with finding resources for their science projects.

Ongoing Projects:

- Worked with Artsbridge and Nicole H. to plan our November senior painting programs.
- 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.
- Painted the front and back doors. They look so much better!

BOOKMOBILE – Lisa H.

Statistics Narrative

The Bookmobile served 1,253 patrons in September.

Lisa presented 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. Lisa will be the Youth Services Roundtable chair for 2025, this position will help plan the 2025 WVLA Spring Fling conference.

Lisa also attended the Association of Bookmobile and Outreach Services annual conference in Indianapolis, IN from October 14-17. At the conference she was able to speak with manufacturers and tour several bookmobiles on display. She gave out copies of the library's request for proposal (RFP) for a replacement vehicle. She presented a session on how bookmobile services help meet the mission of the library.

Ongoing Projects

- Lisa – setting up stops for events and additional locations.
- 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.