

## DEPARTMENT ACTIVITIES – November 2024

### REFERENCE DEPARTMENT – Carey C.

#### Ongoing Projects

- Staff are continuing to rebarcode non-fiction.
- We have started a first weeding pass of the Mystery section and are over half through. We'll be weeding the rest of the fiction collection in the coming months and likely going back through for more in-depth weeding later.

	Ancestry	EBSCO Sessions	EBSCO Searches	Chilton
<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>Oct-24</b>	433	16	275	11
<b>Nov-24</b>	646	30	85	14
<b>Total</b>	<b>6041</b>	<b>304</b>	<b>1724</b>	<b>169</b>

### ADULT PROGRAMMING – Jeanne M. November, 2024

#### Completed Projects

- Adult Board Games after hours. Consistently attended and attracts interest from patrons.
- Adult Hyperfixation Club
- Puzzles for passive programming continue to be very popular. Marcia is the star!
- Random Readers Book Club- Topic: Children's Classic
- Stone Soup Kitchen presentation and reading of the book "Stone Soup. Liz Kula was unable to attend, but she send an informed replacement who talked about the origin and practices of the Saint Xavier Soup Kitchen. They serve their guests on Wednesdays and provide some items to meet the needs of specific diners.
- Special event: Ron Teska, sculptor. Ron shared images of his sculptures, along with several of his smaller creations he brought along. Ron is always interesting and informative regarding his techniques and the impetus behind many of his works. Sixteen persons attended.
- An Evening with: Diane Anestis, featuring Marshall University researcher; her department just received a million dollar grant to investigate the uses of WV medicinal herbs and plants in the treatment of cancer and arthritis. Wonderfully informative and explanations of how various curatives sprang from the medicine used by Native American tribes when settlers first arrived in the area. This event was erroneously listed as beginning at 6 p.m., though it was actually scheduled for 6:30 p.m. We started at 6 and about half of the audience was in attendance. A total of 16 people enjoyed this event.
- Mothman Polymer Clay Event for Adults. Seven participants made their own Mothman.
- Adult Craft: Do not Be a Turkey for Thanksgiving, paint one. 10 attendees.

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- October Displays- People and Faces important in November History, Companion fiction to first display, Staff picks with a special title that was recommended by three staff persons: Poisonwood Bible by Barbara Kingsolver, Children's Classics for Random Readers, Families more Dysfunctional than Yours, Fall Vibes
- Special Display of Christmas themed DVDs for the Holidays.
- Brian Raitz advised me of the closing of Kreinik Manufacturing. His friend, Doug Kreinik, was retiring and relocating. Doug hosted Kelsey and I on location and we were able to receive many craft supplies for future classes. It was quite interesting to see the number of products his company had and to learn some stories about his customers worldwide. Many thanks to Brian and Doug for this opportunity.

### Ongoing Projects

- Book clubs continue.
- Special Seasonal movie display by front desk
- Shelf-reading was completed half of the mystery 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 holding a Polymer Clay Snowman event for Adults in January.
- 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 16. Rosemary Greene, author of "Diary of a Fat Housewife: A Story of Humor, Heart-Break, and Hope will revisit us on January 25<sup>th</sup> at 2 p.m.

### 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 will be expanding to 2 story times for this age in January. The new times will be 9am and 10:30am on Wednesdays.
- We held our monthly Lego club. This month, the Lego challenge was to build something you are thankful for. We had a variety of creations including family pets, rocket ships, and the Earth. The kids were definitely grateful for a variety of things!
- The Tail Waggin' Tutors visited the library. Kids were excited to practice reading with their therapy dog friends!
- For our monthly scavenger hunt, kids helped turkey find his feathers. When they found all the feathers, they got a prize! We had 94 children participate in this activity with 65 of them coming in on Saturday.
- For our Library World Travelers event, we visited Germany. Kids learned about the country and their culture, then got to make lanterns in honor of a special German holiday called Saint Martin's Day. The kids were also excited to learn that Germany invented pretzels and gingerbread houses!
- During Choose Your Own Adventure Book Club, we read *Race Forever*. Our book club members love choosing how the story goes and frequently chant and cheer throughout the story. Sometimes we end up choosing a bad ending. For example, in this month's story, we veered off course and ended up being trampled by a rhino! The kids thought it was hilarious!

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- During the week of Thanksgiving, families could visit the children’s library to make a scarecrow craft for their Thanksgiving table. We had over 100 people come to the library to make a craft!

### 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.
- 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.
- Planning out the budget for our upcoming summer program. Brian and I have also submitted a grant application to the Henry Logan Foundation to provide funding for summer give away books.
- Weeding books from the WX collection downstairs.

### Young Adult- Edain C.

Moving into winter and the holiday season!

- YA mythology club has regular attendees who are curious and engaged. The kids have begun to request future topics they’re curious about. November’s topic was *Trickster Heroes*.
- 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. November’s was going to be a yarn craft, but then everybody got sick.
- Planning and prepping December’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!

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- 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! 10 circulations in November.
- We are partnering with UniCare to host monthly programs about health and wellness for teens. November’s program was Parasites.
- 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 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	662
New Audiobooks Cataloged	0
New Video Games Cataloged	9
New Music Cataloged	7
New DVD's Cataloged	78
New Blu-Rays Cataloged	5
New Board Games/Puzzles	19
Total Cataloged	780

### MAINTENANCE & JANITORIAL DEPARTMENT – Brian H.

- Fixed men’s toilet flush valve at Emerson.
- Installed new men’s toilet dispenser at Emerson.
- Shampooed carpet in the small meeting room at Emerson.
- Steam cleaned the upstairs men’s room floor at Emerson.
- Removed footprints in the Young Reader’s Room at Emerson.
- Raked and mulched leaves at Emerson.
- Mulched leaves at Williamstown.
- Helped Angie in the computer room at Emerson.
- Changed light switch in the staff lounge at Emerson.

### GENEALOGY – Jim M.

<b>Number of Walk-ins</b>	<b>150</b>		
<b>Number of Emails</b>	<b>3</b>	<b>Individual Lookups</b>	<b>7</b>
<b>Number of Microfilm Reader Users</b>	<b>40</b>		
<b>Number of Genealogy Computer Users</b>	<b>3</b>		
<b>Phone Contacts</b>	<b>28</b>		

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<b>Total</b>	<b>224</b>		
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### Completed Projects

- Completed various obituary requests; and
- Assisted various walk-in family researchers.
- Finished GPS (Genealogical Proof Statement) for a patron

### 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 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 am currently working on 6 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 November Update!

- In-Person Meetings: 1
- Local Recovery Center/Jail Book Donation Delivery/Local Schools – Number of Boxes: 0
- **New Applications Approved: 1**
- Patron Emails: 2 sent: 4
- Calls Received: 7 Calls Made: 11
- Packets mailed out to prospective patrons: 1
- Walk-In Patron Contacts: 0
- Active Patrons: 101
- Patrons Added: 0
- Patrons Suspended: 1
- Talking Books Reference Questions: 1
- Total Circulation:
- Processed Patron Materials: 8
- Volunteer: 1 Hours: 0
- Something that has changed slightly in my role as a Talking Books Librarian is that there must now be approval for each application that comes through our system (a change made in late October that also includes parental acknowledgements for children under age 18)– so that is now a statistic that I track as Charleston Special Services will send me applications to approve for people I have never had contact with through this office. I do ask Charleston to verify a bit of their condition before I sign off on the document, but as this has only happened once, I have

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been fine with it. Mostly, I am sent applications from patrons that I have dealt with, and I need to verify the documents.

- If the parents do not resign the new Talking Book acknowledgements by January 1, 2025, those Children and Young Adult accounts will all be automatically suspended by the National Library Services until updated applications are signed. (I am including an example of the old and new applications for you to reference.)
- The November 20<sup>th</sup> Open House was a success in my opinion in that 4 people showed up! My husband Ryan was one of those present and had a great time with the other patron that came who was 93 years young has regaled us with tales of her travels to 63 countries before her eyesight became too bad! The 2 HealthCare workers present were *very interested* in the program – how easy it is to use, navigate, function, etc.
- The Christmas Newsletter went out on November 29, 2024: 9 Talking Books Libraries or Special Facilities, 17 to the Branches and Vienna, 60 individuals. I also mailed out 14 packets with the current Talking Books Magazine with the current listings of popular items and the Christmas newsletter to 14 others. In All: 100 Newsletters. I still need to print a few to have available here at the Library.
- 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) = Talking points with Jeffrey are to utilize our Youtube channel and link to Facebook and the website when we are finished editing videos. 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. November’s rough drafts pages include: *Braille & Audio Reading Download reports, Alternate Contact page for Patrons, Tools & Reports for WebREADS.*
- Recycled/Reclaimed Book “Desk Scape” program on December 10<sup>th</sup> at 5 PM is ready to go and will be fun!
- Braille Awareness Month meeting scheduled for January (Evening With)

### **BRANCHES - South Parkersburg – Olivia J.**

#### **Statistics Narrative**

November serves as the start of the holiday season for a lot of people. At South there has been planning for programs for various ages taking place in December. There were vacation days taken by a few staff members and the help provided to cover those needs were appreciated.

#### **Ongoing Projects**

- Kristy’s Author of the Month display was Jennifer Beckstrand.
- Ashley had a display of books featuring Indigenous and Native American authors.
- Dawn conducted her storytimes. The Wee be Jammin’ groups in particular are growing and have been very consistent in attendance.
- Dawn continued Read Aloud visits to Franklin Elementary. Due to schools being closed for holidays and breaks and other interruptions, Olivia was unable to do any Read-Aloud visits in November.

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- All staff members have participated in ongoing shelf-reading.
- Patrons are becoming more familiar with the Tail-wagging Tutors and are getting accustomed to signing up for the event.
- Ashley had attempted scheduling teen events for Tuesdays, but after speaking with the teens who typically would come to programs, decided to switch back to Wednesdays starting in December.
- Olivia spoke with Brian about expanding the Large Print collection at South as it has the highest amount of checkouts per section.
- In order to facilitate the Large Print expansion, the audiobooks section at South was removed with materials being shifted to Emerson.
- Olivia also spoke with Brian about the need to weed both all areas of adult fiction and picture books.
- Dawn visited Martin Elementary Schools with a presentation about the freedom to read and the importance of the library.

### Completed Projects

- Apryl decorated the circulation desks with displays, one highlighting the books available on Hoopla.
- Olivia's craft program was enjoyed by the patrons who attended.

### Maintenance

- The man from Trane came by to make sure everything was working well with the HVAC .

### BRANCHES – Williamstown – Lisa H.

October at Williamstown Library was filled with a lot of activity with programs for all ages. Our after-school crowd has been huge due to the colder weather.

### Completed projects:

- Hosted Teen Game Day at the library. The kids had a great time playing card games and having snacks. It was our largest crowd yet for this event.
- Hosted two full classes of senior painting classes with local artist, Nicole Harris. The seniors painted a Christmas tree and learned acrylic painting techniques.
- We hosted our second Mystery Book Club meeting. Kristy was sick at the last minute so I filled in as best I could, not having read the book.
- Miss Edie held two Story Times for ages 3-5.
- We continued our monthly estimation contest. In November, we estimated how many pieces of candy corn were in a jar. The winner was announced on the last day of the month.
- We hosted our monthly meeting of "Coffee, Cards, and Conversation."
- Created a Thanksgiving book display.
- Decorations were put up for Thanksgiving, including a large turkey where children wrote what they were thankful for on the tail feathers.
- Planned and made three passive Thanksgiving crafts that children could complete any time they were in the library.
- Weeded all new shelves, including AF, ANF, Easy, JF, JNF, LP and DVDs.

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- Made a puzzle display of fall/Thanksgiving puzzles.

### Ongoing Projects:

- Continued to plan for 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.
- Took Halloween decorations to storage and brought Thanksgiving and Christmas decorations to WL.

### **BOOKMOBILE – Lisa H.**

#### Statistics Narrative

The Bookmobile served 1,127 patrons in November. The Bookmobile attended the Joyful Sound Day Care Fall Festival on November 2 and had 93 patrons visit.

We added two stops: Market Street Head Start and Cedar Grove Head Start to the rotation in November.

### 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 – 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.