

REFERENCE DEPARTMENT – Carey C.

Ongoing Projects

- Staff are continuing to rebarcode non-fiction.
- We have done preliminary weeding in the Mystery and Romance sections and will be weeding Fiction next.

	Ancestry	EBSCO Sessions	EBSCO Searches	Chilton
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
Nov-24	646	30	85	14
Total	6041	304	1724	169

ADULT PROGRAMMING – Jeanne M. December 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: Favorite Book of 2024
- Michal Ann’s Tabletop Book Decor drew 5 people.
- Ugly Christmas Cookie Craft; part of the yearly “Ugly Christmas” crafts had 12 attendees.
- Chris Friend with Scary Christmas Tales of Krampus and others had only 3 in attendance. These were folktales from other nations and not tales from the dark side.
- An Old Fashioned Tree Trimming Party, featuring garlands for the tree made of popcorn, cranberries, and dried oranges as well as pine cone decorations and festive refreshments attracted a total of 20 people. The tree looked very pretty.
- December Displays- People and Faces important in December History, Fiction books to put you in the Holiday Mood, cozy Christmas choices, Staff picks , Favorite books of 2024 for Random Readers, Short Days for short books.
- 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

DEPARTMENT ACTIVITIES – December 2024

company had and to learn some stories about his customers worldwide. Many thanks to Brian and Doug for this opportunity.

Ongoing Projects

- 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 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 25th at 2 p.m. Evening With Presenters are book through July

YOUNG READER'S ROOM – Charley J.

Completed Projects

- We hosted story times for ages 0-2 and 3-5 each week. We have a great group of families that we've really enjoyed getting to know through story time this year!
- We held our monthly Lego club. This month, the Lego challenge was to build a trap to catch an elf. We had some very unique elf trap ideas!
- Our therapy dog friends from the Tail Waggin' Tutors visited for a doggy Christmas party. The dogs came decked out in Christmas outfits. It was adorable! We read a story about a dog adopted at Christmas and made stockings for our own furry friends. It was a blast!
- During Choose Your Own Adventure Book Club, we read *Caravan* aloud as a group. In this story, we traveled through mountains, so after finishing the story, we made mountain scene art. The kids did a great job with their artwork.
- Due to the popularity of last year's Christmas party, this year we decided to make it a week-long event! Throughout the week, families could come in to do several different Christmas-themed activities. We had a scavenger hunt about holidays that take place around the world in December. We also had a photo booth where kids could get pictures. Our crafts included mason jar luminaries, ornaments for your tree, and decorated Christmas cards. We had approximately 200 people participate in these activities throughout the week.

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 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.
- Preparing for our upcoming summer meeting where we will decide the themes for each week of the program.
- 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. December's topics were *The Underworld* and *The End of the World*.
- 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. Because of the holidays and school vacations, we didn't have a good date for a craft project in December, so we held off.
- Planning and preparing January and February'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 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! 8 circulations in December, with a total of 87 circulations for the whole year!
- 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. We are also planning to do a more thorough weed of the collection in the coming months.
- 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	592
New Audiobooks Cataloged	0
New Video Games Cataloged	27
New Music Cataloged	0
New DVD's Cataloged	86
New Blu-Rays Cataloged	0
New Board Games/Puzzles	3
Total Cataloged	708

MAINTENANCE & JANITORIAL DEPARTMENT – Brian H.

- Cleaned out roof drains at South.
- Cleaned all stair wells at Emerson.
- Shampooed carpet in Young Reader’s Room.
- Put up new toilet paper dispensers.
- Collected leaves at South.
- Cleaned roof drains at Emerson.
- Cleaned leaves all around Library and on 31st Street.

GENEALOGY – Jim M.

Number of Walk-ins	145		
Number of Emails	4	Individual Lookups	9
Number of Microfilm Reader Users	59		
Number of Genealogy Computer Users	1		
Phone Contacts	40		
Total	249		

Completed Projects

- Completed various obituary requests; and
- Assisted various walk-in family researchers.
- Finished another 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. Brian has put this on track to be done this year. Thanks Brian
- 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.

DEPARTMENT ACTIVITIES – December 2024

- 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.
- Looking at having a speaker come in and do a class on DNA Genealogy again

TALKING BOOKS DEPARTMENT – Michal Ann L.

Thank you for taking the time to read the December Update!

- In-Person Meetings: 0
- Local Recovery Center/Jail Book Donation Delivery/Local Schools – Number of Boxes: 0
- **New Applications Approved: 0**
- Patron Emails: 5 sent: 11
- Calls Received: 15 Calls Made: 50
- Packets mailed out to prospective patrons: 1
- Walk-In Patron Contacts: 5
- Active Patrons: 97
- Patrons Added: 0
- Patrons Suspended: 0
- Talking Books Reference Questions: 2
- Total Circulation: 30
- Processed Patron Materials: 27
- Volunteer: 1 Hours: 4
- The Recycled/Reclaimed Book “Desk Scape” program on December 10th at 5 PM is in the “books” and the 5 ladies that came had an absolute ball! We are all looking forward to the next recycled book event on February 18th!
- I have finalized and published 2 newsletters for 2025. My goal is to have 6 newsletters ready for the whole year, but still only utilize 4. In this manner, I will be ahead of my own deadlines by months at the end of 2025!
 - I am an English Major so this whole process of publishing newsletters is fun and exciting to me!
- 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 included: *Braille & Audio Reading Download reports, Alternate Contact page for Patrons, Tools & Reports for WebREADS*; however, with the holidays I have not been able to revisit these pages to edit or publish them.
- Braille Awareness Month meeting scheduled for January (Evening With) is drawing a lot of interest from both the Talking Books patron crowd and the regular patron crowd. I am looking forward to reporting on the event!

BRANCHES - South Parkersburg – Olivia J.

Statistics Narrative

December can feel both busier and less busy in libraries. People may come in for a moment or for a program but are otherwise busy with other activities in this month. The Christmas Picture books are all pulled from the shelves and displayed so they are easier to access and are quickly grabbed by pleased patrons. A small pizza party was shared with among the South Staff to celebrate Christmas and to show appreciation to the staff for all their efforts throughout the year.

Ongoing Projects

- Kristy's Author of the Month display was Debbie Macomber.
- Ashley had a display of Christmas books.
- Dawn hosted two sessions of Wee be Jammin'.
- Ashley had an endcap display with holiday baking books.
- Dawn had one meeting of Small Fry Story Time.
- Dawn continued Read Aloud visits to Franklin Elementary.
- Olivia was able to make it back to Franklin for Read Aloud visits.
- All staff members have participated in ongoing shelf-reading.
- The Tail-Waggin Tutors had a special reading session by having the volunteer dogs dress up in Christmas-y outfits. Kids were able to take pictures with them against a fireplace backdrop.
- Ashley's teen events resumed meeting on Wednesdays. She had one perler bead crafting activity and one wooden sign painting event.
- Olivia worked on the upcoming winter program, Hygge Club.
- More Large Print materials were moved to South to help expand that section of their collection.
- Olivia and Brian were able to do a "Dead Weed" of some books, but a larger weed process is still in the works.

Completed Projects

- Apryl decorated for Christmas throughout the library.
- Apryl made a pamphlet with all the various Hallmark and Hallmark-like movies that could be found on Hoopla

Maintenance

- HVAC Has not been having any problems.

BRANCHES – Williamstown – Lisa H.

December at Williamstown Library was extremely busy with a full house of students after school almost every day. However, once school let out on December 19th, things calmed down considerably. There was time to catch up on program planning for the winter and new shelf weeding and even some much-needed shelf reading. As the year closed, I reflected on the precious gifts and cards that were given by patrons and counted my blessings that I am able to serve such kind and wonderful people.

DEPARTMENT ACTIVITIES – December 2024

Completed projects:

- Planned and hosted our Polar Express Extravaganza. We had two full classes of kids and their parents. We were overcrowded in our small space, but we still had a blast! The kids had a great time completing edible STEM challenges.
- We hosted our Mystery Book Club meeting.
- Miss Edie held two Story Times for ages 3-5. In addition to Ms. Edie's wonderful books, hand stamps, and homemade cookies, one of the Story Times featured a Christmas craft and the other featured a special visitor from the North Pole.
- We continued our monthly estimation contest. In December, we estimated how many pieces of Christmas chocolates 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 Christmas book and DVD display.
- Decorations were put up for Christmas. We had two trees inside, as well as many decorations placed around the library. Outside, both doors were decorated, and both entrances were adorned with outside lights, garland, and wreaths.
- Planned and made two passive crafts for our Christmas craft table that children could complete any time they were in the library.
- Weeded all new shelves, including AF, ANF, Easy, JF, JNF, LP and DVDs.
- Made a puzzle display of Christmas 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 Thanksgiving decorations back to storage and brought over Christmas decorations and Christmas puzzles.

BOOKMOBILE – Lisa H.

Statistics Narrative

The Bookmobile served 771 patrons in December. We attended an event for Madison Elementary School on December 9th. The 4th grade classes visited for Children's Book Month and the 2nd Grade classes visited because they were learning about the Pack Horse Librarians of Kentucky during the Great Depression and *Bibliomulas* in Venezuela.

Ongoing Projects

- Lisa – setting up stops for events and additional locations.
- Lisa – create book displays.
- Lisa – seasonal books and decorations.
- Lisa -- weed/withdrawal books.

DEPARTMENT ACTIVITIES – December 2024

- 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.