

DEPARTMENT ACTIVITIES – January 2025

REFERENCE DEPARTMENT – Carey C.

Ongoing Projects

- Staff are continuing to rebarcode non-fiction.
- The preliminary weeding of the Fiction collection is nearly finished.
- When the weeding of the entire fiction collection has been completed, we will be shifting the collection forward. Eventually the Graphic Novels and manga shelved on the wall close to the Young Readers’ Room will be moved to the opposite side of the room where the last stretch of Sci-Fi/Fantasy is currently shelved. This will not happen until later this year and will take some time to complete but should be much easier than the Non-Fiction shifting project which required us to shift the collection in both directions.

	Ancestry	EBSCO Sessions	EBSCO Searches	Chilton
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
Dec-24	424	16	63	23
Jan-25	334	2	10	7
Total	5659	253	1518	154

ADULT PROGRAMMING – Jeanne M. January 2025

Completed Projects

- Adult Board Games after hours. Consistently attended and attracts interest from patrons.
- Adult Hyperfixation Club canceled until spring
- Manga Club new group with Jeffrey and Kira
- Puzzles for passive programming continue to be very popular. It seems as if we have thousands now.
- Random Readers Book Club- Topic: Favorite Book of 2024
- Michal Ann agreed to present information in honor of Braille Awareness Month- She had 3 sign ups and 7 total attendees
- New Monthly Craft for Adults- Tuesday Crafternoon. Jessica had 9 people making polymer clay snow people.
- Daniel Reed from the West Virginia Skeptics Society had a great program on the realities behind ghost hunting. 5 people attended and he will come back again.
- The Thursday Adult Craft night was canceled due to illness. It is rescheduled for February 6th.

Ongoing Projects

- Displays-
 - David Lynch Movies as tribute on front table
 - Places and People of importance in January
 - Companion fiction for January
 - Random Readers Biography
 - Books we Loved
 - Short Books for Short Days
- The True crime book club read books on Iowa and South Carolina crimes.
- A number of exciting events are scheduled for February

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YOUNG READER'S ROOM – Charley J.

Completed Projects

- We hosted story times for ages 0-2 and 3-5 each week. We are now hosting two sessions of our baby and toddler story time. We are continuing to bring in a lot of new families, so having two times available has helped with crowd control.
- We held our monthly Lego club. This month, the Lego challenge was to build a zoo exhibit for your favorite animal. We had exhibits for your typical zoo animals and even some mythical creatures as well!
- This month's scavenger hunt was about hibernating animals. Kids found pictures of animals around the library and received a prize when they completed the activity.
- For our Library World Travelers event, we learned about China and Chinese New Year. We have a library family from China, so they brought in some special decorations, red envelopes, and more for the kids to see. It was a great learning experience for our library kids!
- During Choose Your Own Adventure Book Club, we read *By Balloon to the Sahara* aloud as a group. In this story, we traveled through the Sahara Desert, ran into aliens and more! The kids really got a kick out of the story this month.
- For our monthly Saturday event, we invited kids to visit us and make their own junk journal. A junk journal is a handmade book full of recycled materials, memories, drawings and ideas.
- We hosted a group of about 40 parents and children from Mount Pleasant Preschool. The kids got to experience story time, get library cards, and take a tour of the children's library.
- We hosted Emerson Elementary School for a Library Open House. At this event, all students at Emerson were invited to visit the library to get library cards, check out books, and do crafts in our program room. We also created a scavenger hunt for the students that they really enjoyed. It was a great event with around 130 people in attendance!
- Brian and I met with Wood County Reads to discuss literacy efforts in the community and look for ways to collaborate with other organizations.

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.
- Relabeling and organizing the children's chapter book collection.
- Summer program themes have been picked, and we are now planning those events. This summer's theme is Color Our World, and all of our activities will be focused on various art forms.

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Young Adult-

- January's topic for YA mythology club was Time, Seasons, and Calendars.
- Middle Grade Mythology Club's topic was The Olympian Family Tree.
- Hyperfixation Club for teens continues every single Tuesday from 4 to 6.
- Maintaining the appearance of the collection and shelf-reading.
- Post it notes and magnetic poetry continue to be a draw.
- Making graphics and a monthly calendar to advertise YA events.
- Continuing to research and request books for the YA collection.
- Displaying books face-out on the open shelves of the collection to increase interest, visibility, and circulation.
- Planning and prepping February's programs.
- Kelsey has been planning projects for the teens who come for work placement. The kids are here five days a week, school schedule permitting. This month they mostly worked on pulling adult fiction books for weeding consideration for Carey.
- Kelsey has been planning and preparing for Valloween. We held this event last February and it was very popular. We are doing it again at the teen's request. This time we will include Jess teaching them to make a polymer clay bat.
- 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! 2 circulations in January. She has been working on collecting a new batch of books to put in this display.

TECHNICAL SERVICES DEPARTMENT – Mindy M.

New Books Cataloged	580
New Audiobooks Cataloged	0
New Video Games Cataloged	7
New Music Cataloged	0
New DVD's Cataloged	118
New Blu-Rays Cataloged	4
New Board Games/Puzzles	6
Total Cataloged	715

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	135		
Number of Emails	8	Individual Lookups	29
Number of Microfilm Reader Users	42		
Number of Genealogy Computer Users	3		
Phone Contacts	48		
Total	236		

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 go 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 3 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 January Update!

- In-Person Meetings: 3
- Local Recovery Center/Jail Book Donation Delivery/Local Schools – Number of Boxes: 2
- New Applications Approved: 2
- Patron Emails: 0 sent: 0
- Calls Received: 20 Calls Made: 15
- Packets mailed out to prospective patrons: 0
- Walk-In Patron Contacts: 3
- Active Patrons: 100
- Patrons Added: 2
- Patrons Suspended: 3
- Talking Books Reference Questions: 2
- Processed Patron Materials: 15

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- Volunteer: 1 Hours: 8
- *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 the end of 2025!*
- *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 the manual is done it will be submitted to Director & Assistant Director for approval. January’s rough drafts pages included: *WebREADS; BARD; Patron tips and hints.*
- Braille Awareness Month meeting developed a lot of interest from both the Talking Books patron crowd and the regular patron crowd. However: we “only” had 4 people attend the actual meeting.
- I have also begun to call and schedule events outside of the building: the first event is at Unity Plaza on February 4th. 6 total centers contacted so far.
- Published 4 new flyers for Talking Books and the resources that we offer.

BRANCHES - South Parkersburg – Olivia J.

Statistics Narrative

January was a delightfully wintry month with plenty of snow and several days of cold temperatures. This affected the library and the days it was open as well as the number of patrons who felt they could come out when we were open. Nevertheless, it was a good month of programming for adults with the new Hygge Club and a Candle-making Craft program in addition to the classic Novel Book Club. Dawn always takes a break from programming in January, which was rather fortuitous with the weather this year.

Ongoing Projects

- Kristy’s Author of the Month display was Western author Richard S. Wheeler.
- Ashley had as the main display books that were winners or nominees of Goodreads Reader’s Choice Awards.
- Ashley and Apryl made End Cap displays of New Hobby Books and Trivia and Facts books in Non-fiction; genre-blender books in fiction (Fantasy/horror, sci-fi/romance, e.g.), and Staff recommendations in YA.
- Dawn had a display of winter books on the Children’s shelves, as well as an End Cap dedicated to Martin Luther King Jr.
- Dawn continued Read Aloud visits to Franklin Elementary.
- Olivia was only able to go to Franklin once with the weather and holidays, making the other days impossible.
- Kristy was able to have her Novel Book Club, just a week later than usual. Some of the first calls that came in after having been closed for the weather were “Are we still doing book club?”
- The Tail-Waggin Tutors had to cancel their reading session this month.
- Ashley had two teen events scheduled, but weather prohibited attendance at one.
- Olivia started the Hygge Club. This club is a bit complicated to explain, as is its inspirational concept. During the sessions of this club, patrons are able to come into the library and sit at a table (covered in a tablecloth to make it more inviting), wrap up in the blankets (draped on their

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seats to make it more comfortable), eat homemade baked goods (so far, cardamom buns and danishes), and drink warm beverages (from real mugs to make it cozier). There has been a primary topic of discussion at each meeting (respectively the importance of proper light exposure in winter and the health and social benefits of friendship).

- Olivia and Dawn have been working on weeding.

Completed Projects

- Olivia had a Candle-making craft on a Saturday. It was very popular with a long waitlist, but Olivia feels it needs to be fine-tuned before being offered again.

Maintenance

- HVAC Has not been having any problems. An absolute miracle with the weather.
- There was a light that was blinking in the library. The Guys had someone from the lighting company come to look at it and they have got it to stop blinking, but it is currently out. They are supposed to be back when they have the proper part.
- Someone was called out to look at the exterior handicap button for the front doors. Apparently there just needed to be a simple reset.

BRANCHES – Williamstown – Lisa H.

January at Williamstown Library was slow at times and busy at other times. The snow and extremely cold temperatures kept the schools closed, which heavily affected the traffic in our library. But once the weather turned a little nicer, our after-school crowd and patrons were back in full force.

Completed projects:

- Hosted Teen Game Day at the Library. We had so many children show up that we couldn't play the games we had planned. We will have to rethink this activity to find a way to fit everyone who wants to play. We will probably have to start registering for this program and offer two classes.
- We hosted our Mystery Book Club meeting. Thanks, Kristy!
- Edie held two Story Times for ages 3-5. In addition to the winter and pet-themed books, hand stamps, and homemade cookies, one of the Story Times featured a winter snowman craft.
- We continued our monthly estimation contest. In January, we estimated how many marshmallows were in a jar. The winner was announced on the last day of the month and received the snowman jar, the marshmallows that were inside, hot cocoa mix and winter spoons.
- We hosted our monthly meeting of "Coffee, Cards, and Conversation."
- Decorations were taken down from Christmas and winter decorations were put up.
- Planned and made three passive crafts for our winter craft table that children could complete any time they were in the library.
- Weeded JNF, ANF, Ref, and biographies. Then we had a "Shift Party" where a few members of the library committee came to help shift the whole back half of the library. We were able to make more room and take down the shelves that were too high. It is still tight but a lot better than it was.
- I made a puzzle display of winter puzzles.

Ongoing Projects:

- Continued to plan for winter and early spring 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 Christmas decorations and puzzles back to storage.
- Replaced inside door mats by the front and back door to try to eliminate the musty smell.

BOOKMOBILE – Lisa H.

Statistics Narrative

The Bookmobile served 915 patrons in January despite winter weather closing and delays. We had planned on adding the third grade at Jefferson Elementary to the calendar in January but with the amount of time the students had been out of school, the decision was made to move their first visit to February.

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.