

REFERENCE DEPARTMENT – Carey C.

Ongoing Projects

- Staff are continuing to rebarcode non-fiction. We have almost finished the first pass.
- Weeding of the fiction collection is going faster than anticipated. We have taken several passes through several sections. We are very appreciative of the volunteers who have helped so much.

	Ancestry	EBSCO Sessions	EBSCO Searches	Chilton
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
Feb-25	707	27	546	9
Total	5728	236	1807	148

ADULT PROGRAMMING – Jeanne M. February 2025

Completed Projects

- Adult Board Games after hours. Consistently attended and attracts interest from patrons.
- Adult Hyperfixation Club canceled until spring. Marj Teague showed up for this on Thursday, 27th.
- 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: Food
- Author B. Albertill presents his new book Devil’s Order of Dragons- 4 attended
- Gepetto Woodcarvers-Display of techniques and products- 12 attended
- Adult craft from January – Valentine Garland - 6 attended
- Sumner School history- Toni Oliver was ill, her son filled in admirably- 11 attended
- African Drumming was great-14 people attended
- Toni DeVore took us on a tour of Scotland – 14 attended
- Adult Junk Journals had 12 participants
- **Displays** Michal Ann agreed to present information in honor of Braille Awareness Month- She had 3 signups and 7 total attendees
- New Monthly Craft for Adults- Tuesday Crafternoon. Jessica had 9 people making polymer clay snow people.

DEPARTMENT ACTIVITIES – February 2025

- The Thursday Adult Craft night was canceled due to illness. It is rescheduled for February 6th.
- Hot Button Issues Non Fiction
- Words to the Wise- fiction with titles to consider
- Random Readers –food
- Graphic Extravaganza
- The True crime book club read books on Indiana and Alabama
- Several exciting events scheduled for March

YOUNG READER'S ROOM – Charley J.

Completed Projects

- We hosted story times for ages 0-2 and 3-5 each week. Our 0-2 story time is still our most popular story time. Last week we had 51 people attend our 9am and 10:30am story times!
- We held our monthly Lego club. This month, the Lego challenge was to build your own robot! We tried out a new format for Lego Club to get new families into the event. We ended up having 32 people, which is the best attendance we have had in a few months!
- This month's scavenger hunt was about important figures in Black history. Kids found pictures of these figures around the library and received a prize when they completed the activity.
- For our Library World Travelers event, we learned about India. This was a very special event because some of our library kids and parents that are from India led it! They spoke about their country, told stories, brought food and tea, and even did henna! It was incredible and people really loved the event!
- During Choose Your Own Adventure Book Club, we read *My Sister from the Multiverse* aloud as a group. In this story, we traveled through a portal to another world and ended up being stuck in that world.
- For our monthly Saturday event, we invited kids to visit us and make valentines for their loved ones. Many families came to participate and craft together!
- I met with the CEO of the YMCA to discuss ways for us to collaborate with the Y. We want to focus our efforts on teens and plan on meeting again to further discuss those plans.
- We hosted our monthly Camp Half-blood Book Club for middle grade students. We had a lot of fun playing Percy Jackson trivia and making Greek myth buttons.

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. We have already received compliments from patrons appreciating the new labels and how much easier it is to find books in a series.
- Summer program themes have been picked, and we are now planning those events. We will be having more programs that are passive this summer. This type of programming continues to be a success, so we will be integrating more passive events into our summer calendar.

DEPARTMENT ACTIVITIES – February 2025

Young Adult-

- Middle Grade Camp Half-Blood covered chapters 4-8. We went over those chapters and played a review game on Kahoot. Kelsey then taught the kids about the mythology of Stympthalian birds to go along with chapter 6 *When Demon Pigeons Attack*.
- Hyperfixation Club for teens continues every single Tuesday from 4 to 6pm.
- Valloween was a great success! Jess taught the kids to make polymer clay bats, they had pizza, and they enjoyed Kelsey’s “vintage emo playlist.”
- Kelsey’s Sewing 101 class also went well. She taught 5 teens the very basics and helped troubleshoot. She sent them home with supplies donated by Kreinik and an informational packet to continue to teach themselves how to sew. One of the teens who really wanted to learn to make cosplay outfits, had asked for this class even though they had a fear of needles. During our hour-long class, that teen successfully sewed a button to cloth with a sharp needle after building their confidence with a blunt tapestry needle (also supplied by Kreinik).
- 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.
- The Discord server has been popular with the teens. They share their art, lift each other up and communicate when they aren’t able to make it to programs.
- 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 continues to circulate. She has been working on collecting a new batch of books to put in this display and in February the 2 that could be put back out both checked out again.
- Colleen also started making bookmarks for the Friends of the Library fundraising at the front desk and they have gotten a lot of attention.
- Looking forward we are planning and prepping March’s programs and making graphics. We will be trying out an escape room kit to add some variety and try to draw new teens to the program.

TECHNICAL SERVICES DEPARTMENT – Mindy M.

New Books Cataloged	596
New Audiobooks Cataloged	0
New Video Games Cataloged	2
New Music Cataloged	0
New DVD's Cataloged	103
New Blu-Rays Cataloged	6
New Board Games/Puzzles	0
Total Cataloged	707

MAINTENANCE & JANITORIAL DEPARTMENT – Brian H.

- Put signs on book drop at Emerson.
- Cleaned out foyer drain at Emerson.

DEPARTMENT ACTIVITIES – February 2025

- Put new wheels on the cart.
- Replaced tiles in staff lounge at Emerson.
- Cleaned stairwells at Emerson.
- Got spring stuff out of bunker for Williamstown.
- Cleaned up snow blower and put in bunker.

GENEALOGY – Jim M.

Number of Walk-ins	148		
Number of Emails	7	Individual Lookups	28
Number of Microfilm Reader Users	38		
Number of Genealogy Computer Users	2		
Phone Contacts	28		
Total	223		

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.
- 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 February Update!

- **In-Library Meetings: 2**
- Local Recovery Center/Jail Book Donation Delivery/Local Schools – Number of Boxes: 0
- New Applications Approved: 4
- Patron Emails: 3 sent: 2
- Calls Received: 15 Calls Made: 10
- Packets mailed out to prospective patrons: 0

DEPARTMENT ACTIVITIES – February 2025

- Walk-In Patron Contacts: 2
- Active Patrons: 121
- Patrons Added: 0
- Patrons Suspended: 0
- Talking Books Reference Questions: 2
- Processed Patron Materials: 22
- Volunteer: 1 Hours: 6
- Scheduling Events calls: 5
- Current Patron Outreach: 33
- **Other Applications Approved: 5**
- **Total Events for the Month: 2 Total Attendees: 3**
- I sent out 50 packets to doctor offices, Specialists, etc. and have had several returned to the Library. I will revisit the list generated by Google for more details.
- 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.
- I have been individually contacting each patron during the month of February to establish contact and generate interactions with the patrons. (Current patron outreach)
- The first event for Talking Books outside of the Library had no attendees, but I was able to establish a good relationship with the Service Coordinator for future events.
- The 2nd Recycled Book Craft had 5 attendees. 2 came and left, but the others had fun! I gave the leftovers of the prepared craft to the “Junk Journal Craft event” for use as well. The final leftovers I put out into the free bin or threw out.
- I have published a flyer that I received from Xavier Society for the Blind (NYC). I included the flyer in the “Winter newsletter” and it encouraged an immediate response from the patrons. When I reached out to Xavier on behalf of another, the contact I made there said that as of then (2/12/2025), 5 patrons had reached out to them on their own! My contact Saul was very excited! (other applications approved)
- Published 4 new flyers for Talking Books. My goal is to create a booklet that I can send out to every Talking Books patron – and to have in the Library: this booklet would include free resources, resources that patrons must apply themselves to acquire helps, and resources that they must purchase themselves to obtain. Some of the resources include Modivcare (rides to and from DR appointments or mileage reimbursement); WVABLE accounts (a method developed specifically for the disabled community to have a savings account without being penalized); the National Federation for the Blind, and more.
- As I am writing this, I am making changes to the statistics that I will be including after this month. In the future, I will simply put the new items in **BOLD type to show**.

BRANCHES - South Parkersburg – Olivia J.

Statistics Narrative

February was still fairly wintery. Story Times resumed, other programs continued. Taxes were done and copies were made.

Ongoing Projects

- Kristy's Author of the Month display was Romance author Tessa Bailey.
- Ashley had a display of books by Black authors.
- Ashley and Apryl made End Cap displays of Black History Month, featuring Black memoirs, and Canned Food Month, featuring books on canning in the Non-Fiction shelves. On the fiction shelves was a display called REaDy to READ? Featuring books with red covers.
- Dawn had a display of books featuring Black authors, illustrators, and characters on the Children's shelves.
- Dawn continued Read Aloud visits to Franklin Elementary.
- Dawn resumed Story Times and on a snowy day where certain staff predicted no one would show, she had two full sessions.
- Olivia was able to go twice to Franklin, but the weather and holidays making the other days still presented challenges on other days.
- Kristy conducted her book club as usual.
- The Tail-Waggin Tutors were able to come back this month.
- Ashley had a Valentine's Craft Program for teens.
- All staff went to Staff Training Day.
- Olivia and Dawn finished the weeding from the lists that they had.

Completed Projects

- Olivia wrapped up the Hygge Club and looks forward to reactivating it come next winter.
- The W-Interactive Mystery Mosaic was finished and showed a fox reading a book. Several patrons enjoyed this.

Maintenance

- The blinking light was repaired, as well as another light that had been burnt out.
- At the bottom of the hill at the entrance, a crew from the state spent a few days making the ramps on the sidewalks ADA Compliant.

BRANCHES – Williamstown – Lisa H.

February at Williamstown Library had a few days where school was cancelled and the weather was very cold. This kept some of our regular patrons away. We had a lot of visitors asking for tax forms and new people came looking for puzzles during the cold weather.

Completed projects:

- Hosted "Magnetic Attraction STEM Day." We had two full classes at 3:30 and 5:30. We experimented with magnets and made magnet crafts and had a lot of fun and learned a lot, too! Ms. Kriss did a wonderful presentation about how and why magnets work.
- We hosted our Mystery Book Club meeting.
- Edie held two Story Times for ages 3-5. In addition to the Valentine's Day stories and elephant books, hand stamps, and homemade cookies, one of the Story Times featured a Valentine's Day suncatcher craft. The kids had a lot of fun with this.

DEPARTMENT ACTIVITIES – February 2025

- We continued our monthly estimation contest. In February, we estimated how many sweetheart candies were in a jar. The winner was announced on the last day of the month and received the heart jar and all of the candy inside.
- We hosted our monthly meeting of “Coffee, Cards, and Conversation” group.
- Winter decorations were taken down, and Valentine’s Day decorations were hung.
- Planned and made three passive crafts for our Valentine’s Day craft table that children could complete any time they were in the library.
- Finished weeding AF. It was a small list but a larger one is coming next month.
- Attended in-service training at our main branch on President’s Day.

Ongoing Projects:

- Continued to plan for 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.
- Brought Valentine’s Day decorations from storage.
- Replaced broken refrigerator and cleaned up the mess from the old one that leaked everywhere.

BOOKMOBILE – Lisa H.

Statistics Narrative

The Bookmobile served 880 patrons in February despite winter weather closing and delays. The Bookmobile had some mechanical issues on the evening of February 25 and we were not able to make our stops on the 26th and the 27th. Repair to the vehicle was finished on February 27th, the throttle cable and solenoid were rubbing together.

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.

DEPARTMENT ACTIVITIES – February 2025

Maintenance

- Sanitized, vacuumed, and disposed of trash daily.
- Fueled and washed the bus as needed.