

DEPARTMENT ACTIVITIES – March 2025

REFERENCE DEPARTMENT – Carey C.

Ongoing Projects

- Staff are continuing to rebarcode non-fiction. We have almost finished the first pass.
- Weeding of the fiction continues.
- We have started to digitize patron applications in order to clear out the paper copies we have on file. This project will take some time but once completed we will be able to remove the filing cabinets from the bookmobile dock to provide more room for a new bookmobile.

	Ancestry	EBSCO Sessions	EBSCO Searches	Chilton
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
Mar-25	595	15	69	7
Total	5793	227	1772	146

ADULT PROGRAMMING – Jeanne Michie -MARCH Completed Projects

- Adult Board Games after hours. Consistently attended and attracts interest from patrons.
- 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 classic 6 attended
- Tuesday Crafternoon–Freestyle Diorama 8 attended
- Evening With Lori Hostettler- Director of WV History and Regional Center at WVU presented women of history in WV for 3 attendees. She would like to return and would be willing to host a field trip for anyone at the library interested in seeing their collections.
- Rachel Dickel held an interesting class on snack swaps and nutritional eating for 5 people.
- Freestyle Diorama for Adult Craft class with 6 in attendance
- Displays- Historical Fiction featuring Women, Random Readers Women, Hot Button Issues Women, Women Authors: (Guess The Theme) Staff Picks, Graphic Selections
- Planning for Summer Reading Program is almost complete, with the 3 big headliners booked and paid for. We will be featuring Steve Ball and Music of the Civil War in May, Mark Twain later years in June, and Harriet Tubman Part 2 in July. Additional events surrounding Bigfoot are planned in May.

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 averaging 50 people a week!
- We partnered with Discovery World to host an event at the library. It was a busy event where kids got to make paper airplanes and launch them. It was a blast!
- We held our monthly Lego club. This month the Lego challenge was to build a dinosaur adventure! Our new format for Lego Club has been successful and we have seen many new faces because of the change.
- Our friends from the Tail Waggin' Tutors visited us to read with some of our library kids. This program allows reluctant readers to practice reading with a therapy dog.
- This month's scavenger hunt was about children's authors for Read Across America week. When kids completed the scavenger hunt, they got a journal and pen to write their own stories!
- For our Library World Travelers event, we learned about Australia. Kids made their own aboriginal art, boomerangs, and even got to try an Australian snack called Tim Tams.
- Lawrence Green visited us to host our last African Drum Class of the school year.
- During Choose Your Own Adventure Book Club, we read *Time Travel Inn* aloud as a group. In the story, we ended up getting stuck in another time period. After reading the story, the kids got to make their own time capsules that they can open when they graduate high school.
- For our monthly Saturday event, we invited kids to make dinosaur crafts. We had about 60 people visit us on Saturday and more visited us the next week.
- We collaborated with Criss School for their One School One Book program. Kids visited the library to tell us about their book and receive tickets that they redeemed at school for prizes.
- I met with MJ from the Watering Can Art Studio to plan a special ceramic painting event for this summer.
- I met with members of the Board of Education and Spartan Foundation to discuss the Golden Ticket program for this coming summer. We are excited to continue this collaboration with Wood County Schools.

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.
- Read aloud to classes at Criss and Madison schools each week.
- We are starting to prep activities for the Summer Library Club. We are preparing for approximately 500 kids a week! Each week, we will have an art-related activity for kids to complete.
- We are also working on our summer giveaway book order. We received a generous grant from the Henry Logan Foundation that we will use to purchase these books.

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Young Adult- Abigail H.

Completed Projects

- Middle Grade Camp Half-Blood covered chapters 9-14 in the book *The Sea of Monsters* by Rick Riordan. We discussed what we had read that month as a group. After reviewing those chapters, we played a game on Kahoot to test our knowledge. Kids made buttons that went along with the chapters and theme.
- We hosted an escape room called *The Werewolf Experiment*, where they had to work together as a team to beat the clock before being transformed into werewolves. They did a great job and completed the escape room before their time limit was up!
- The theme for our monthly Manga Club was female mangaka. Members of the group shared what they were reading/watching and had a lively discussion.

Ongoing Projects

- Hyperfixation Club for teens continues every Tuesday from 4 to 6pm. The kids enjoy this time getting together, sharing their interests, and work on hobbies. Every other week we have a sensory friendly Hyperfixation Club. Many enjoy these weeks because it caters to the needs of our teens who are easily overwhelmed or prefer quieter gatherings.
- We are in the process of planning our teen summer program. We will have two events each week, with each week having a different theme. We will be able to host 40 kids a week for these programs. Teens will also earn books as a reward for attending our events.
- Each month we put out a calendar to showcase events we have for our teen patrons.
- We also make graphics to showcase our events on Facebook and other social media platforms.
- Kelsey has been planning projects for the teens who come for work placement. The kids are here five days a week, school schedule permitting.
- The Discord server has been popular with teens. They share their art, lift each other up and communicate when they can't make it to programs. We hope to explore ways to use this resource to encourage engagement with the library.

TECHNICAL SERVICES DEPARTMENT – Mindy M.

New Books Cataloged	520
New Audiobooks Cataloged	0
New Video Games Cataloged	18
New Music Cataloged	0
New DVD's Cataloged	110
New Blu-Rays Cataloged	2
New Board Games/Puzzles	0
Total Cataloged	650

Maintenance – Brian H.

- Shampooed carpet in meeting room at South.
- Put up signs at Williamstown.
- Shampooed Young Reader's Room and front desk area at Emerson.

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- Picked up sticks at Emerson.
- Cut metal pipe sticking out of the ground at Emerson.
- Repair 2 book carts and new wheels at South.
- Replace flush valve and water valve in upstairs restroom at Emerson.
- Replace the water cooler at Williamstown.
- Fixed counter at South.

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

TALKING BOOKS DEPARTMENT – Michal Ann L.

Thank you for taking the time to read this March Update!

- **In-Library Meetings: 0**
- Local Recovery Center/Jail Book Donation Delivery/Local Schools – Number of Boxes: 9
- New Applications Approved: 8

DEPARTMENT ACTIVITIES – March 2025

- Patron Emails: 3 sent: 7
- Calls Received: 10 Calls Made: 7
- Packets mailed out to prospective patrons: 2
- Walk-In Patron Contacts: 2
- Active Patrons: 109
- Patrons Added: 11
- Patrons Suspended: 4
- Talking Books Reference Questions: 10
- Processed Patron Materials: 62
- Volunteer: 1 Hours: 16+
- Scheduling Events calls: 18
- Current Patron Outreach: 3
- **Other Applications Approved: 2**
- **Total Events for the Month: 4 Total Attendees: 23**
- 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.
- I have been individually contacting each patron during the month of March to establish contact and generate interactions with the patrons. (Current patron outreach)
- Published and got ready to mail the Spring Newsletter.
- Working on a "Community Resource" option for patrons with disabilities of all kinds to be able to get help and find things to purchase for their individual needs.
- 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

March was fine. More details listed below.

Ongoing Projects

- Kristy's Author of the Month was Irish-Canadian author, Emma Donoghue.
- Ashley had a display of books by female authors for Women's History Month.
- Ashley and Apryl made End Cap displays of Women Memoirs for Women's History Month and books on nutrition because March is also National Nutrition Month in the Non-Fiction shelves. A "Pinch Proof" display of green covered books was featured in the fiction shelves, and the YA shelves had books with flower-y covers for spring.
- Dawn had a display of books featuring women in history.
- Dawn continued Read Aloud visits to Franklin Elementary and Olivia was able to get back into the school as well.
- Dawn story times continued, but one Small Fry Story Time had to be cancelled.
- Kristy had ten people attend her book club.
- Four dogs were able to come for Tail-Waggin' Tutors. This day is enjoyed by staff members almost as much as it is by the kids.
- Ashley had a butterfly themed craft day for teens, with several attendants.

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- A Switch Game Afternoon program was hosted by Ashley for the teens which was well received.

Completed Projects

- Olivia hosted a Murder Mystery Dinner for patrons. They were informed of their characters ahead of time and several came in costume. Everyone had a great time.

Maintenance

- Bryan Fewell from Trane came to check on the HVAC system and reported that one of the engines was not working adequately and would need repaired.

BRANCHES – Williamstown – Lisa H.

March at Williamstown Public Library saw a steady stream of patrons, especially during the after- school hours. We had a variety of programs this month, hoping to attract more students and adults.

Completed projects:

- Hosted "St. Patrick's Day Teen Game Day." We had two classes, one at 3:15 and one at 4:30 because of the large number of children that wanted to participate.
- Hosted a Financial Planning workshop. We only had four attendees so we may try this program again in a few months.
- Put up a new Story Walk entitled, "Monsters Don't Eat Broccoli" at Fenton Park.
- Hosted our Mystery Book Club meeting.
- Edie held two Story Times for ages 3-5.
- We continued our monthly estimation contest. In March, we estimated how many green 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.
- Put away our winter puzzles and put out our spring puzzle collection.
- We hosted our monthly meeting of "Coffee, Cards, and Conversation" group.
- Valentine's Day decorations were taken down, and St. Patrick's Day decorations were hung.
- Planned and made three passive crafts for our March craft table that children could complete any time they were in the library.
- Attended Summer Reading Program kick off meeting at the main branch.

Ongoing Projects:

- Continued to plan for spring programming.
- Started weeding a larger list of Adult Fiction that will carry into the next month.
- 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 spring decorations from storage and took back the winter decorations and winter puzzles.

- Replaced broken water cooler

BOOKMOBILE – Lisa H.

Statistics Narrative

The Bookmobile served 1225 patrons in March. We are beginning to schedule events for spring and working on Summer Reading Club programs. We are very happy the Library Board approved the purchase of a new Bookmobile.

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.