

DEPARTMENT ACTIVITIES – May 2025

REFERENCE DEPARTMENT – Carey C.

Ongoing Projects

- The rebarcoding project has been completed for fiction and non-fiction. We're now moving on to non-circulating items, which include the WV collection and genealogy and reference.
- We have a weeding list for the Romance collection to complete and then the fiction weeding project should be finished. Once all of the sections have been weeded, we will begin shifting the collection.
- June starts the Summer Reading Program. Although the Young Readers Room will be much busier than circulation, circ staff will be helping throughout the summer.

	Ancestry	EBSCO Sessions	EBSCO Searches	Chilton
May-24	459	6	29	20
Jun-24	212	33	151	7
Jul-24	358	17	133	17
Aug-24	804	9	31	7
Sep-24	433	16	275	11
Oct-24	646	30	85	14
Nov-24	424	16	63	23
Dec-24	334	2	10	7
Jan-25	707	27	546	9
Feb-25	595	15	69	7
Mar-25	416	5	22	11
Apr-25	376	13	31	18
Total	5764	189	1445	151

ADULT PROGRAMMING – Jeanne Michie – May Completed activities

- 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. Board and Video Games are very popular.
- Random Readers Book Club- Topic: with 6 in attendance
- Thursday, May 15th featured a thought-provoking presentation on Bigfoot, Fact or Fiction, with Daniel Reed from the West Virginia Skeptic's Society.
- The Amate Bark Painting was fun and well attended. The Thursday class attracted 9 ladies from Parkwood Place. A woman from the Tuesday class has asked me to teach this at an event at the 4-H fairground.
- Evening With Les O'Dell- West Virginia Bigfoot Expert-
- Displays- Your Favorite Author's Favorite Books, Self Help books for Mental Health Month, Books, Books on Mother and Motherhood, Staff Picks, Jeffrey's GUESS THE THEME display was Romantasy, not Fromance, and Random Readers Theme was Birds.
- Library Fest was wildly successful, with an attendance exceeding 300 persons.

DEPARTMENT ACTIVITIES – May 2025

- June promises to be eventful, with a variety of programs offering something for everyone.
- Everyone is gearing up for the Children's Summer Reading Club.

YOUNG READER'S ROOM – Charley J.

Completed Projects

- May was dedicated to preparing for our upcoming Summer Library Club and promoting the program out in the community!
- At the beginning of the month, I represented the library at Toddler Tuesday in the mall. We had around 35 people and I shared a story and craft with the group.
- Throughout the month, Colleen has been weeding books from our picture book and nonfiction collections and checking them in the Children's Core Collection. She has been a huge help with this project!
- I visited Madison Elementary's librarian and gave her information about our summer program to share with her students.
- I visited Criss Elementary and got to speak with the entire school and share our summer program.
- I visited Williamstown Elementary and Wood County Christian with Lisa H. to promote the summer program in Williamstown.
- We have been busy getting everything prepared for our Summer Library Club that starts on June 9th. Below I have listed the various tasks the Youth Services team completed to get ready for the program:
 - Unboxed and organized over 5,000 books that will be given away this summer.
 - Made over 6,000 buttons to be given away.
 - Counted and inventoried over 1,000 backpacks to give away.
 - Created a comprehensive county-wide calendar to showcase all of our summer events.
 - Created graphics for each event to be shared on our social media accounts.
 - Prepped the vending machine that will be used to give out prizes.
 - Decorated the children's library to go with our art-themed program.
 - Created the sign-up sheets, summer visit tracker, and other forms used throughout the summer.
 - Wrote contracts for summer presenters and the local artist we commissioned to design graphics for our program.
 - Scheduled the pool party that will take place at City Park and collaborated with Qdoba to bring food to that event.
 - Researched art and created handouts for kids to use during our Lego week.
 - Cut out and prepped 500 felt monsters that kids will learn to sew this summer.
 - Prepped 500 art supplies bags for kids to win when they complete the Masterpiece Scavenger Hunt.
 - Hot glued and prepped rain sticks for kids to make during our Music Makers Week.
 - Prepped 650 Pokémon keychain craft packs, 450 Minecraft portraits, and 450 Mario sticker art projects for our Video Game Art Week.
 - Made 450 dragon egg craft bags for our Dragon Art Week.
 - Organized all of these crafts into boxes for each library branch. We send these boxes out to the branches the week before the event, so they have time to get everything organized and set up.
 - Planned story times for ages 0-2 and 3-5, that will take place throughout the summer.

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 aged 12 and under.
- Creating graphics for social media to highlight our upcoming events.
- Relabeling and organizing the children's chapter book collection. We have finished labeling the fantasy chapter book series and are now working on mysteries.
- Becky and Charley read aloud to classes at Criss and Madison schools each week. We love going into these schools and making connections with their students and teachers. It gives us a great opportunity to promote the library and our services, while generally encouraging students to love reading.

Young Adult- Abigail H.

Completed Projects

- Hyper-fixation Club for teens was every Tuesday from 4 to 6pm. The kids enjoyed this time together; they shared their interests, worked on hobbies, and enjoyed snacks. This month to help shift for the Hyper-fixation Club we will have during the summer months we had a low-key activity or craft available most days that they could enjoy. Pearler Bead creations, making DIY buttons, coloring wooden dinosaurs, and drawing. Every other week we hosted a sensory friendly Hyper-fixation Club. Where we kept the volume and energy level low. Many enjoy these weeks because it caters to the needs of our teens who are easily overwhelmed or prefer quieter gatherings. We will be continuing Hyper-fixation Club during the Summer; this will be the secondary program of the week and will be the sensory-friendly program available.
- The theme for the monthly Manga Club was *The Main Character Loses Their First Fight*. Members of the group shared what they were reading/watching as of late and had lively discussions. Every Month, Kira designs collectable buttons that go along with the theme of the month, which you get if you attend that month's meeting.
- To hype up the Color Our World Summer Reading Program, the Teen Area has been transformed into a vibrant and inviting space for programs. Larger-than-life paintbrushes and pencils are mounted to look as though they're bursting from the walls mid doodle. The focal point includes a graffiti-style Mona Lisa, and a hanging passive art installation featuring cascading rainbow hearts, with some falling from suspended paint buckets. Patrons are invited to "build the vibe" by writing their names on a rainbow heart. Every name added is a reminder that everyone matters, everyone belongs, and together we make the world more vibrant. As the installation grows, so does the collective expression of celebrating creativity and community.
- Thanks to the Henry Logan Foundation, we ordered books to give away for our upcoming Teen Summer Library Club. We have about 300 total YA books, these have been divided among the branches, with 120 books we will be able to give away to teens that attend our Tuesday events at Emerson. The books are loosely organized and categorized by genre in storage.
- The supplies order for the various upcoming summer Programs has been finalized; all programs are chosen and planned.
- The Calendar for Teen Summer Library Club has been finished, is published and available! It features all events throughout the summer months. It also outlines how the incentive prize program will work this year. In the teen area we have boxes on display that highlight the various grand prizes that Teen patrons have the chance to win throughout the summer for attending events.

DEPARTMENT ACTIVITIES – May 2025

- Graphics for Summer Library club are made for our events to be put on Facebook, the Library website, other social media platforms, as well as the screens that display upcoming events.

Ongoing Projects

- Teen Summer Library Club *Color Our World* is gearing up! Since the arrival of our supplies, we have been focused on preparing for our upcoming summer events. All preparations are in full swing and will be finished before the sign-up date for all programs on June 9th!

There will be two events each week, with each week loosely based on a different creative theme. We will be able to host a minimum of 40 kids a week for these programs. The 8-week teen summer lineup is going to be about art and creativity. Every week there will be two main programs:

Tuesdays – High energy big creative events

Fridays - Hyper-fixation Club: Craft & Chill (A sensory-friendly program available every week.)

Highlights from our Summer lineup:

Week 1: Color Explosion Kickoff Party

To start off the Summer we will be having a Kickoff party! There will be a variety of colorful crafts, activities, and snacks. Snacks are being provided by Qdoba and Jimmy Avocados.

Week 2: Character Creation & Cosplay Workshop

Teens will learn character design from start to finish. Explore different archetypes, play around with color schemes, and learn closet cosplay basics. We will show them how to craft realistic animal ears, horns, and fantasy leather pouches in a beginner-friendly props session.

Hyper-Fixation Club: DIY Cosplay Amulets

Week 3: Turf War Kobold Endeavour RPG One-Shot

Teens will participate in a one-shot tabletop role-playing game where they play as scaly little Kobolds in a world ruled by dragon crime lords. Their task will be to steal a rival's treasure without getting caught, causing distractions and mayhem.

Hyper-Fixation Club: Fantasy Mapmaking

Week 4: Forged in Clay: Mystic Dragons Clay class

Teens will get to sculpt their own dragons using polymer clay.

Week 5: Messy Art Madness

This program will allow kids to get loose and creative and make messy freeform art with paint, and a variety of supplies.

Hyper-Fixation Club: EcoCrafts

Week 6: Mood Mobs: Monster Makers

Teens will stitch up an emotional support monster or creature using felt, buttons, faux fur, realistic teeth and other supplies. We will guide them through basic hand-stitching.

Hyper-fixation Club: Self-Portrait Album Covers

Week 7: Off the Wall: Graffiti-Inspired Art

Kids will unleash their creativity in this graffiti-inspired street art program. They will experiment with spray paint, bold colors, and create chalk art outside. We will learn about different lettering styles, and they can invent a personalized pseudonym and design a unique tag.

DEPARTMENT ACTIVITIES – May 2025

Hyper-fixation Club: Collage Coasters

Week 8: Intergalactic-Crafts

Teens will get to create glowing space-themed terrariums and geodes.

Hyper-fixation Club: Watercolor Nebulas

- There will be no reading logs this year, just hands-on fun and participation rewards! We aim to focus on creative engagement for this year's Summer Library Club. Teens will get to: Pick out a free book to keep at each event on Tuesday and roll for a prize at those events. Every event you attend you earn entries for grand prizes that we will draw for at the end of the Summer on August 1st.

Grand Prizes include:

- Kawaii Stationary Set
 - Artist Drawing Bundle
 - The Ultimate Scribe kit, with leather journal, quill and ink
 - Library Merch with a 25\$ gift card to Jeremiah's Coffee House
 - Foodie Gift Cards
- The Young Adult team hopes to focus on creating a more inclusive space, and that includes neurodivergent youth. We are working on brainstorming more sensory-friendly areas, specialized programs, and tailored support to ensure every teen feels welcome and supported with their unique learning and social needs at the library and in the Teen area.
- 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 use it to spread the word on upcoming events and programs, and we hope to explore ways to use this resource to encourage engagement with the library in the future.

TECHNICAL SERVICES DEPARTMENT – Mindy M.

New Books Cataloged	565
New Audiobooks Cataloged	0
New Video Games Cataloged	2
New Music Cataloged	0
New DVD's Cataloged	104
New Blu-Rays Cataloged	2
New Board Games/Puzzles	10
Total Cataloged	683

MAINTENANCE & JANITORIAL DEPARTMENT – Brian H.

- Moved playhouse in Young Reader's Room at Emerson.
- Installed a new door to the men's room at Emerson.
- Painted a new door to the men's room at Emerson.
- Changed out inspection for the elevator.
- Washed windows and cleaned drains at South.
- Cleaned out parking lot drains.

DEPARTMENT ACTIVITIES – May 2025

- Replaced lock on game cabinet.
- Weed eaten at Emerson.
- Killed weeds at Emerson.
- Blew parking lot clean at Emerson.
- Installed new flush valves at South.
- Hung new door on Little Free Library at Quincy Park.
- Hung banners at South.

GENEALOGY – Jim M.

Number of Walk-ins	120		
Number of Emails	5	Individual Lookups	10
Number of Microfilm Reader Users	20		
Number of Genealogy Computer Users	5		
Phone Contacts	45		
Total	195		

Completed Projects

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

Ongoing Projects

- Thanks to Parker who has revived the Genealogy Server. It is up and working now the road is to be getting it out so patrons can use it in the library itself, then to the outside patrons we hope Thanks Brian.
- Ongoing sorting of recent books, magazines, newspaper clippings, and scrapbook donations.
- Thanks goes out to Risa 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
- Was invited to again do a genealogy class at the Creative Camp put on by CEO's at Butcher Bend, 4H campgrounds each year.
- Still Looking at having a speaker come in and do a class on DNA Genealogy again
- I took on a new Volunteer with a background in Genealogy to help me with some projects.

TALKING BOOKS DEPARTMENT – Michal Ann L.

Thank you for taking the time to read this May 2025 Update!

- Local Recovery Center/Jail Book Donation Delivery/Local Schools – Number of Boxes: 6
- New Applications Approved: 10
- Patron Emails: 2 sent: 7

DEPARTMENT ACTIVITIES – May 2025

- Calls Received: 8 Calls Made: 10
- Packets mailed out to prospective patrons: 0
- Walk-In Patron Contacts: 3
- Active Patrons: 136
- Patrons Added: 10
- Patrons Suspended: 6
- Talking Books Reference Questions: 5
- Processed Patron Materials: 134 Items returned: 0
- Volunteer: 1 Hours: 4
- Scheduling Events calls: 5
- Current Patron Outreach: 10 plus 9 Birthday cards & patron updates for January to May 2025. Also sent out 32 Talking Book Magazines to patrons for ordering items.
- **Other Applications Approved: 0**
- **Total Events for the Month: 1 Total Attendees: 15**
 - Continued Projects: Janet's handwritten notes for a Procedure Manual for Talking Books: FINISHED!
 - Current patron outreach= FINISHED
 - Mailed out Library and Nursing facility information packets: 21
- 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.

BRANCHES - South Parkersburg – Olivia J.

Statistics Narrative

May was a month of planning and rolling with the punches. Dawn continued to work on things for Summer Reading Program and spoke with different school teachers to coordinate visits to promote the program to students. Kristy announced her decision to leave the library for personal reasons though she declared she would still be around a lot because she still loves the library. After a short period of reviewing applicants on Indeed, Olivia and the rest of the staff welcomed Sandy as the next regular staff member at South.

Ongoing Projects

- Kristy's Author of the Month was Kerry Greenwood.
- Ashley had a display featuring authors of Asian American and Pacific Islander heritage.
- Ashley made book displays of barbecuing books and Asian American biographies in non-fiction and a display of Asian heritage books in the teen section. Apryl had an "Picnic Reads" end cap display featuring books that focused on outdoor stories.
- Apryl continued to work on a multimedia sign that will serve as decoration for Summer Reading Program.
- Dawn had displays of books for Mother's Day, AAPI, and Memorial Day.
- Dawn went most weeks for Read Aloud, but Olivia was only able to go one week in May, due to holidays, staff shortages, and once because the students had a testing pep rally.
- Kristy had eight people attend her last book club (as a staff member).
- Olivia coordinated with Miss MJ from the Watering Can Art Studio to have a painting program for adults in the summer.

DEPARTMENT ACTIVITIES – May 2025

- Ashley enjoys making May the Star Wars month (May the 4th be with you). For a craft program for our teens she had a rock painting afternoon where they could paint rocks to look like iconic characters.
- Ashley had a Star Wars Trivia afternoon for teens.
- Olivia began working on puzzles and ordering materials for the Escape Room.
- Dawn worked on weeding the Easy books.
- Apryl will be taking over the Novel Book Club in the future.

BRANCHES – Williamstown – Lisa H.

May at Williamstown Public Library was a very busy month. We had a lot of programming in addition to prepping crafts and decorations for Summer Library Club.

Completed projects:

- Hosted three Pre-K classes from Williamstown Elementary School. I played a fun sing-along song on my guitar, read a Pete the Cat book and had the children search for Pete's missing buttons throughout the library. Each child received a take home bag with a library application and some free items.
- Hosted an 8th grade class from Williamstown Middle/High School. They did a scavenger hunt to become familiar with all of the different parts of the library.
- Constructed and hung a new Story Walk at Fenton Park entitled, "My Garden."
- Hosted our second "Get Hooked on Crochet" class. This class went much better than the first class because we had less participants that received more individualized attention.
- Hosted two senior painting classes sponsored by Artsbridge. The seniors had a great time, as always. These classes are so popular!
- Hosted Teen Game Day. We had a large group and they had a great time!
- Participated in our first library committee meeting of the year. We discussed the upcoming programming and SUMMER READING and scheduled a workday to help decorate and prepare crafts for SUMMER READING.
- Held our workday where members of the library committee assisted in making drive-by signs for SUMMER READING, decorated the two outside doors and the closet door, and helped make SUMMER READING crafts.
- Hosted our Mystery Book Club meeting. This was Kristy's last time as leader. We will miss her but we welcome Harriet as the new book club host.
- Ms. Edie held her last Story Time of the school year for ages 3-5.
- We continued our monthly estimation contest. In May, we estimated how many strawberry candies and lollipops were in a jar. The winner was announced on the last day of the month and received the jar and all of the candy inside.
- We hosted our monthly meeting of "Coffee, Cards, and Conversation" group.
- Easter decorations were taken down, and spring decorations were put up.
- Planned and supplied three passive spring-themed crafts for our May craft table that children could complete any time they were in the library.
- Finished weeding Adult Fiction.

Ongoing Projects:

DEPARTMENT ACTIVITIES – May 2025

- Continued to plan and prepare lessons and crafts for Summer Reading.
- 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.
- Started weeding Easy books. This may have to be put on hold until after SUMMER READING.

Maintenance

- Set up and took down tables for the different programming events.
- Took Easter decorations back to storage and brought spring decorations to WL.

BOOKMOBILE – Lisa H.

Statistics Narrative

The Bookmobile served 865 patrons in May. As the school year winds down, we have been gearing up for Summer Library Club and are setting up the schedule for locations to visit. We participated in Library Fest on May 31. We had a variety of crafts for families and saw over 150 people during the event.

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.