

DEPARTMENT ACTIVITIES – December 2025

REFERENCE DEPARTMENT – Carey C.

Ongoing Projects

- Usage statistics for the Chilton database for December were not yet available when I prepared this report. I will provide that data in next month's report.
- We will begin shifting the fiction collection starting in January. The entire collection will be pushing forward towards the children's room. Graphic novels will be moving to the back wall to be closer to the science fiction collection.
- Volunteers and circulation staff have been making progress on the gigantic list of problem items. We've finished two sections of the fiction collection. This is an ongoing project with no deadline.
- For all intents and purposes we have finished the rebarcoding project at Emerson. Items that could not be located have been marked as missing. We will continue searching for them when we check for missing items in the future. We'll now move on to rebarcoding items located at the branches.

	Ancestry	EBSCO Sessions	EBSCO Searches	Chilton
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
May-25	386	35	67	7
Jun-25	697	34	111	4
Jul-25	480	27	110	9
Aug-25	675	23	97	14
Sep-25	539	30	154	5
Oct-25	448	25	85	10
Nov-25	656	45	198	12
Dec-25	530	38	115	?
Total	6839	319	1615	113

ADULT PROGRAMMING – Jeanne Michie –December Activities

- Adult Board Games after hours.
- Puzzles for passive programming. It seems as if we have thousands now. Board and Video Games are very popular as well.
- Tuesday, December 9th- Ugly Grinch Stocking Craft-12 attended
- Tuesday, December 16 - Ugly Cookie Ornaments-11 attended
- Thursday, December 18th-Old Fashioned Christmas Tree Trimming Party- 15 attended plus 2 staff. We had great fun making paper chains, luminarias, popcorn and dried orange strings for the tree.
- Displays_Guess The Theme, Joyful Christmas Fiction, Mystery of Christmas Fiction, Staff Picks, the 3 C's of Christmas, Dear Santa .

True Crime Book Club has cancelled through the holidays and it appears that December was the final meeting of Random Readers.

Anticipatory programming for the New Year is in the works, with events booked from January through June for An Evening With Events. I have secured a woman who has a doctorate from Kent State who will discuss Sundown Towns for Black History Month. Very excited about this! I am contributing my Evening With slot for January for an all ages event featuring Marj Teague and the history of Valley Forge.

YOUNG READER'S ROOM – Charley J.

Completed Projects

- We hosted three story times a week for ages birth through 2 years and ages 3-5 years.
- We had our last session of Camp Half-blood Book Club for the year and finished book three, *Titan's Curse*. We had a winter celebration for completing the book. We will start book four in January.
- Homeschool Music Class continues to be a popular event. Our homeschool families are appreciative of the program.
- Tail Waggin' Tutors and the Library hosted a Deck the Paws program where kids got to make Christmas bandanas for their own pets. We also read a sweet story about a dog at Christmas.
- Our annual week-long Christmas party was a hit with over 300 people visiting us throughout the week!
- I ordered supplies for the 2026 Summer Library Club. We are starting to prepare for summer activities in December and January.

Ongoing Projects

- Researching and ordering books for our children's collection.
- Displaying books throughout the room to keep children interested in new series/subjects. This month we featured our large collection of Christmas books along with other December holiday titles.
- Creating a monthly calendar to advertise our events for children aged 13 and under.
- Creating graphics for social media to highlight our upcoming events.
- Planning out our programs through the end of the school year. We received a Pokémon Club kit through the ALA, so we are looking to start a Pokémon Club soon.
- Relabeling and organizing the children's chapter book collection. Kira has done a great job leading this project! She has finished labeling the humor books and is starting on adventure.
- Each week, Becky reads to a second-grade class at Madison Elementary, and I read to a kindergarten and both first grade classes at Criss Elementary. We both enjoy being at Wood County Schools each week to encourage a love of reading amongst their students!

Young Adult- Abigail H.

Completed Projects

- **Hyper-fixation Club** for teens had two meetings this month with one being Sensory Friendly. Teens came after school to share their interests, discuss current hyperfixations of the month, work on hobbies, and of course enjoy snacks and the tea bar. **17 Members this month.**
- **Fright Before Christmas** had **19** in attendance. It was a frightfully good time. Teens learned about frightful folk tales and holiday monsters while enjoying a hot cocoa bar, sweet treats and

gothic decorations. After getting the 101 on each of the Creepy Christmas Characters we hosted a black elephant mystery gift exchange thanks to all of the Folklore Characters. We also had a giant plastic wrap ball of chaos, where coins, small items, gift cards, and chocolate are wrapped up in a giant ball of plastic wrap and the teens took turns trying to unwrap the treasures as fast as they could wearing oven mitts.

- **Middle Grade Meet Up: Board Games and Brownies** for ages 10-13 had **10** attend. Kids snacked on brownies and hot cocoa while playing two games; Sounds Fishy and Herd Mentality.
- Winter books on display that either take place in winter or have a "wintery" title, like snow, cold, etc. Thanks to Emily.
- "Book Pairs" with real topics for teens and fictional stories to pair with them on display thanks to Emily.

Ongoing Projects

- Blind date with a Book display continues thanks to Colleen.
- We are creating monthly calendars to advertise our events for teens ages 12 to 19.
- Graphics for programs are made to be put on Facebook, the Library website, other social media platforms, as well as the screens that display upcoming events.
- We are working on brainstorming more sensory-friendly areas, specialized programs, and tailored support to be inclusive of our neurodivergent youth.
- The Discord server continues to be popular. We use it to spread the word on upcoming events and programs. This is a safe space where we foster respect, safety, and friendship for teens of all types of backgrounds. Mods are all members of our Youth Services staff.
- Information on joining the Teen library discord server are on flyers that are available to pick up for patrons. These admission slips outline the rules of joining the server. Patrons must be 13 to be added, if they are under 16, they need a guardian's signed permission.
- Plans for Teen Summer Library Club 2026 are finalized, with the theme "Unearth a Story". Unearthed treasures, Jurassic Park, lost worlds, A steampunk (life size) game of life, cryptid taxidermy, Curiosity cabinets, Cyber punk RPG, alien specimens and more!
- In January we plan to submit an application for funding assistance from the friends of the library for Teen Summer Library Club 2026.

TECHNICAL SERVICES DEPARTMENT – Teresa W.

New books cataloged	474
New audiobooks cataloged	0
New music cataloged	0
New DVDs cataloged	86
New Blu-rays cataloged	2
New video games cataloged	14
New board games/puzzles	0
Total items cataloged	576

MAINTENANCE & JANITORIAL DEPARTMENT – Roy W.

- Changed filter A/C at Williamstown
- Reset timer on outdoor lights
- Readied Arboretum for winter
- Cleaned out tutoring room and moved stuff to LVA office
- Reglued baseboard in board room
- Fixed door counter at South
- Leaf clean-up
- Shampoo carpet
- Repaired door lock at South
- Set up TV/DVD at Williamstown
- Installed new water fountain at Emerson
- Repair tables in Summers
- Adjusting security cameras with Scott
- South light switch

GENEALOGY – Jim M.

Number of Walk-ins	60		
Number of Emails	8	Individual Lookups	12
Number of Microfilm Reader Users	12		
Number of Genealogy Computer Users	5		
Phone Contacts	58		
Total for November 2025	143		

Completed Projects

- Completed various obituary requests; and
- Assisted various walk-in family researchers.
- Finished another GPS (Genealogical Proof Statement) for a patron, in hope it accepted, into the Sons of the American Revolution (SAR)

Ongoing Projects

- Ongoing sorting of recent books, magazines, newspaper clippings, and scrapbook donations.
- 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.

TALKING BOOKS DEPARTMENT – Michal Ann L.

- Local Recovery Center/Jail Book Donation Delivery/Local Schools – Number of Boxes: 9
Total deliveries to other facilities in WV during 2025 – 133 boxes *or 11 boxes per month!*
- Patron Emails: 0 sent: 4
- Calls Received: 10 Calls Made: 12

- Packets mailed out to prospective patrons: 0
- Walk-In Patron Contacts: 4
- **Active Patrons: ? ***
- **Patrons Added: 1 ***
- **Patrons Suspended: ? *Not all data is available as of reports due for January 2026**
- Talking Books Reference Questions: 6
- Processed Patron Materials: 15 Items returned: 15 TOTAL ITEMS CHECKED OUT: ??
- Volunteer: 1 Hours: 8
- Scheduling Events calls: 0
- Current Patron Outreach: 7 Birthday cards: 8 Sympathy Cards: 0
- Other Applications Approved: 0
- **Total Events for the Month: 1 Total Attendees: 4**
 - Continued Projects: Refining Janet's handwritten notes into a TB's Procedure's Manual
 - Researching a Summer Reading Program/Winter Reading Program for Talking Books patrons.
 - 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.
 - Currently working on July 2026 Newsletter.
 - Working on a church mass mailing about Talking Books/NLS

BRANCHES - South Parkersburg – Olivia J.

Statistics Narrative

For those who don't know, Olivia is a winter lover, so the snowy days that happened in December were very welcome. This did make for one day where hours were shortened to ensure safety for staff in their attempts to get to and home from work. It was a relatively slow month beyond that.

Ongoing Projects

- Olivia continued to feature Hoopla books along with print books with the December Author of the Month, Jason F. Wright.
- Apryl hosted her final Adult Book Club, Kristy will be resuming this duty going forward.
- Olivia led the Good Books Young Troublemakers (which she calls GBYT, pronounced geabit) with the book *A World worth Saving* by Kyle Lukoff.
- Dawn had Wee be Jammin' and Small Fry Story times only once each this month due to some unexpected time off for family funerals. She generally takes the month of January off from story times.
- Ashley had a craft program for teens where they made snow globes.
- Dawn and Olivia continued Read Aloud visits to Franklin.
- The Non-fiction end cap displays featured books to help learn a second language. December is National Learn a Foreign Language Month. Another display in non-fiction had several holiday baking books.
- In fiction, an In Memoriam display was made for Sophie Kinsella, who passed away in December.
- Ashley displayed book spin offs in YA, think *Ballad of Songbirds and Snakes* to the Hunger Games Series.

- Apryl had a “Time Crunch” display, featuring shorter or easy to read books for people to be able to finish the book goals in the final month of 2025.
- Apryl decorated the front desk with a “Dashing through the Books” display.
- The Main Display featured Christmas books.
- The kids’ display areas were completely taken over with Christmas books, with a small section dedicated to Hannukah and Kwanza.
- Tail-Waggin’ Tutors came ready to celebrate the holidays with their readers.
- Olivia began promoting the Hygge club and even called some participants from last year who had requested that she do so when she started the club up again. It will be reconvened in January.

Completed Projects

Kristy decorated for Christmas since she was back. Which some might consider a good thing as Olivia and Dawn had been talking about doing a Dark Christmas theme with decor items featuring Krampus and the Yule Cat. There’s always next year.

Dawn set out leftover crafts from the year in the meeting room during the time that Winter Break was in session and set it up open house style so kids could come in and work on crafts on their days off. Several students came and made things over the two weeks.

Maintenance

During one snowy day, the people who plow our parking lot included the staff parking lot, which is made of gravel and it got a bit turned up and needs pressed down again. Roy has contacted them and they said they would be in when they were able.

Scott has replaced a necessary part that enables the cameras to finally be working again.

BRANCHES – Williamstown – Lisa H.

December at Williamstown Public Library was shaped by both busy moments and quieter days. Snow days and the holiday break reduced after-school visits. Our “Grinchmas” program was this month’s largest undertaking, made possible with lots of help from Harriet and various volunteers.

As the year comes to a close, I want to extend my sincere gratitude to the Williamstown community for making the library such a special place.

Completed projects:

- Our craft table featured three new Christmas crafts for all ages to enjoy.
- Hosted a “Library Decorating Day” with our library committee to help put up lights and decorations both inside and outside.
- Held two full classes of “Grinchmas at the Library” where we made homemade hot chocolate, Grinch snacks, had STEM Grinch activities and crafts. This was our highlight of December and the kids and staff had a great time!
- Even though our book club was snowed out on the original date, we held our Mystery Book Club monthly meeting at the end of the month.
- We enjoyed two Story Times with Ms. Edie, with one of them featuring a Christmas craft with Lisa and the other one featuring a visit from Santa Claus.

DEPARTMENT ACTIVITIES – December 2025

- We continued our monthly estimation contest. In December, we estimated how many pieces of Christmas candy 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.”
- Created a Christmas display, complete with decorations, coloring activities, Christmas books and lights.
- Weeded new AF shelf, new Easy shelf, DVDs, and new JF and JNF.

Ongoing Projects:

- 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 planning for January – June 2026 programming and activities.
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Maintenance

- The guys handled the setup and breakdown of the large white tables for the Grinchmas program.
- Brought TV/DVD player to WL for Grinchmas program.
- Shoveled the lot numerous times which is so appreciated!

BOOKMOBILE – Lisa H.

Statistics Narrative

The Bookmobile served 557 in December. The lower numbers reflect several snow days and the Winter Break.

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.