

Mammen Family Public Library

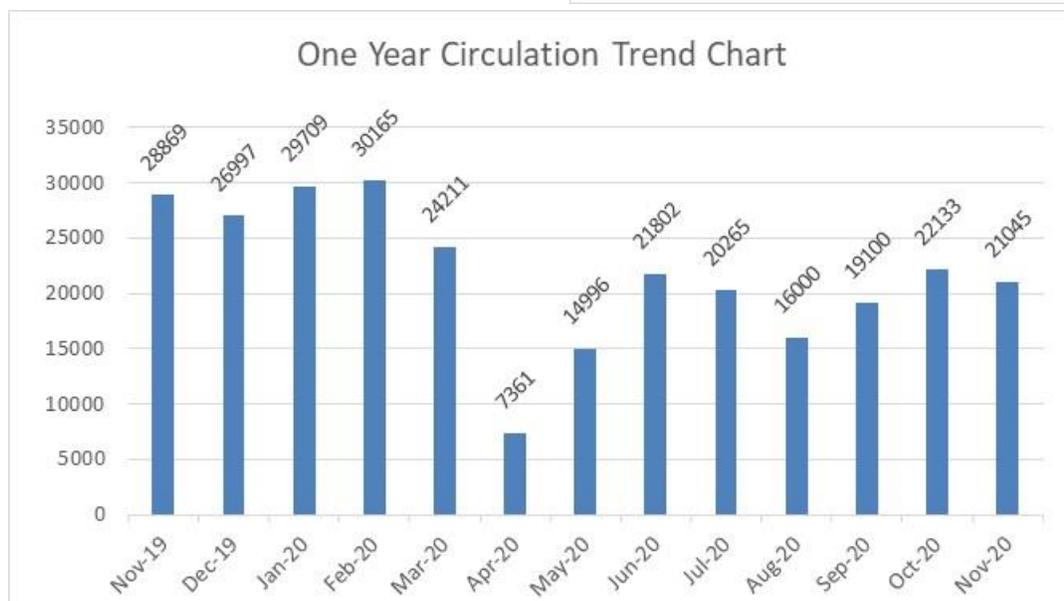
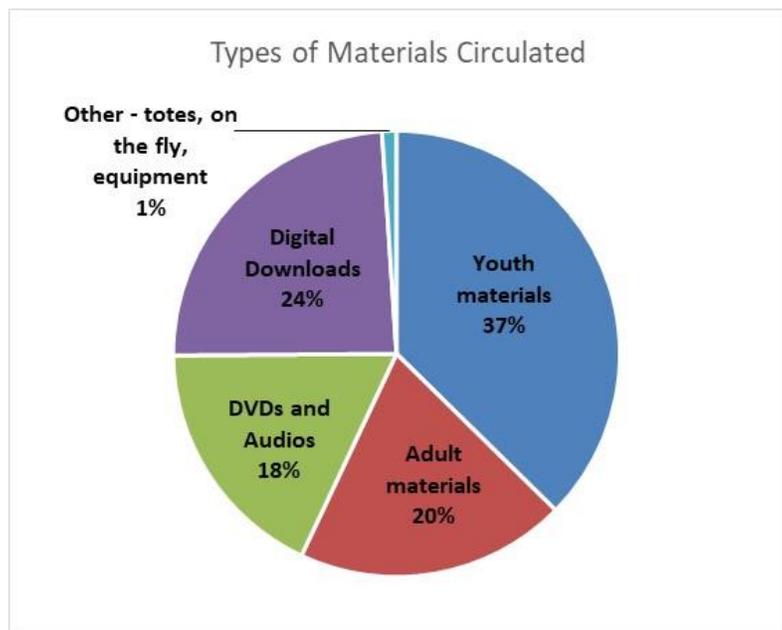
Monthly Report –November Activities



Linda Quintero passed along the contact information for HEB Staff members, Krystyna and Twila, who were wanting to partner with us to help celebrate Veterans this year. Even though we could not gather together at the library for our regular event, we offered some programs such as Medicare 101 for Veterans, Wounds without Purple Hearts, Jeannette's screen free craft and Youth Services held themed events as well. We were excited to partner with HEB to advertise and hand out the bags on the morning of Veteran's day! Many have told us about how touched they were after they picked up their bags.

Circulation Team Report

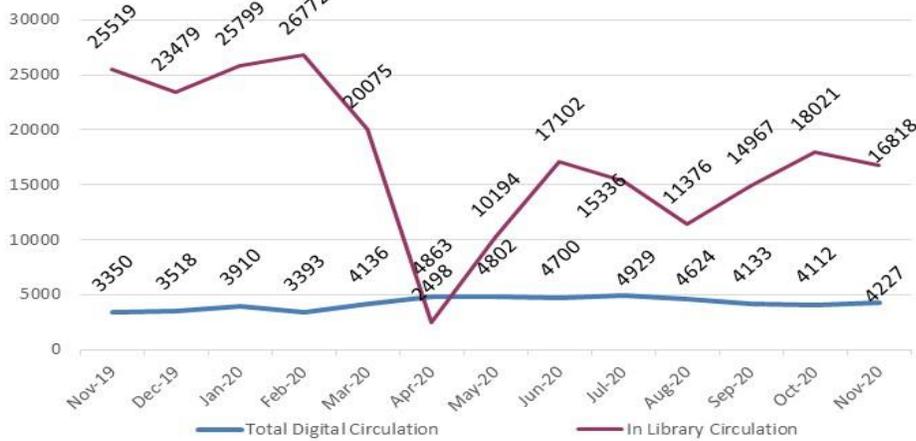
- Number of visitors to the library: 4,034
- Total items circulated: 21,045
- New cards issued: 79
- Number of active members: 6,197



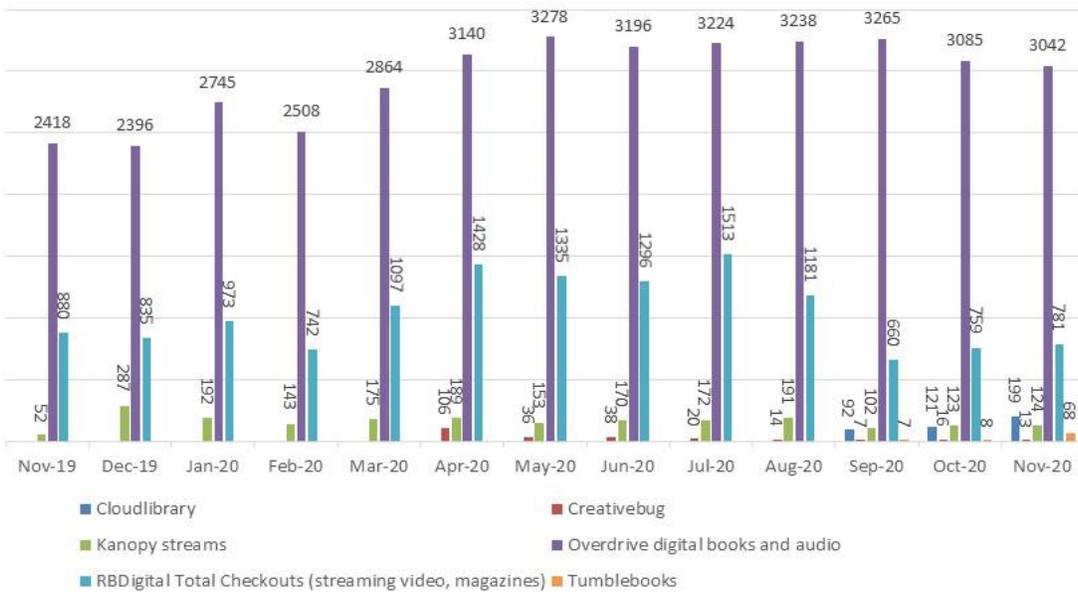
One Year Door Count Trend Chart



In-Library and Digitally Downloaded Materials



Digital Materials Usage by Service



Programming, Outreach and Community Collaboration

Adult Programming

We are thankful for over 20 hours of volunteer teachers and leaders for our classes.

Adult program's special event of the month was Dr. Karen Clary presenting on How Native Americans Domesticated New World Plants. We appreciate the Comal County Master Gardeners who helped us get in contact with the speaker. Dr. Clary let us keep her recording for a month on our Youtube channel, you have until the 17th of December to view the recording of this fascinating presentation!

<https://www.youtube.com/watch?v=CWXBhm47LYc&t=1686s>

Literacy

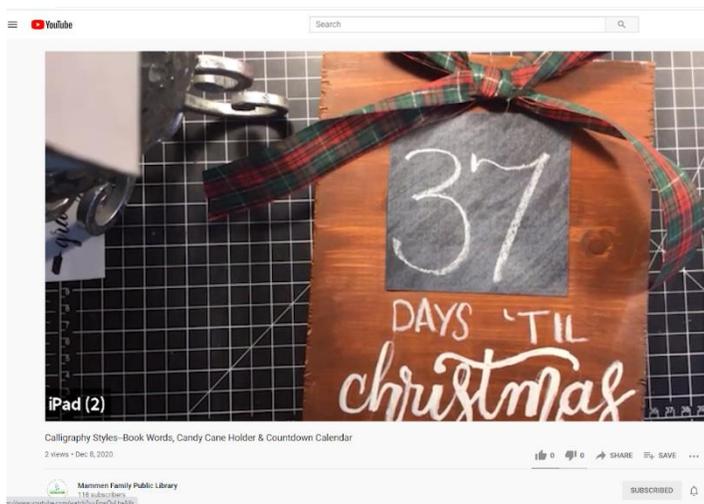
All of our Literacy classes are continuing on pace this fall. We are thankful for these important programs and teachers that really are a cornerstone of programming at the library and wish all the students and teachers well.

We also want to announce that student, Darcie, passed the Science portion of the test and now has only the Social Studies portion of the GED left to complete.

Art/Culture and Leisure Learning

Ashley Aguillon, new staff member in Adult programming, kicked off teaching at the library with two craft classes where members picked up a packet and made Fall Leaf Bowls.

Susan Herr filled in for contracted Watercolor teacher Jill Deurmier, who was recovering from a surgery. We appreciate Susan stepping in to teach the course this month.



Contracted art teachers in November included Rachel Delgado who taught both her Beginning Calligraphy and Calligraphy Styles courses with the beginning class where they learn the basics of lettering and then the Styles class that covered Book Words, Candy Cane Holders & a Countdown Calendar at their meeting.

Debbie's Exploring Art Mediums class featured paint pouring on a wooden pumpkin cutout. Our members enjoy this time to come together on Zoom to create and showcase their work.

Our Monday morning series on Great Mythologies of the World's topics were the collection known as Arabian Nights and also Tales of Flood and Fire. Through this Great Courses program we watch the lecture and follow up with a discussion group and additional resources each week.

The Doc Moore Storytelling Guild and the weekly Storysharing group continued in November. We had storytellers from California, East Texas, Bulverde and two from Ireland all tell some stories about veteran's, war and honor to those who served and their family's. Some stories and songs left us with tears and some with smiles but all was very well done.

Cindy East taught a helpful Easy Entertaining: Holiday Cocktail Party she included lots of ideas to keep the holidays festive, even during Covid!

Contracted teacher, Nadine Winningham, led the demo and class for the Cookbook Dinner Club. November selection is *Love, Welcome, Serve: Recipes that GATHER and GIVE* by Amy Nelson Hannon, owner of Euna Mae's. The recipes chosen by the group to cook at home and share about on zoom was emailed to the nearly 100 person mailing list of those interested in the program and attendees.

Jeannette made extra screen free craft kits of her outreach Yarn Bird Craft so the community could also make some. She also made a Veteran's day Screen Free Craft as well. Members were excited to be able to create without being online for once with instructions included in the kit.

Lucy Blum taught a quilting techniques class where they made a Scrappy Pumpkin Table Runner.

Health and Wellness

We continued on with our Grief Support Group with several new members to support.

We also offered a Wounds without Purple Hearts discussion that focuses on United States Veterans who served our country during World War II, Korea and Vietnam and the long term, unattended invisible wounds that affect their minds, hearts and souls.

Community Support and Small Business Development

The public speaking class is doing great with new members being added to the group each month.

We held a Making a Budget for the New Year program as part of our financial series with Preston Hastings teaching on this timely topic and we also held a Medicare Made Clear for Veteran's in honor of Veterans day with Tom Lesnick presenting. Dean Bentle covered Mitigating Identity Theft in a program as well.

The Adobe Webspinners Group met with Kay Guenther teaching Choosing Focus Keyphrases for SEO.

Teen Programming

Elizabeth attended the Young Adult Services Library Association virtual symposium from November 6th-8th. The symposium included multiple author events, as well as programming and collection development sessions. All sessions will be available for the next year.

Volunteers helped prep the Homemade Pizza program which was a great success! 9 teens and 4 adults made pizza dough and pizza sauce from scratch. The kit was for basic cheese pizza:



But many added their own toppings:



Both parents and teens liked being able to make a pizza in less than 90 minutes and know what all the ingredients were.

Children's Programming

Programs: Storytime, Girls Who Code, Yoga, and Game Night continued as usual in November.

Bluebonnet Bunch Book Club is still going strong! We used every Monday in November to finish *Caterpillar Summer* by Gillian McDunn. It was a hit -- the kids "loooooooove" and "LOVE" it, according to our Zoom chat!

Our Young Naturalists learned about trees with Ranger Holly and made a stained glass leaf craft using melted crayons and wax paper!

Katie led her watercolor class in a leaf painting as well this month!

Our students in Research Club finalized their research, learned about citing sources, and worked on their slideshows in order to present in December.

We read *Dandy* and *Saturday* at Homeschool Day this month! (Big thanks to Sam for covering a week of Bluebonnet and Homeschool Day when Montana was out of the library!)

For Craft and Chat this month we celebrated Dinovember by making a dinosaur lantern jar! The kids loved painting their jars, adding the cool dinosaur vinyl and watching it glow with the battery operated tealight candle.

For Bricks and Booktalks this month we made book characters from our lego pieces! We had some Paddingington Bears, Cliffords and more. We have some lego masters that make really creative lego creations every month!

Storytelling Club is really honing their skills. Every other Saturday (See our calendar for specific dates) members meet and practice their storytelling skills with new stories. Our next "concert" is in December, on the 19th, where our crew will be telling winter and Christmas tales. So far we still have only ladies in our club but would love for some boys to join our group. Special thanks to Sue Kuentz for all of the hard work she puts into teaching and leading this club.

Outreach

Jeannette has continued dropping books off at the little free library and bringing cheer and books to the residents at the Bulverde Assisted Living. She made two Screen free crafts this month and dropped a portion of them at the Bulverde Activity Center so they too could enjoy some crafting time. Looking forward to the next few months with planning for a Sock Drive for Los Ninos and hanging quilts in December and a Blood Drive in January.

Collections Reports

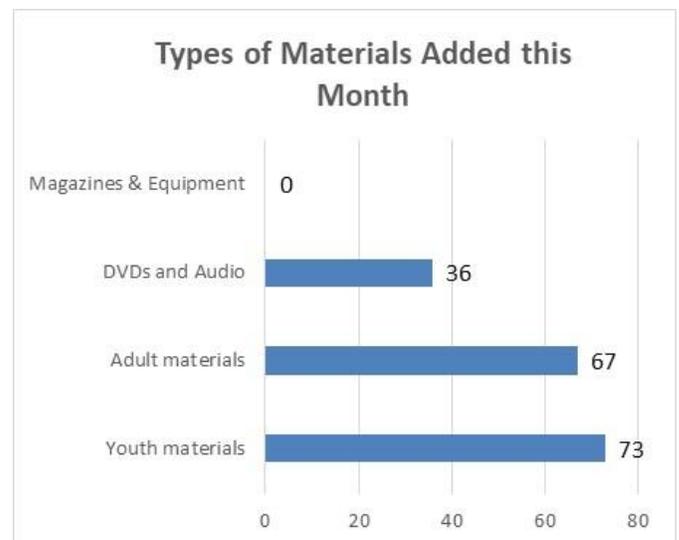
Kristin: We loaned 5 items to and borrowed 87 items from other libraries in the Interlibrary Loan (ILL) system. We worked one-on-one with 2 members to teach them how to use our electronic resources. In November the music CDs were weeded and the Reference collections were inventoried. This month I will focus on weeding the local author collection and inventorying the music CDs. Provided members with recommended reading suggestions - 4 adults were emailed personalized lists in November.

Elizabeth reviewed the collection for damaged items and ordered replacements or weeded as necessary.

Montana weeded and inventoried the Juvenile Graphic Novels in November. We sent one children's recommended reading list in November.

We deleted 148 items for the following reasons:

- Weeded – 129 items
- Vanished – 6 items (due to inventory)
- Lost and unpaid for – 8 items (sent to collections)
- Lost and paid for – 5 items



Marketing & Public Relations (Katie Paul)

Marketing:

- Work on fliers for December classes and events
- Video editing and uploading to YouTube Channel for classes
- Create slides for MagicInfo, kiosk slides for events
- Film and edit Christmas Reading videos
- Schedule Christmas Reading videos and begin posting
- Film, edit, and upload News videos
- Create and print handouts for Veterans Day events

Public Relations:

Social Media:

Throughout the week,

- Post about library COVID-19 service updates
- Post about online classes
- Post content videos from librarians and programmers
- Post about new books
- Special announcements

Publicity:

- 5 individual event eblasts & 5 week of eblasts
- Upcoming December online events submitted to Back Porch News, Front Porch News, Stone Oak Highlights
- Events added to Alignable Network
- 23 Online events added to BSB Chamber calendar
- 25 Online events added to Facebook
- Kids events added to Alamo Fun4Kids and Kids Out and About
- Submit Book sale and holiday events to Front Porch

NOVEMBER 2020

STATISTICS

FACEBOOK



PAGE FOLLOWS:
2,429 LAST MONTH | 2,443 THIS MONTH

PAGE REACH:
4,143

EVENT REACH:
250 responses

POST REACH:
2,235

INSTAGRAM



PAGE FOLLOWS:
1, 206 LAST MONTH | 1, 206 THIS MONTH

POST ENGAGEMENT:
3,294

POST REACH:
2,164

TEEN INSTAGRAM

PAGE FOLLOWS:
171 LAST MONTH | 182 THIS MONTH

ROBLY



WEEKLY EBLAST OPEN RATE:
47.96% OUT OF 5 EBLASTS

SPECIAL EBLAST OPEN RATE:
44.90% OUT OF 5 EBLASTS

GOOGLE BUSINESS



VIEWS ON GOOGLE BUSINESS:
17.2K

SEARCHES FOR OUR LIBRARY:
7,284

Technology *(Rob, Lois)*

Nothing really exciting happened, technology wise, in November. We managed to avoid any major disasters. We continued our move to our dedicated fiber line. Unfortunately, we are waiting for E-rate to connect with the fiber provider to turn it on. We had hoped to light it up in December, work with it for the month before we made the switch from GVTC, but we have pushed that back to January. It in fact is a good thing, because it just gives us more time to figure out what we need to do for a seamless transition.

We received four new laptops for programming along with four new document cameras. Programming can now lend their teachers the equipment they need for their classes and programs, and they free up our current laptop inventory for staff needs.

We worked with the Girl Scouts to make plaques for the benches that they made for the library. We used the libraries laser to etch aluminum name plates to be attached to each bench. The new benches can be found on the children's patio and the butterfly garden.

Lois continued to troubleshoot and manage all types of hardware and software issues for both the staff and the public. Some examples of issues include:

- Printing equipment not working properly
- Integrated Library System (ILS) Biblionix
- Slow or no internet connectivity
- All kinds of other things!!!

Facilities Management *(Jewel English)*

Regular scheduled maintenance:

- 12.7.2020: Sterling Pest Management completed the scheduled monthly PM
- Septic monthly PM: (2) gallons of liquid chlorine bleach was added to the aerobic septic chlorinator
- Disinfectant and fogging: maintain disinfectant stations and supplies, and fogging schedule

Groundskeeping: Regular grounds keeping was not necessary this month; mulch from Comal County is still not available

Irrigation and Water Catchment tank:

- 12.1.20: We are no longer irrigating the landscape and gardens; and the catchment tank pump has been turned off until we resume the irrigation
- 11.25.20: Carter Irrigation installed the mechanical float system to identify water level in the catchment tank, per Casey Carter:



- The water level in the tank was between 0 and 1 foot when they installed the system, which was good since they had to be in the tank to do the installation
- As indicated in the picture, the water level was at 1 foot after the rain on Monday, November 30

Butterfly Garden

Water Feature:

- Added algaecide as needed
- Scooped out leaves, emptied the leave basket, and rescued a frog trapped in the basket – who hopped back into the water feature, hopefully eat more mosquitoes
- Informed Clare the netting to cover the water feature to prevent leaves and other debris from falling into the water feature arrived – she will determine if/when to install the netting

Memorial plaques: researched vendors and chose Same Day Awards to make the memorial plaque for Lee Franzel and Eagle Scout Park. Lee Franzel's plaque will to be placed next to the Butterfly Bench dedicated in his memory, engraved with 5 lines: *In memory of, Lee Franzel, Comal Master Gardeners, and his dedication to the, Library's Butterfly Garden*

Eagle Scout Park plaque will to be placed at the entrance to Eagle Scout Park, engraved with 6 lines: *Mammen Family Public Library, EAGLE SCOUT PARK, Boy Scout Troop 58, Cole Wageman: Nature Trail – March 2019, Drew Dietz: Park Benches – August 2019, Nash Miller: Bench Swing – January 2020*

Roof repair status: Repairs done in October seem to be successful as there were no leaks after the heavy rain on November 30.

Children's Pole update: Work continues on creating our own custom design architectural film which will be applied over the pole.

Angel Tree:

Cindy Hurst (Bulverde/Spring Branch Angels) set up the Angel Tree in the Library foyer on November 6. She explained that several locations that hosted Angel Trees in the past, are doing virtual trees this year, and she is so grateful that we allowed The Bulverde Spring Branch Angels to set up a tree in the library. She is amazed at how many times she has replenished the tags on the tree and the number of presents that have been delivered to the library.

Other work:

Creating a new, updated binder for hardcopies of MFPL Building Maintenance information (in case system crashes or power outage prevents access to H drive) – the binder will be available for any staff person to access as needed. Binder will include contracts, current maintenance contact list, maintenance schedules, scheduled PMs, etc.



Preparing for the Fixed Asset Inventory to be scheduled sometime early 2021

Administration (Susan/Cathy)

We continue to have people try to challenge our Health and Safety mask policy. We have done a lot of research and believe we are following the law based on the fact that we have reasonable accommodations for those who can't wear a mask with the drive up services.

Susan continues to work on the new website and hopes to have it up and running before the end of December. We contracted for Niche Academy, a video tutorial service that will help members and staff with all types of training on our resources.

We also contracted for Homeless training for the library staff for a year. The videos are great and while we don't experience many homeless people in our area, the training is helping us with all the stress people are experiencing, both staff and customers. It teaches empathy and how to deal with people in various situations. Ryan Dowd is the instructor and he is fantastic!