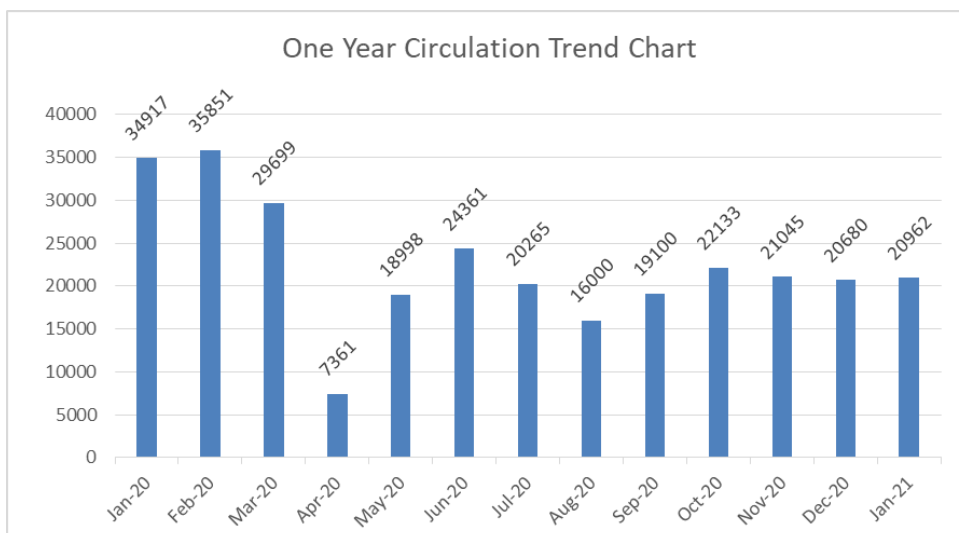
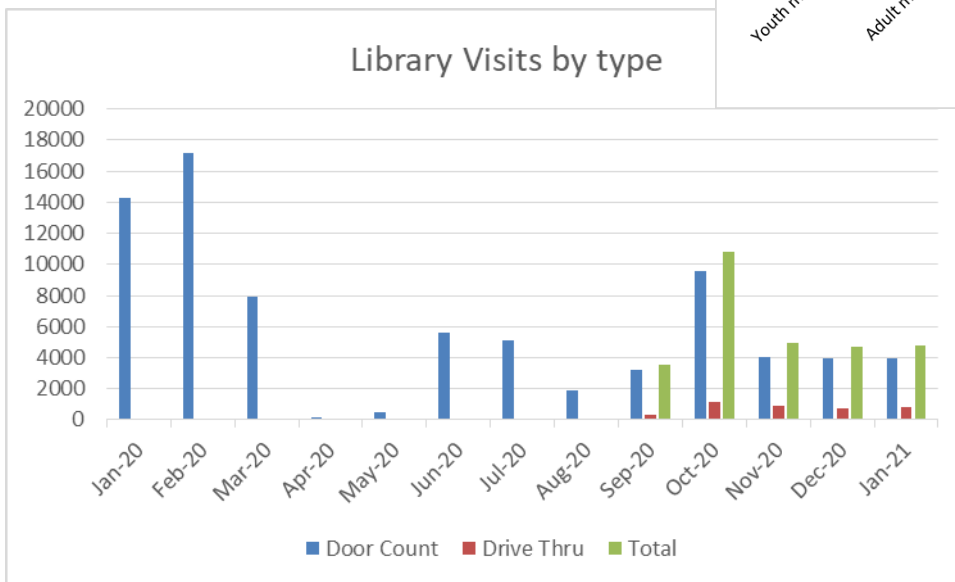
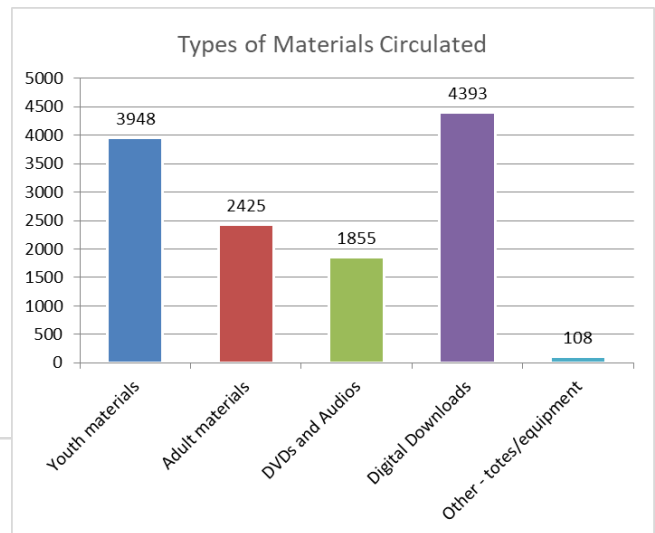


# Mammen Family Public Library

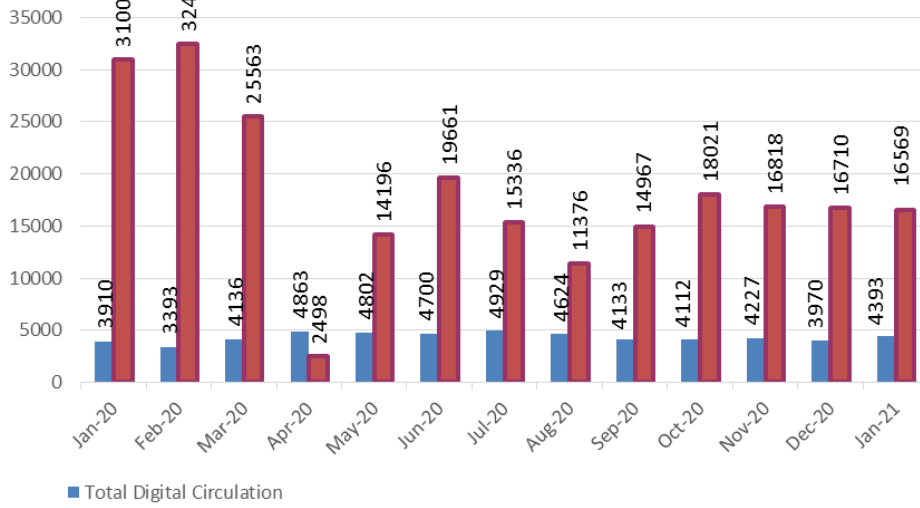
## Monthly Report –January Activities

### Circulation Team Report

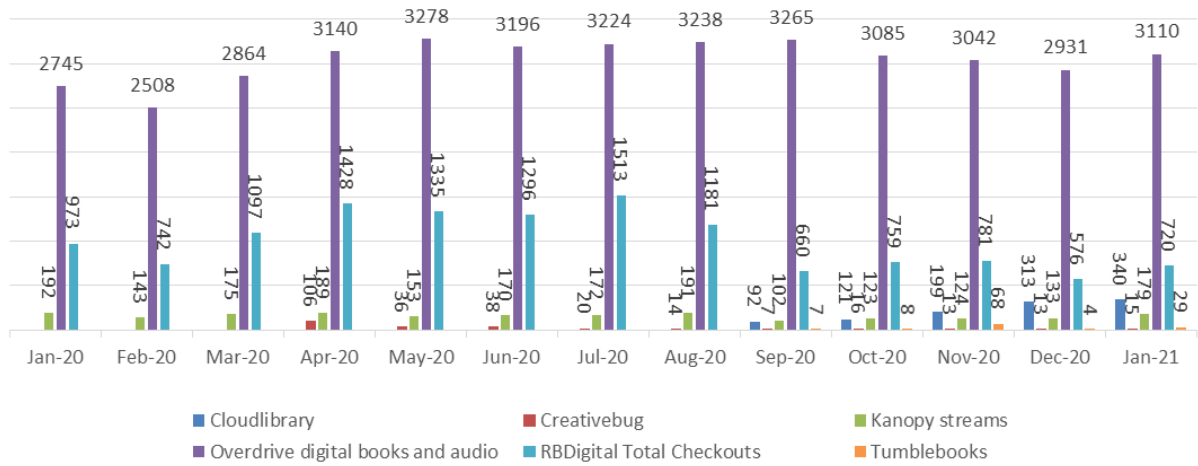
- Number of visitors to the library: 4,755
- Total items circulated: 20,962
- New cards issued: 95
- Number of active members: 5,919



### In-Library and Digitally Downloaded Materials



### Digital Materials Usage by Service



## Programming, Outreach and Community Collaboration

### Adult Programming

Program Focus	Programs	Live Participants	Passive Programming Participants
In library programs	0		
In person Zoom programs	64	663	558 number of craft kit/handout, homework and resource lists emailed out to members
Recordings of events posted this month	9		49 Recording viewings
Passive Programs	1		21
Outreach	4	64	36

We are thankful for over 14 hours of volunteer teachers and leaders for our classes this month.

With a new year beginning, adult programs focused on all those things you want to get done at the first of the year, Bullet Journaling, finishing up writing projects, working on mental health and wellness and we also paused at the end of the month to remember the past.

The Texas Holocaust Remembrance Week was observed at the library through many social media posts and our civics program this month, After Auschwitz. At the program we viewed the documentary and discussed the film. We contacted Robin and Becky, the coauthors of Letters to Rose and asked about Rose Williams, who was our Holocaust Survivor, author and speaker at the library program last year. They let us know Rose broke her hip in January and is now out of the hospital and in rehab. She is resilient and feisty as ever and doing well with her rehab and the ladies were going to share our well wishes with Rose.

### Literacy

Broaden Your Shelf Reading Challenge for 2021 kicked off on January 12th and we added our new reading categories to the challenge for the new year! Log books read into the 13 categories of the challenge and be entered to win a monthly prize, all while challenging yourself to read books that you may not typically choose. Join any time:

<http://engagedpatrons.org/read/index.cfm?Logout=Y&SiteID=4962&ReadID=598>

### Art/Culture and Leisure Learning

Ashley Aguilon created craft packets and then taught online and recorded how to make New Year resolution journals quickly with decorations and ideas for use.

Ashley has also started a monthly program called Nerd Night, where the community can come celebrate all of nerdom, from anime to role-playing games.

Jeannette prepared a fun screen free craft that was available for members to register and pick up at the drive through. This Food Pyramid Bracelet was cute but also reminded members on the different parts of the food group and how many glasses of water to drink each day.

We had a two part series on Writing brought to us by Writing Mentor, Judy Watters. Judy's two workshops covered, How to Create Author Bios and Book Descriptions that Sell Books and How to Self-Publish Your Book for Free.

Our Monday morning series on Great Mythologies of the World's topics for January kept its focus on Mythologies from the content of Africa! 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 December. We had storytellers from Ireland, California, Kentucky, Florida, some locals from Texas all tell some stories about the joys of Christmas. Our local storysharing group usually joins in to listen and also they meet weekly for their own group where they connect and practice telling stories or just sharing in life.

Contracted art teachers included:



Jill Deurmier, our watercolor teacher, demonstrated a monochromatic painting of deer in a field.

Rachel Delgado taught her monthly Beginning Calligraphy and Calligraphy Styles courses with the beginning class focusing on basics of lettering and then the more advanced styles class that practiced quote writing.

Debbie's Exploring Art Mediums class featured Ephemera Covered Boxes.

Nadine Winningham, led the demo and class for the Cookbook Dinner Club. January's cookbook selection was *Modern Comfort Food* by Ina Garten. 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.

## **STEM**

Ashley is bringing online Makerspace classes to the community! This month's focus was learning how to use the software Tinkercad. Participants designed a keychain to be printed on our 3-D printer and Ashley printed them for pickup later at the library. We are so glad Ashley's creativity is allowing us to use Makerspace items and teach the public about it during the pandemic.

### **Health and Wellness**

We had a four week series with 54 people registered that focused on Mindful Living. Dr. Connie Sheppard from the Texas A&M Agrilife Extension brought these lessons to our members and the topics were the foundations of Mindfulness, Mindful Breathing, Mindful Eating and Mindful Living. The response from this was very great and we have plans for a Soothing Yoga class and also a program that focuses on stress later in the spring to keep our group meeting.

Our Grief Support Group continues monthly on the first Tuesday. We are so thankful for Hope Hospice allowing Pastor James Butler to help our community.

### **Community Support**

We had Juan Farias teach a Medicare 101 class online and we continued with the Toastmasters teaching a Public Speaking Course on the third Wednesday of the Month

### **Youth Programming**

The biggest change for Youth Services in January was the end of Sam's tenure with us! We have loved working with her over the past year and she was such a trooper, in her first librarian position during a pandemic with virtual programming!! We will miss her and wish her all the best in her next opportunities!

### **Teen programming**

2021 kicked off with a well-attended, well-liked Marvel Cinematic Universe Trivia contest. While there was some groaning about the trick questions, everyone seemed to have a good time and requested a repeat of the contest with another subject.

We made deviled eggs and tortilla rollups. The kids teens really enjoyed the food, as did their parents.

Passive programming included sewing kits for touch screen gloves.

### **Children's Programming**

Bluebonnet Bunch wrapped up its last three meetings in January. It was a close call, but our library's club favorite was *Caterpillar Summer*. We look forward to the announcement of the state-wide winner on Feb. 26!

Storytime, Storytelling Club, Girls Who Code, Painting with Katie, Yoga, and Homeschool Day all picked back up in January. Our Young Naturalists learned all about fish with Ranger Holly this month!

### **Outreach**

Blood, Books, and Beads! January was hopping with lots of fun outreach activities. Jeannette hosted a very successful blood drive with a total of 57 individuals donating blood! We received lots of kudos from South Texas Blood and Tissue for the number of folks that showed up to the event. In the midst of a pandemic our community showed up to help. Our Bulverde/Spring Branch Community never ceases to amaze me! Not to be outdone, book donations came in box after box after box and outreach was able to find homes for lots of those wonderful books and puzzles at our Little Free Library, Bulverde Activity Center and Bulverde Assisted Living.

January being the month of resolutions and trying to be healthier was really the overall theme for our Saturday screen-free/Senior Activity Center craft. As usual we provided all of the materials and instructions so our patrons can step away from their electronics and get creative. Individuals made a food pyramid bead bracelet to remind them of healthy eating habits.

Looking forward to February the month of groundhogs, love and presidents!

## Marketing & Public Relations (Katie Paul)

### Marketing:

- Work on fliers for February classes and events
- Video editing and uploading to YouTube Channel for classes
- Create slides for MagicInfo, kiosk slides for events
- Work on 2020 Annual Review
- Print Broaden Your Shelf brochures
- Begin designs on new trekker wrap
- Work on new student passport handout
- Edit class videos and upload to YouTube
- Plan social media through Hootsuite and schedule
- Begin brainstorming for SRP 2021 shirt

### 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
- Post about national holidays – January: posted throughout National Holocaust Remembrance Week a series of resources and historical information
- Special announcements

### Publicity:

- 6 individual event eblasts & 5 week of eblasts

## JANUARY 2021

### STATISTICS

#### FACEBOOK



PAGE FOLLOWS:  
2,486 LAST MONTH | 2,498 THIS MONTH

PAGE VIEWS:  
358

POST ENGAGEMENT: 741      POST REACH: 6,785

#### INSTAGRAM



PAGE FOLLOWS:  
1,210 LAST MONTH | 1,214 THIS MONTH

POST ENGAGEMENT:  
2,120

POST REACH:  
1,567

#### TEEN INSTAGRAM

PAGE FOLLOWS:  
182 LAST MONTH | 213 THIS MONTH

#### ROBLY



WEEKLY EBLAST OPEN RATE:  
45.64% OUT OF 5 EBLASTS

SPECIAL EBLAST OPEN RATE:  
42.24% OUT OF 6 EBLASTS

#### GOOGLE BUSINESS



VIEWS ON GOOGLE BUSINESS:  
12.8K

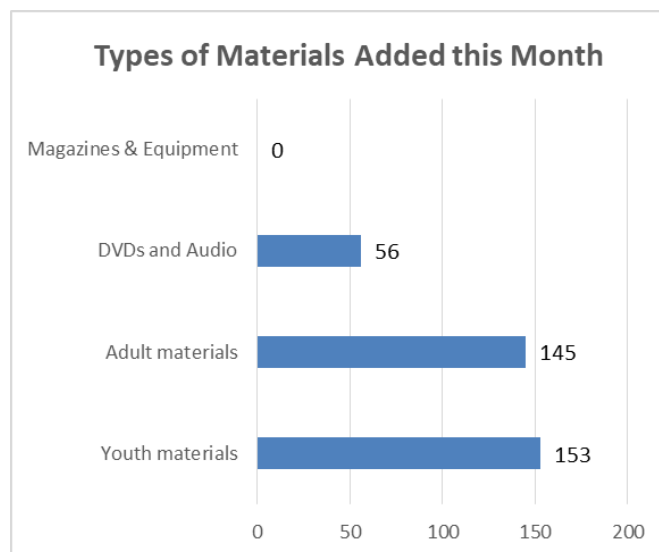
SEARCHES FOR OUR LIBRARY:  
6,614

- Upcoming February online events submitted to Back Porch News, Front Porch News, Stone Oak Highlights
- 20 Online events added to BSB Chamber calendar
- 20 Online events added to Facebook
- Kids events added to Alamo Fun4Kids and Kids Out and About

## Collections Reports

With the return of Katie, we caught up on cataloging and discussed the need for another cataloger.

We loaned 4 items to and borrowed 68 items from other libraries in the Interlibrary Loan (ILL) system. We worked one-on-one with 4 members to teach them how to use our electronic resources. In January the nonfiction section was weeded and the local author collection was inventoried. This month Kristin will focus on weeding the westerns and inventorying the nonfiction.



Four adults and one child were emailed personalized reading lists in January.

Montana weeded, inventoried, and organized the Parenting and Educational Resources Collection in January. This collection is a combination of some older ERC materials, some parenting books taken from adult nonfiction, as well as new parenting, early learning, and homeschooling resources. Sam actually created this combination collection as part of her practicum last year, since maintaining a designated Parenting collection is a requirement for all Family Place Libraries and was our last step towards official certification!

We also finished (for now) the shelf shift in the children's area. Moving the J FIC Collection materials allows for Graphic Novels (an ever-expanding collection) more space on the shelves.

We deleted 383 items for the following reasons:

- Weeded – 296 items
- Vanished – 37 items (due to inventory)
- Lost and unpaid for – 48 items (sent to collections)
- Lost and paid for – 2 items

## Technology *(Rob, Lois)*

In January, Lois resolved new issues such as:

- Wifi issues on catalog computers
- Domain change email issues [bsblibrary.org](http://bsblibrary.org) to [mfplibrary.org](http://mfplibrary.org)

- Print payment issues - had to add info to Envisionware
- Connectivity issues between Apollo and Meescan

Rob:

January was just how we like it in Technology. Boring. It was a month of basic maintenance and scheduled upgrades. When we completed the expansion we also changed security systems. We found that by switching to a Simplisafe security system we could save hundreds of dollars a year on our security. The only downside is we have to remember to change the batteries in the keypad. We learned that the hard way. It's kind of hard to turn off the alarm if the keypad has no juice. Live and learn.

We continued the process of getting ready for the switch over to our dedicated fiber line that we will light up as soon as our E-rate payout comes through. We installed the new 10Gb router that will be able to handle the increased bandwidth. With the router upgrade came the added benefit of an improved user interface for the entire network. We can now access the network remotely through a secure portal built into the router. All went well with the installation, or so we thought. We did the installation after hours, so as not to disrupt work. We made sure to test the systems when everything came back up. The network came right up, Wi-Fi was working, the book sorter and kiosks were all working, we could make phone calls, so we called it a night and went home. The next day everything was still seemingly fine. It wasn't until about 11 am that we noticed how quiet it was. It seemed like no one was calling us. Friday mornings aren't usually that busy, but the phones were dead quiet. After checking with the staff we realized while we could call out, no calls were coming in. It took about an hour of fruitless fixes to try the most basic of technology fixes. Turn it off and turn it back on. It worked. No issues since then. The lesson is to always to remember to start with the simplest solution first.



A nice thing that happened in January is we were able to help the Master Gardeners prepare for their 2021 training class by helping them make name badges with the Makerspace laser. Last year, when the makerspace was open to the public, they learned to use the Epilog laser, so they could make them for themselves. This year that wasn't possible, and so for all the things they do for the Library, we made them for them. We think they turned out pretty nice.

## Facilities Management (Jewel English)

### Regular scheduled maintenance:

- 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
- HVAC PM: Beyer Mechanical completed the third preventative maintenance per our thrice/yearly maintenance agreement. A new maintenance agreement and the next PM will be due in May.



- Fire Protection Equipment Inspection annual PM: Firetrol Protection Systems completed inspections on the fire alarm, fire sprinkler systems – the wet and the pre-action sprinkler systems, (2) fire hydrants, and (13) fire extinguishers. The inspectors did not locate a fire line backflow on the property. After the inspection on the pre-action sprinkler system we had some calibration issues with the compressor switch, which initiated a “Supervisory System Alert” (not a fire or smoke alarm alert) to the fire alarm monitoring dispatch; the calibration issue has since been resolved. We have access to the inspection reports on [buildingreports.com](http://buildingreports.com), and we replaced two fire extinguishers that needed to be recharged.

**Housekeeping:** as part of our maintenance agreement, the janitors completed the bi-annual deep scrubbing on the floors in the Children's program and craft rooms, the adjoining kitchen, and storage area.

**MFPL Emergency Procedures Red Book:** Updated the Emergency Procedures Red Book, which contains emergency response contact numbers, lists the responsible persons and their contact information, outlines the guidelines for the staff to follow when faced with fire, weather/natural disasters, workplace, medical, water, and pandemic or outbreak emergencies; and security and fire alarm contact numbers and codes. The Emergency Procedures Red notebook is kept on the shelf at the Circulation Desk area, it is easily identified and available for all the staff if/when needed.

**MFPL Facility Maintenance Notebook:** Updated the Facility Maintenance Notebook, which contains information on all of the contractors who provide service for the library, their point of contact and information, and scheduled maintenance tracking on the building and property. The Facility Maintenance Notebook is kept on the shelf at the Circulation Desk area, it is easily identified and available for all the staff if/when needed.

Eagle Scout MFPL Storywalk Project: Eagle Scout, Ryan Koterak and his team finished installing the cedar posts for the Storywalk: (5) posts in Eagle Scout Park, (8) along the sidewalk by the Butterfly Garden, (4) story boards will be installed on the Children's patio railing. The next stage is to attach the Storyboards (example: picture on right)

**Eagle Scout Park (5 posts)**

**Sidewalk along Butterfly Gardens (8 marked in red) example of a Storywalk**



## **Administration** (Susan/Cathy)

Samantha Grisham, our part time Children's Programming Librarian, resigned from the staff as of February 1. We developed and posted a position for a full time Children's Programming/Cataloging Librarian. We have never replaced our Cataloging position and, although at least four of us catalog, we felt it would be helpful to have a dedicated cataloger for the Children's materials.

Susan facilitated the Library Districts Discussion Group meeting in January. This group meets twice a year and is composed of all 15 of the library districts in Texas. Discussion is focused on the responsibilities and difficulties faced by library districts, which differ from other types of libraries such as cities and counties.

Susan also completed the individual staff progress meetings for January. Progress meetings take place in September where we set goals, January where we review goals and job descriptions, and May when we see how we progressed on the goals.

The staff also met virtually for a monthly staff meeting. Susan and Kristin are switching Teams in February since it has been quite a few months since they've worked with the other half of the staff. We envision changing at least one person on the team's each month.

Susan worked with Katie to develop the library's Annual State of the Library Report on 2020 statistics and will begin the TSLAC annual report, due in March, to keep the library accredited.