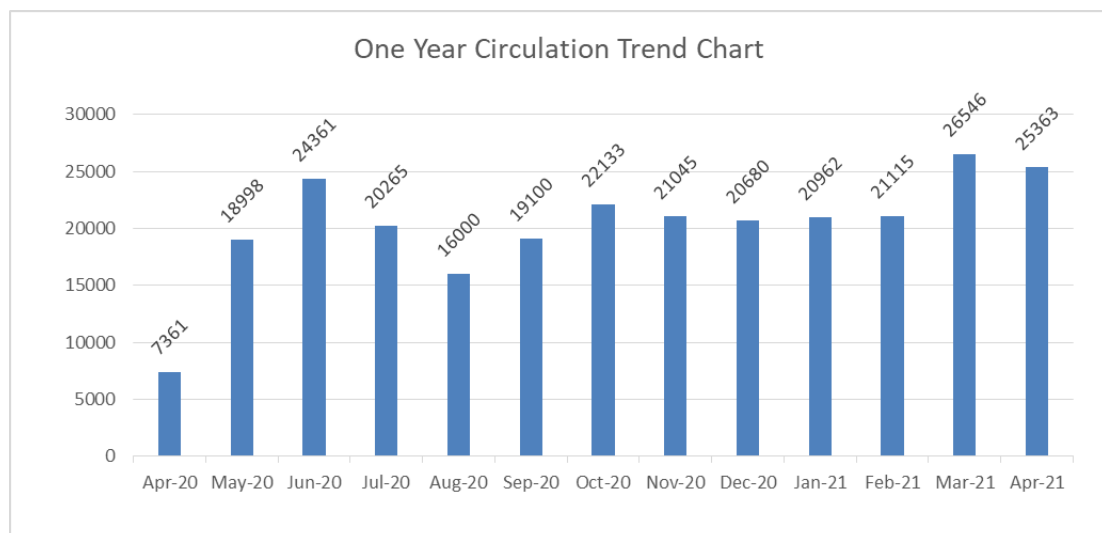
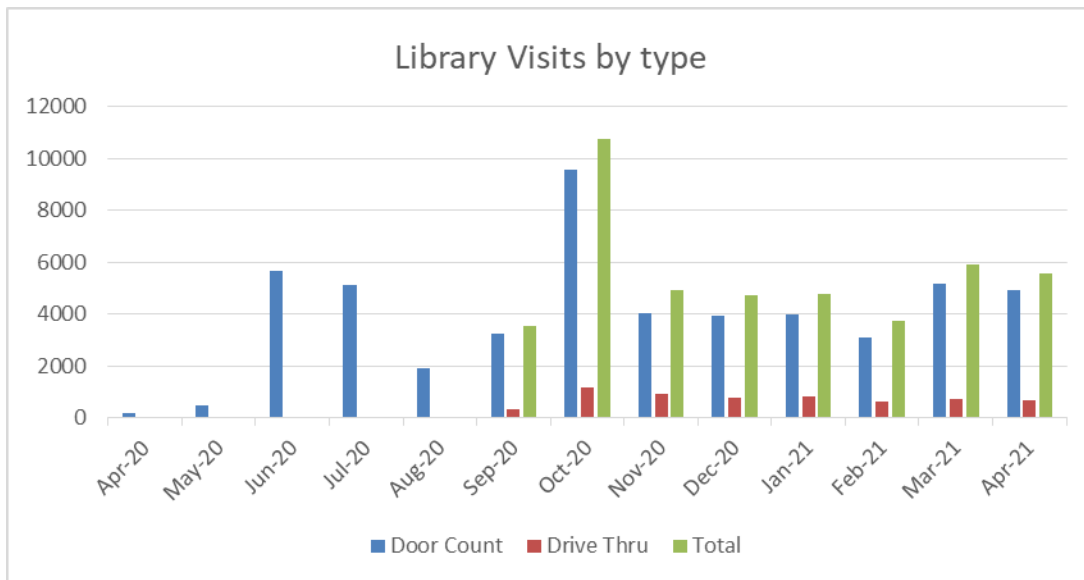
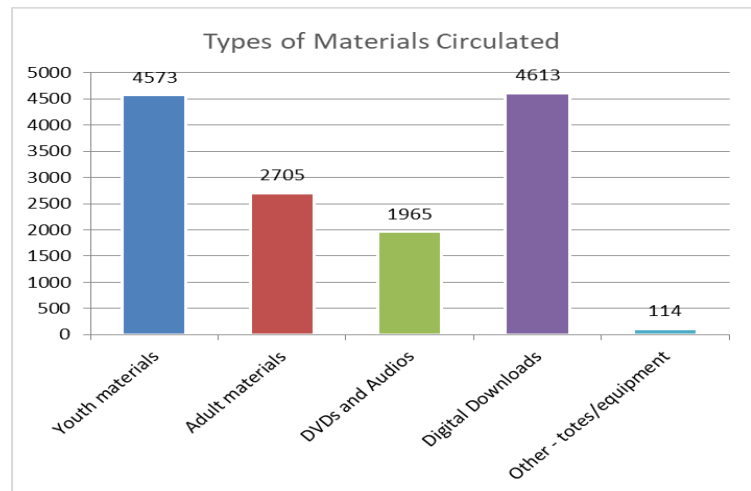


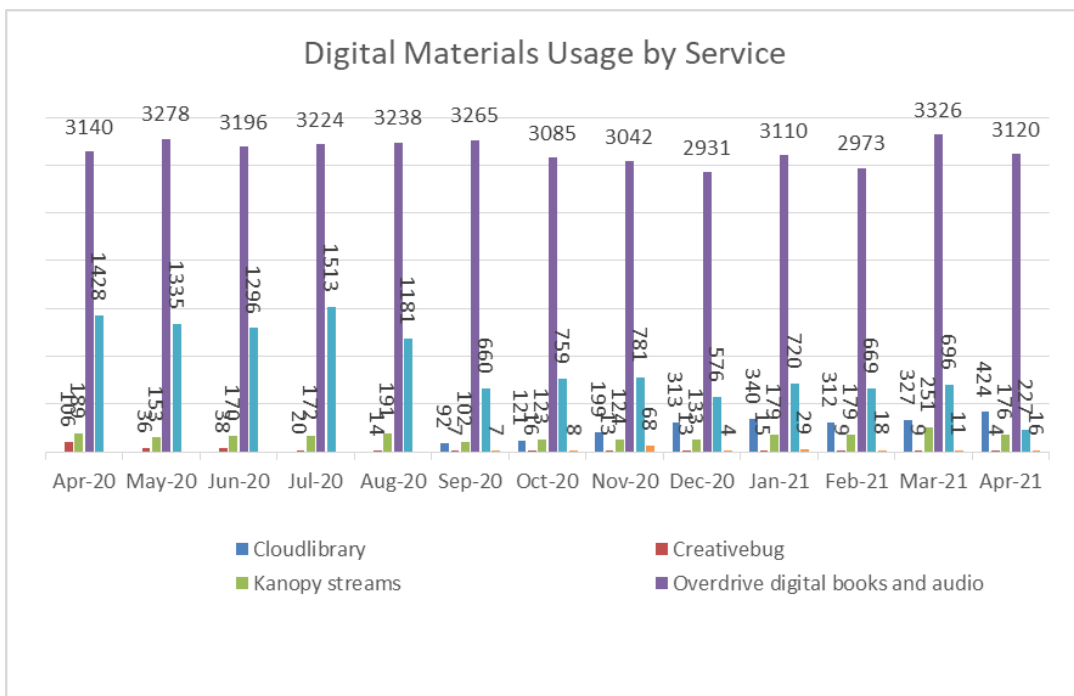
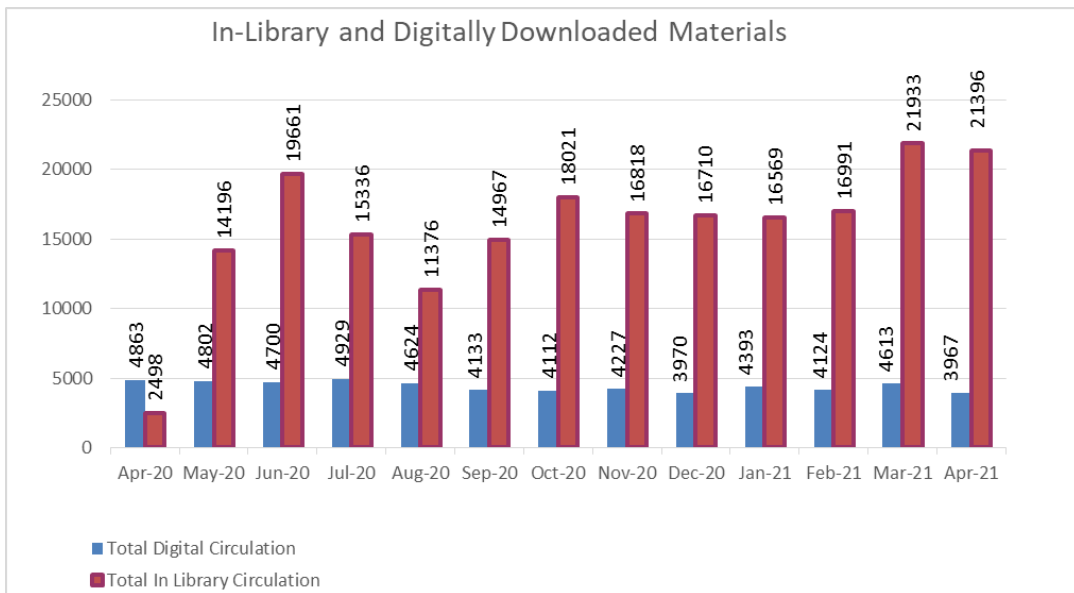
Mammen Family Public Library

Monthly Report –April Activities

Circulation Team Report

- Number of visitors to the library: 5,572
- Total items circulated: 25,363
- New cards issued: 96
- Number of active members: 6,039





Programming, Outreach and Community Collaboration

Viva Fiesta! One April highlight was our Screen-Free Fiesta. Adult, Teen, Children's, and Outreach services all collaborated to provide our patrons with a take-home Fiesta experience including crafts, candy, decorations, small prizes, and -- of course -- a Fiesta medal!

Program Focus	Programs	Live Participants	Passive Programming Participants
In library programs	4	101	

In person Zoom programs	88	640	687 - number of craft kit/handout, homework and resource lists emailed out to members
Recordings of events posted this month	17		167 - Recording viewings
Passive Programs	1		25
Outreach	8	8	122

Check out our very own Youtube Page.

<https://www.youtube.com/channel/UCwb8gY5IBOjWCCfyalfxcg>

Adult Programming

We are thankful for over 118 hours of volunteer teachers and leaders for our classes this month.

Much of our time this spring has been spent on setting up our very busy summer where we will have in-person, online and in-person programs with a subsequent live Zoom session going on and some recorded sessions. This has its own new set of challenges but we are looking forward to having the summer programming looking a bit more normal for our community members.

Art/Culture

Contracted art teachers included:

Jill Deurmier, our watercolor teacher, taught the class a countryside painting.

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 included some watercolor art in with their calligraphy quote.



Debbie's Exploring Art Mediums class featured watercolor maps of Texas to give as gifts! They were perfect for Mother's Day and Father's Day. Some tracing was done before class so the group could paint both in one night.

Nadine Winningham, led the class for the Cookbook Dinner Club. April's cookbook selection was *The Enchilada Queen Cookbook* by

Sylvia Casares and the group shared about what they were cooking on Zoom was emailed to the nearly 100 person mailing list of those interested in the program and attendees.

Our Monday morning series on Great Mythologies of the World had topics in April that covered the myths of Hawaii and the Pasific Islands. Through this Great Courses program we watch the lecture and follow up with a discussion group and additional resources each week.

STEM

Ashley's Makerspace classes focused on Inkscape. The class learned how to use Inkscape, a vector graphics editor. For the hands-on part of this class, the students to created a rubber stamp design which can be engraved using our laser cutting machine.

Leisure Learning

Ashley held two classes on a Tuesday and following Saturday with the community where they made Beeswax candles and decorated a cork holder.

Lucy Blum taught a Fabric Coloring Demonstration where she showed the steps to participants to follow along and color fabric with crayons; including shading and blending of the colors. Then setting the colors with a hot iron. Once finished they embroidered it with the back stitch and stem stitch.

Bethanie taught how to make Paper Fiesta Flowers and staff decorated as part of our month long celebration of Fiesta!

Composting was presented by Gary Johnstone to the community to celebrate Earth Day since reduce, reuse and recycle is what both of these are all about.

Health and Wellness

Comal County Agrilife Extension agent, Jymann Davis was part of a group that taught another, *Do Well, Be Well with Diabetes* series. This month the meeting was on Saturday and was held on the 10, 17, and 24th. The group met online, went through a powerpoint and worked and shared together in this health journey.

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

Tom Lesnick brought a program, Medicare Made Clear, to our members.

The Toastmasters taught their public speaking class to the community called speechcraft.

The AARP Tax prep volunteers worked one Thursday and every Friday until the 16th of April and finished out their service for the year.

Civics

The Great Decisions Discussion series was back with the first four topics being viewed and discussed every Saturday in April. Bethanie and Jeannette led two discussions each with the following topics:

- April 3: Global Supply Chains and U.S National Security
- April 10: The future of Persian Gulf security
- April 17: Brexit: taking stock and looking ahead
- April 24: The coldest war: toward a return to Great Power competition in the Arctic?

Every month we invite out local departments in our city and county government, local services, groups that have useful information about our county, its history, current events and future planning. This month, Lisa Ruby taught about the New Braunfels Community Emergency Response Team, it's six volunteer arms and what they are doing and can do in the community.

Outreach (Jeannette Leroy)



National Library Outreach Day was April 7th so I celebrated the best way I know how...by spending some time with folks for our community who are unable to visit our wonderful library. I spent the day over at Bulverde Assisted living chatting with residents about their favorite authors and choosing five books per resident. Boy, do these folks read! It's so amazing finding some common ground with a different generation because of a mutual love of reading. We also took our recycled Earth Day craft and the residents painted recycled tin cans and turned them into lovely planters to brighten up their rooms.

these folks read! It's so amazing finding some common ground with a different generation because of a mutual love of reading. We also took our recycled Earth Day craft and the residents painted recycled tin cans and turned them into lovely planters to brighten up their rooms.

An outpouring of praise for our newest little free libraries has been wonderful! We are filling our little free libraries up to the brim and getting books into more hands. It never fails that when I stop by to add books I come across adults and children adding and selecting books.

The Earth Day Screen-Free Craft was a huge hit...Our patrons really like plants! In the whole process of researching and putting this month's craft idea together, I myself, have become plant obsessed! I made a total of 50 kits and all but one was picked up. Our community's love for plants has really inspired me to get our plant sharing stand back up and running.



Youth Programming

Teens

We started the month with spring themed crafts, including painting canvas tote bags and making cards for the family. Our cooking class this month was also spring themed, strawberry shortcake. For Earth Day, we recycled old library projects into new designs, including terra cotta pots and tiles.

We also began our 2nd Community Photography contest which will run for 4 weeks.

Children's

Javier has jumped in with both feet as our Children's Programming Coordinator! This month in Craft and Chat the kids made paper bag piñatas!

Our Homeschool Day crew built their own skyscrapers and made washcloth bunnies.

The girls in Girls Who Code have been working on creating their own Angry Birds-type game and learning more every week!

Read-Aloud Book Club finished *The Willoughbys Return* and chose *Frindle* as their book for May!

Young Naturalists learned about Monarchs with Ranger Holly and made their own coffee filter butterflies.

Summer Reading Program (SRP) t-shirts have arrived! We are six weeks away from SRP kickoff and are looking forward to trying some outdoor programs this summer!

The Texas Library Association's Annual Conference was virtual again this year, which means Montana presented her session from the Children's Programming Rooms! "Make Time to Play" was a co-presentation with Joel Bangilan and Jill Wood about the importance of play in libraries. Over 70 people registered for our session, and we had a very fruitful Q&A time over Zoom!



Marketing & Public Relations (Katie Paul)

Marketing:

- Work on fliers for May classes and events
- Video editing and uploading to YouTube Channel for classes
- Create slides for MagicInfo, kiosk slides for events
- Change out website slides weekly
- Finalize children's column design and order
- Put up new study room sign inserts
- Work on new end panel signs for adult collection
- Plan social media through Hootsuite and schedule
- Work on Summer Reading Log sheets
- Record and edit on Summer Reading announcement video
- Work on Summer Reading Half Sheets, print, and put out
- Order new mics for the video camera

Public Relations:

Social Media: Throughout the week,

- Post about library COVID-19 service updates
- Post about online classes
- Post about new books
- Post about national holidays
- Special announcements
- Weekly quotes by authors

Publicity:

- 6 individual event eblasts & 4 week of eblasts
- Upcoming May online events submitted to Back Porch News, Front Porch News, Stone Oak Highlights
- 21 Online events added to BSB Chamber calendar
- 21 Online events added to Facebook
- Kids events added to Alamo Fun4Kids and Kids Out and About

APRIL 2021 STATISTICS

FACEBOOK



PAGE FOLLOWS:
2,440 LAST MONTH | 2,496 THIS MONTH

PAGE VIEWS:
464

POST ENGAGEMENT: 1,022 POST REACH: 3,319

INSTAGRAM



PAGE FOLLOWS:
1,228 LAST MONTH | 1,238 THIS MONTH

CONTENT INTERACTIONS:
419

ACCOUNTS REACHED:
512

TEEN INSTAGRAM

PAGE FOLLOWS:
227 LAST MONTH | 232 THIS MONTH

ROBLY



WEEKLY EBLAST OPEN RATE:
49.23% OUT OF 4 EBLASTS

SPECIAL EBLAST OPEN RATE:
48.45% OUT OF 6 EBLASTS

GOOGLE BUSINESS



VIEWS ON GOOGLE BUSINESS:
11.3K

SEARCHES FOR OUR LIBRARY:
6,134

Collections Reports

Adults: We loaned 2 items to and borrowed 66 items from other libraries in the Interlibrary Loan (ILL) system. We worked one-on-one with 5 members to teach them how to use our electronic resources. In April the DVDs were weeded and the large print section was inventoried. This month I will focus on weeding the audiobooks and inventorying the DVDs.

Sadly, we appear to have a Large Print thief. Someone has stolen all of Louise Penny's LP books as well as several other popular authors.

- Deleted due to condition –27 fiction, 2 biographies, 3 nonfiction, 1 DVD, 2 headphones, and 3 express
- Purchased 115 items for the adult collection: 19 DVDs, 10 audios, & 86 books
- Purchased 5 digital books for our OverDrive Advantage collection for \$254.97
- Purchased 32 digital books for our CloudLibrary collection for \$1,005.99
- Weeded DVDs – 128 deleted
- Inventoried large print – 19 missing

Provided members with recommended reading suggestions - 4 adults were emailed personalized lists in April

Youth:

Elizabeth began inventory on the Young Adult fiction collection.

Montana weeded the Children's Nonfiction in April. Nonfiction is the largest collection in the Children's Room and is a blend of Juvenile and Easy materials, which makes it more time-consuming to manage, but we are making progress on making sure those materials are in good condition and up-to-date.

We deleted 404 items for the following reasons:

- Weeded – 357 items
- Vanished – 27 items (due to inventory)
- Lost and unpaid for – 14 items (sent to collections)
- Lost and paid for – 6 items

Technology *(Rob, Lois)*

The big news for April was that we were finally able to switch over to our new 10Gb dedicated fiber line. We always strive to get the best value for our dollar and with the new service we absolutely do. We are now getting 20 times the bandwidth for half the price of what we were paying before. With the option to upgrade to up to 100Gb we have enough bandwidth for the foreseeable future.

We also began a much needed update to our Wi-Fi services. Almost everyone coming into the library has a Wi-Fi device on them with their cell phones, and when the library is busy that is a lot of Wi-Fi users. Our equipment was having a hard time handling it. Some of our access points were actually beyond end of life service and really couldn't support modern Wi-Fi needs. We

added 3 new Access Points (APs) in April. We've noticed more and more people using the Wi-Fi while remaining in their vehicles or using the front patio without coming into the library. To accommodate this, we added to 2 new APs to the exterior of the building and one in the meeting rooms. The Meeting Room access point is the new Wi-Fi 6 protocols which has the ability to handle larger numbers of clients simultaneously than the previous iterations. Going forward we will begin adding Wi-Fi 6 APs throughout the library, unfortunately they are hard to come by at this time, so full replacement will take time.

Piggy backing on the Wi-Fi upgrade we were able to wirelessly add 3 new security cameras to the lower parking lot area. We now have coverage of the entire lower parking lot, the drop boxes, and the main gate, removing some very large blind spots in our security coverage.

Technology Desk (Lois) Summary

This month the Technology team worked on new issues such as:

- Event monitor in the New Books section not starting automatically in the morning.
- Patron computers losing connection for 1 hour.
- Issue with Overdrive Advance search.
- Kindle not registering without help from Amazon.
- Issue with Creativebug report for March.
- Ongoing Issues
- Wifi issues on public use computers making it difficult for people to connect. Rob temporarily turned off authorization and researching how to make this work more reliably.
- ZOHO – our remote connection software, was running slow on front desk computers- investigating.

Projects

Working with Biblionix to see if they can import Creativebug Marc records and if they can automatically import cloudLibrary Marc records into our library catalog. cloudLibrary records are being done manually right now. *MARC – Machine-Readable Catalog Record. Information traditionally shown on a catalog card.*

Misc

- Turned off material quarantining on 4/15/21.
- Removed catalog out of the front lobby and reconfiguring as a new member sign up machine to be placed near the reserve window in the lobby.
- Tech Logic performed annual preventative maintenance on our sorter.

Facilities Management (Jewel English)

Regular scheduled maintenance:

- 5.7.2021: Sterling Pest Management completed the scheduled monthly PM
- Septic monthly PM: (2) gallons of liquid chlorine bleach was added to the aerobic septic chlorinator

Facility Maintenance Budget: worked on 2021-2022 budget and included projected items/cost for the next fiscal year currently not budgeted:

- PMs for: fire equipment annual inspections, backflow assembly annual, dumbwaiter, automatic door, ice maker, BFG water feature;
- the cost for security fencing by Children's Patio steps,
- electrical expenses if we have to replace the high bay dome bulbs not covered by warrant - so they all match;
- cost for the Bipolar Ionization systems to improve indoor air quality (if we do this);
- cost to replace the Workroom door pass through door with a door with a sidelight (if we do this).

HVAC:

- Beyer Mechanical – confirmed the air delivery device in the closet and the one close to the window in the Makerspace, are part of the shared air system with the individual (5) Study Rooms; the Makerspace also has conditioned air being provided from a separate system away from the (5) Study Rooms.
- 4.27.2021: Anthony Sheran turned off the HVAC unit servicing the Study Rooms for a week so we can test to see if the Makerspace can stay cool without air from that unit – it still gets air from the other system – and it was determined that comfort in the Makerspace area was maintained. The (2) air supply grills can now be capped off to provide a desired separation. Beyer Mechanical is working on a budgetary cost for a Bipolar Ionization systems to improve indoor air quality.

Children's hallway door: We received proposals to build the frame work/wall and install a 4'x7' commercial pass through door in the hallway to the Children's Program/Craft Rooms – one similar to the door in/out of the Workroom but with a glass window on the side, which will allow people to see if someone is on the opposite side of the door before opening it. The door can be pushed open from either side of the door - held open when needed, and kept closed during Children's programs (to contain noise as well prevent people from entering the Program and Craft rooms while in use), while still allowing people in that area to access to the restrooms, water fountain, and the emergency exit from the facility if needed. We ordered the door online from Commercial Door and Frame, and avoided cost markup; and contracted with Larry Bodoczy, owner of Mr. Handyman, to build the wall and install the door in the Children's hallway.

Safety fencing by Children's Patio steps: when we realized we had a problem with children climbing on the stone retaining walls by the Children's Patio, we decided to install some type of fencing that would deter children from climbing through the hand rails and onto the walls. We sought quotes for this work and accepted the bid from Jim Collins, Collins Farm and Ranch



Services, to install metal plates onto the flat surfaces of the retaining walls next to the steps/rails by the Children's Patio; and install

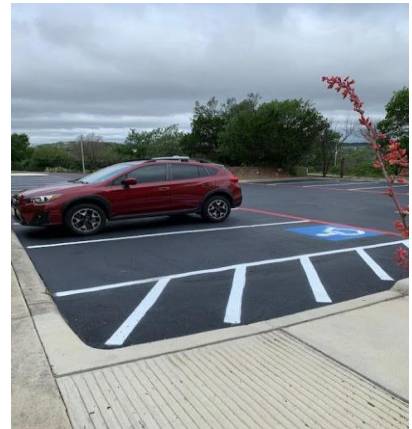
14-gauge square tubing (steel) frame with utility panel welded on, and galvanized paint on the sections, to be secured onto the metal plates. The safety fencing will resemble the existing fencing around the patio and along the sidewalk by the Butterfly Garden. The work will begin late summer.

Asphalt sealcoating: Luke's Asphalt seal coated and re-striped all of the asphalt areas around the library; we're told no other maintenance will be necessary for 7-10 years, unless the asphalt is damaged:

BEFORE sealcoating: Front parking, and FOL parking



AFTER seal coating: Front parking, and FOL parking



Groundskeeping: 4.21.2021 completed regular grounds keeping maintenance around the property and removed the dead shrubs – (a result of the winter storm in February) at the front driveway entrance – in preparation for



replacement plants. (Pictures below were taken before asphalt seal coating and striping)



Room B door handle: fell off the door and could not be repaired. H&H Door provided the door hardware for OHC, in the Expansion project, and had their vendor send us a new one at no cost. We paid Alert Lock & Key to install it, and saved almost \$600

Eagle Scout Projects:

Convertible Picnic Table: Luke Franz finished the Convertible Picnic Table/Bench project, and set it up next to the Children's Patio

BFG Bench (picture far right): Luke Franz also renovated the old picnic table that was in the BFG before the library

expansion in 2018 and relocated it under the tree by the Memorial Walkway



Administration (Susan/Cathy)

In April we were sad to hear that two of our wonderful Circulation team members, Christina Stephens and Jolene Knighton, were leaving us for personal reasons. They have both been fantastic team members for the last several years and will be missed. Jolene hopes to volunteer when she's not traveling and Christina may rejoin us when she is able. In early May, Alax Phelan, who has been with us since 2013, decided also to resign. She volunteered many years before she became a staff member and has been a steady rock all these years. They will all be sorely missed!

We posted the position and had several wonderful applicants. We hired three new part time Circulation team members who will start in early May: Taryn Young, who is in library school and has used our library many years with her family; Rebecca "Beck" Robbins and Samuel Lackey, who will both be attending community college in the fall.

We have spent a lot of time trying to figure out how best to open the library in order to keep the staff and public as safe as possible in June, trying to look at all needs. It is still a work in progress. Much time was also spent on putting together budget packets.