

Mammen Family Public Library

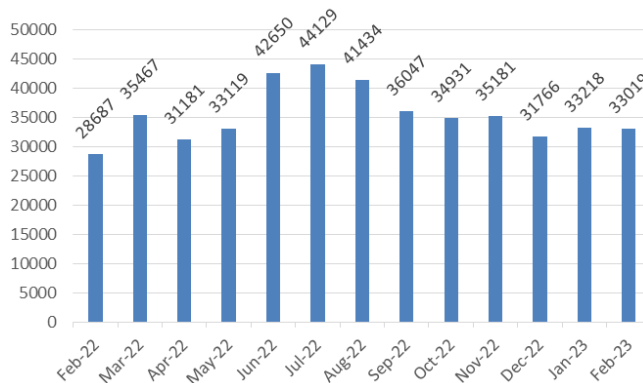
Monthly Report – February 2023 Activities

We had to close the library for almost 3 days due to the winter storm at the start of February. Luckily, Jewel English, our Facilities Manager, has developed a detailed Storm Preparation list and we were able to implement the items on the list and minimize any damage other than what we couldn't control with the trees. We are looking into options to help with power outages as it seems this could become a regular February event.

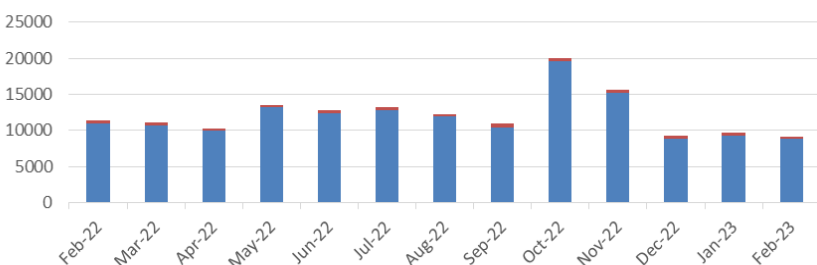
Circulation Team Report

- Number of visitors to the library: 9,202
- Total items circulated: 29,427
- New cards issued: 197
- Number of active members: 8,037

One Year Circulation Trend Chart

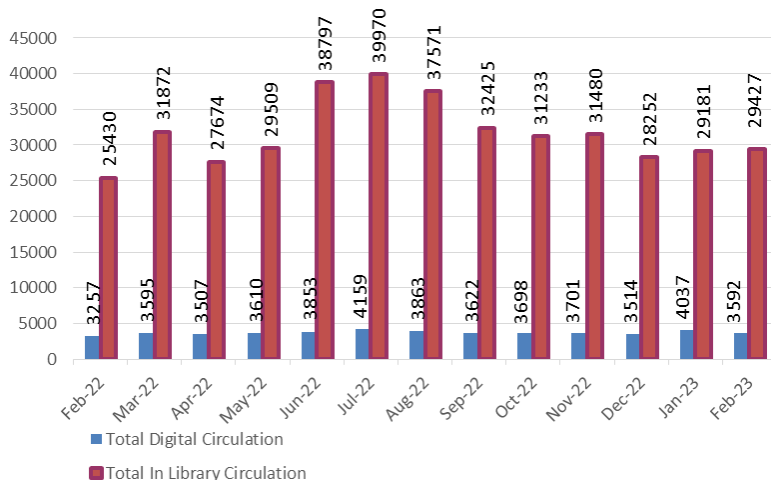


Library visits: Door count and drive up window

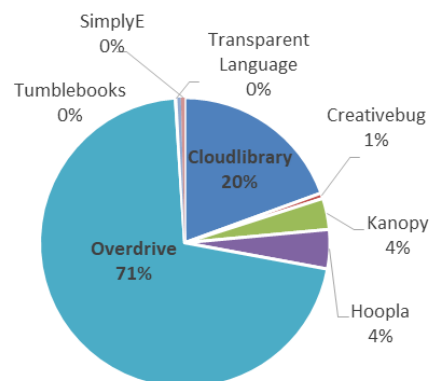


	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
Drive Thru	337	400	308	296	336	352	403	472	372	388	357	350	309
Door Count	11044	10757	9993	13260	12418	12877	11910	10439	19613	15219	8915	9325	8893

In-Library and Digitally Downloaded Materials



Monthly Digital resource Usage by vendor



Programming, Outreach and Community Collaboration

Adult Programs (Hannah Johnson & Allison Reeves)

General Updates

At the start of February, a number of our programs were canceled due to the winter freeze, which made it all the more difficult to believe that it was already time for us to start planning for the library's summer programs! The adult and youth services programming teams met during February and worked out most of the larger details for the summer. In an effort to engage more of the community, we have decided to update the program name from "Summer Reading Program" to "Summer Library Program." We feel that this change will better represent the full scope of programming that the library offers throughout the summer months.

Our library is now listed as a Northstar Digital Literacy site, which provides us access to their technology class curriculum. Northstar is a program of Literacy Minnesota, and their mission is to help individuals around the world master the digital skills needed to work, learn, and participate fully in daily life. There are a number of libraries throughout the country that use the Northstar curriculum, and we are excited to be able to offer more classes covering computer and technology skills in the near future!

Hannah began attending a three-part webinar series provided by Workforce Solutions Alamo so that we can be aware of the many career and employment services that they offer to our community and to learn how to connect our library patrons to their resources.

Our new ESL teacher, Rebecca Rindahl, started teaching classes this month. She will be co-teaching ESL classes with Effi Brandenburg. Rebecca has several years of experience teaching ESL and is a great fit here at the library.

Program Highlights

Our new Night at the Library program returned in February. This was our second Night at the Library program, and we have so far had a great turnout. While kids and teens were in their own programs, our adults learned the art of printmaking and made a variety of Valentine's Day cards.

AARP Tax Aide appointments began on February 10th, and while we only had three Tax Aide days in February, every appointment offered was booked and our AARP volunteers have already helped over 120 people file their tax returns! Library staff members have continued to field calls and questions about the program and sign patrons up for appointments. So many of the March appointments have filled so quickly that our AARP coordinator had to add additional appointments to accommodate the need in our area. We are grateful for the AARP volunteers who are willing to give their time and energy to provide this service to our community.

As we are emerging out of the winter season, we held a number of programs geared toward the outdoors. Our friends from Texas Parks and Wildlife came to the library to offer a talk on how to get involved in the annual Great Backyard Bird Count event. We also had a very popular presentation by Debbie Kyrouac of the Lindheimer chapter of the Native Plant Society of Texas, we provided attendees with lots of helpful information on how to get their gardens ready for spring. Lastly, the Comal Master Gardeners community program had a huge turnout of 128

people who heard a presentation by Glendon Eppler, President of Gruene Orchid Society, speaking on orchids and their care.

The adult and teen ukulele series wrapped up toward the end of February. We had consistent attendance at the classes offered during this series, and we hope to be able to offer more ukulele classes later this year. We are very grateful for Ann, our ukulele instructor, who spent many Thursday mornings over the fall and winter teaching our ukulele classes!

Toward the end of the month, we held a Daily Doodle Kick-off to prepare for the program beginning in March. During the month of March, we are encouraging participants to draw daily while following along with an art course offered on Creativebug, one of the library's digital resources. This challenge helps form a daily habit of creativity through the non-intimidating form of doodling and also helps us promote one of our library's digital resources. Participants who came to the kick-off received the supplies for the course as well as instruction on how to create a Creativebug account through the library and find the course they will be following during March. We'll meet back up on select days in March to share our doodling experience and use the library's art supplies to add colors to our doodle designs.

Outreach (Stephanie Emerson)

In true Texas form, the month that started with an icy freeze ended with me and a sunburn. You'd think I didn't grow up here and didn't know better than to forget the sunscreen on the warm days! Crazy weather and sunburn aside, this was a great month. We have reached 221 members of our community directly through outreach activities and, of course, many more through books and materials. Outreach patrons checked out a total of 198 books for the month and the Little Free Library tallies came in at over 145 donation books placed between the 3 locations.



ART DISPLAY: The Artist Spotlight in the library rotated mid-month to the beautiful and unique watercolors of Cyndi Snyder. She was traveling to Spain to meet her first grandbaby the same day that she set up her art so there was no Artist Talk scheduled for February.

BOOK CLUB: Books & Bites at the Bulverde Spring Branch Activity Center read *The Girl with the Louding Voice* by Abi Daré. This was a moving story about hardship, courage, and determination of a young Nigerian girl with all the odds stacked against her. The way it was written, in broken English, just made her story that much more compelling. Unfortunately, the freeze cancelled our regularly scheduled meeting and the club voted to just move on

to the next book instead of rescheduling.

ASSISTED LIVING: We continue to serve our 10 patrons residing at the Bulverde Assisted Living every other week. The weather seemed to throw off the reading vibe a bit. The number of books checked out was lower than usual. On the bright side, one of our 96-year-old patrons finally made it to #1 on the reserve list for the LP John Grisham book and was thrilled! (Made my month, actually.) Closer to the Library, the craft assist at the Heights was a lovely hanging heart for their room door. Lots of nice conversation and appreciative residents.



OUTREACH COLLECTIONS: The Trekker collection is now just short of 346 active books which is an increase of approximately 50 books this month comprised of donations, new purchases, and weeded library collection adult books.

The giveaway collection of bilingual and books in Spanish continues to reach the community at both Provisions Food Bank and the SHARE Center. This month we placed our weeded ESL books at Provisions with our February bilingual program flyer inside. We are also going to begin sourcing preowned bilingual books for the giveaway collection in addition to donations.

Borrowing bookcases were refreshed with Outreach Large Print (LP) inventory at The Bulverde Spring Branch Activity Center, and Bulverde Assisted Living. Bella Groves has the newest bookcase that is more focused on needs for dementia residents and will be refreshed with new material every couple of months.

YOUTH OUTREACH:

At the SHARE Center, it was another fun storytime and craft (for both bilingual and English) with 13 in attendance between the two. Javier led the group in songs and activities using egg shakers and scarves.



Living Rock Academy is now a well-oiled machine. The kids continue to be excited about reading. They strategize on sharing books and have expanded their requests for the next library day. We assisted the students in checking out 181 books in February consisting of both Trekker inventory and delivery of reserves. There were also requests from teachers for children's books to use in their lessons.

At SJRC this month, we showed the residents how to make homemade ginger ale from fresh ingredients (*with no refined sugar*). They are teenagers though, and I believe it was one of the least liked recipes. My idea. Live and learn. On the bright side, books were delivered and requests were made for the next visit.

Sanctuary of Hope is on the schedule for their first storytime visit in March with Montana.



OTHER NEWS:

- Bloodmobile results: 11 donors / 1 gave plasma as well. Our next Bloodmobile comes in August.
- Little Free Library @ Bulverde Park got a facelift just in time for Spring and the first Pop-Up library @ the park!
- Issued a library card to a new homebound patron and set her up on 4 digital apps on her iPad.
- A visit to Spring Branch Middle School in late Spring is now on the schedule to demonstrate digital resources for when they head into summer.
- We asked for 300 piece puzzles for our assisted living facilities in a recent email blast and have received a few so far this last week.

Makerspace (Lindy Hargrave, Sam Stephens, Devon Rogers)

Hello everyone! Makerspace team reporting. This past month was a busy one! Our adult class this month used the Cricut to create layered stencil portraits. The freeze in early Feb canceled our teen class, but we've rescheduled it for Thursday March 2nd. Wish us luck! We've also seen a lot of staff usage of the Makerspace to aid library projects. The Glowforge laser cutter was used for approximately 4 hours and 45 minutes, various pieces of AV equipment saw 7 hours of use, Cricuts saw 6 hours of staff use, and even a soap making kit was checked out at one point. We'll leave you with a few pictures of projects we did in February.



Thanks for reading, and let's have another great month!



Teens (Allison Reeves)

Even with the ice storm impacting some of our programs, teens managed to stay busy throughout February! We went all in on a couple of food-related programs this month that ended up being a great success. We had a drop-in cooking class where teens were able to make their own edible cookie dough. Our Night at the Library: Teen Edition program was also food-related. The goal was to stick with the overall Night at the Library theme - Valentine's Day - by making pink rice krispy treats. However, most of our teens quickly decided they would prefer other colors! At the end of the program, teens left with pink, purple, green, and blue rice krispy treats!



We also had a soap making class towards the end of February. Using a variety of molds, scents, and dyes, teens mixed and matched to create their own soaps.

Our Teen Anime Club and Teen Genre Book Club continue to be popular monthly programs with steadily increasing attendance!

As always, the teens that showed up to our monthly Teen Drop-in Volunteer Hours were extremely helpful! This group of teens dusted, cleaned DVDs and some children's books, marked out weeded items, and helped us prepare for upcoming programs.

Stephanie and I were only able to make one trip out to SJRC this month. We taught the kids how to make homemade ginger ale and while several teens were initially skeptical of the process, the ones that tried it really enjoyed it!

Children's (Montana Rindahl & Javier Gonzalez)

February was a busy month despite a few days' closure due to the ice storm at the beginning of the month. Storytime and Stay and Play are still going strong, with new families attending consistently!

A big celebration in February was the Showcase Day for our Kids Who Code and Girls Who Code clubs. We had 16 kids build games in Scratch over a six-week course using block-based coding! Each club member put their own spin on certain aspects of the game using creative code of their own! You can play their games here: <https://mightygoodcoders.com/scratch-camp-jan-2023/>. We are so grateful to our club leader, Kori Ashton, for her expertise and patience! A big thank you also to our volunteer Nathan who jumped right in partway through the session!



This month at Crafty Tuesdays kids got to make their own Valentine's Day cards, candy love bugs, cardboard windmills, and egg carton bees. We did have to cancel this month's Tasty Creations program due to the freeze, but we will meet again in March.

Our Graphic Novel Club met the week after the freeze. Kids made their own comic collages using pages from discarded graphic novels. They had a



great time combining characters from various comics. We also added our very first kid created graphic novel to our collection! Javier cataloged and processed Preston Manley's graphic novel titled *Natural Disasters: Tornadoes*. Preston was so happy to see his book on the shelf. His book is now available to check out! We look forward to adding more kid created books to our collection.



The fun continued on Wednesdays with STEM Day and Lego Builders Club. At this month's STEM Day, kids designed and constructed their own cardboard mazes. They then challenged others to navigate a ball from start to finish. The kids came up with great ideas and concepts for their mazes. Finally, at Lego Builders Club, builders were challenged to build characters and levels from their favorite video games. Minecraft was a popular choice for this group of kids but some did build retro characters like Pac-Man and Mario.

Tween Club remains popular! This month the kids made stickers, chalk art, and bracelets, as well as doing a Book Tasting one week!

Collections Reports

Adults (Kristin): We loaned 4 items to and borrowed 84 items from other libraries in the Interlibrary Loan (ILL) system. We worked one-on-one with 3 members to teach them how to use our electronic resources. In February the adult fiction section was inventoried. This month I will focus on inventorying the tote bags and weeding the Texana collection. One adult was emailed a personalized reading list in February. I finished and sent info for Spring Book Buzz to Hannah.

Teens (Allison): In February we fulfilled 3 purchase requests for Young Adult materials.

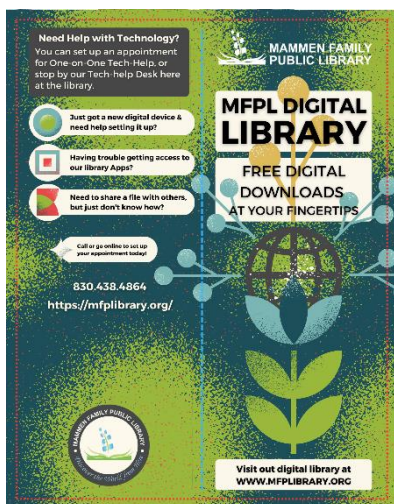
Children (Montana & Javi): In February we weeded and inventoried the Biographies. Javier and Montana also did a small shelf-shift to aid with browsing in that area! Children's Biographies and Children's Spanish have swapped spots on their shelving row, so now Biographies are nearer to the end of Nonfiction. We also designated the final shelf in the Biographies section as a "Who HQ" shelf, with all of our *Who Was*, *Who Is*, *What Is*, and *Where Is* books. We sent one recommended reading list in February.

We deleted 135 items for the following reasons:

- Weeded – 86 items
- Vanished – 8 items (due to inventory)
- Lost and unpaid for – 17 items (sent to collections)
- Lost and paid for – 19 items

Marketing & Public Relations (Marc Dunlap)

The main focus for this month was working on/with print vendors. Documation is a lovely printer-machine vendor but is lacking a bit in the customer service area of print-jobs. So I sent out a few "feelers" here and there to see what the competition was like in San Antonio. Not leaving Documation out, I did send identical job requests to six different companies. Along with Documation, Minuteman Press was the only other one to respond quick enough to be included in this "test". Leaving pricing aside for now, I must confess that I am quite impressed by Minuteman Press, with their clean & clear invoices as well as their overall speed of communication. In the end, I decided to give Documation a chance with our new Digital Library brochure and the 2023 Broaden Your Shelf bookmark; while Minuteman Press got an order for three different bookmarks (the Spanish & English Library Information, and the Digital Library bookmark). We will wait and see what the final verdict is in a couple of weeks.



FEBRUARY 2023 MARKETING STATISTICS



February was an interesting month, with many of the "evergreen posts" doing well along with the Black History Month posts getting a wider footprint than even some of our event posts!



INSTAGRAM: *1,454

PROFILE VISITS: 150

NEW FOLLOWS: 10

POST OF THE MONTH:

BHM: Sarah Boone #1

NOTES: 'Reach' was way up this month with an average increase of 61%!

FACEBOOK: *2,992

PAGE VISITS: 836

NEW FOLLOWS: 8

POST OF THE MONTH:

Welcome we are Open!

NOTES: While the reactions have increased the average reach has dipped, will have to look into this.



TWITTER: *244

PROFILE VISITS: 95

NEW FOLLOWS: 3

POST OF THE MONTH:

Share the LOVE (Blood Drive)

NOTES: Our reach and engagement continues to grow on this platform!

MAILCHIMP:

OPEN RATE: 35%

CLICK RATE: .69%

EMAIL OF THE MONTH:

March 23 Newsletter

NOTES: While our open rate and click rate went down a bit so did our unsubscribe rate, which is a good thing!



UPCOMING PROJECTS:

- Sign all around the Library
- Summer Library Program...
- Still trying to get two months ahead on Newsletter and Post schedules.

Technology (Rob Lerner & Marc Dunlap)

Rob: February did not start off well. The ice storm not only wreaked havoc in our community and shut things down for days, but it did a number on our systems. While we have battery backups for our network they are not meant to keep things running for more than a couple of hours and the library was without power for two days. This caused everything to shut down improperly, which made it bringing things back up a little bit of a challenge. The intermittent power outages didn't help. Just as we were getting everything up and running the power would cut out, drain down the batteries, and we would have to start over. It took a couple days, but we were able to straighten everything out.

The storm did have an upside in that it got us to seriously consider getting a generator for the library. We have experienced so many winter weather events in the last few years it is almost a no brainer. The library is in a unique position to provide services to the community in the aftermath of those kind of events. During this last storm people were coming to the library to get warm and to access the internet. In the days after we became the office for quite a few people. Not only would a generator allow us to provide a place to get warm, but since our fiber network is separate from the local service provider we can provide communication services for people whose service is down. We now have reached out to some installers to get a quote on a 250kW generator that would provide enough power to run the library for several days.

We did finally receive a quote for a new digital microphone system to replace the analog one we currently have in order to mitigate the audio interference from people cells phones. However, the near \$25,000 they quoted at this time, seems excessive for a system that gets such light use. Instead of proceeding with the replacement we are going to relocate the microphone antennas to a more optimal position on the ceiling and closer to where the majority of the users stand. Currently the antennas are relatively low on the back wall away from where the podiums are placed. Once this is done we can test it fairly easily during a staff meeting. If the issue is resolved we will have saved almost \$25,000 and fixed a serious annoyance.

Technology Desk (Marc) Summary

Stand-out-Issues

- The large-format printer software is still giving us issues. Despite many efforts put forth we really aren't any further in figuring out what is causing the software to crash. However, we were able to print our first full size banner for the Plant Swap!
- The need for some form of "Tech Class" for those looking to increase their ability to navigate the modern digital world has been made evident by the frequency of attendance and discussion topics for the One-on-One Tech Help program.

Technology Help

In February there were many "walk-ups" needing help with this or that, and I am happy to say all but one walked away satisfied. It also seemed that our printer got lots of work this past month, as it felt like someone was being introduced to our print procedures every hour. Though several one-on-ones had to be canceled or ended up as no-shows...the few that did happen went great! Several people got introduced to their new laptops and to Google for the first time; while the other one got a quick rundown of their newly acquired DSLR camera. All left happy and a

few came back to say how useful the tips and tricks they learned here at the library were to their technology efforts.

Facilities Management (Jewel English)

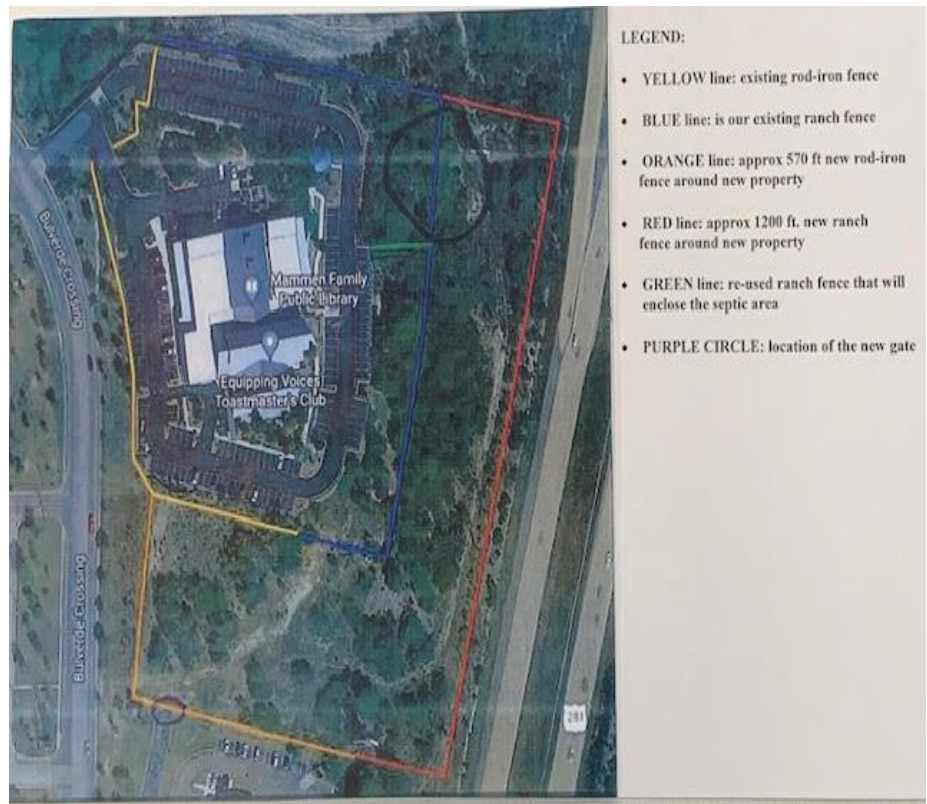
Regular scheduled monthly maintenance for pest control, aerobic septic system, and grounds keeping maintenance.

Study Rooms: 369 people used the Study Rooms in February

Public Meeting Room use: 187 people used the meeting rooms in February (this includes the Annual FOL meeting)

Fence Project quotes: We received and reviewed quotes from four contractors to build and install fencing around the new property:

- Install approximately 570 ft. of black rod iron fence that matches, and connects to our existing fence along Bulverde Crossing.
- Approximately 300 ft. of the same fence will be adjacent to RBFCU, (YELLOW line) where it will connect to a new wire ranch fence that will surround the perimeter of the new property.
- The new wrought iron fence will connect to a wire ranch fence - approximately 1200 ft. - around the perimeter of the new property; it will match our existing ranch fence (RED line).
- Build and install a 2-vehical wide gate (like our lower gate) on the new wrought iron fence in front of the existing road adjacent to Randolph Brooks FCU. The gate will open manually (for now) along a gate rail that will be set in concrete; we can add an automatic gate opener later (PURPLE circle).
- Approximately 90 ft. of our existing ranch fence will be removed (BLACK circle) and reinstalled to enclose the north end of septic area (GREEN line).



On-site Sewage Facility (OSSF) Maintenance Agreement: We renewed our OSSF Maintenance Agreement with Eoff Septic Services with a starting date of 10/1/2022 ending date 10/1/2023. The document was submitted to Shelly Helmke, D.R. OS0031545, Office of Comal County Engineer per requirement.

HVAC: 2.28.2023: Beyer Mechanical tech, Christian, looked at and reprogramed 12 fan power boxes on the Ubiquity monitoring system located in the IT/Data room, all fan power boxes and air handlers are at target setpoint, and he will periodically monitor them to make sure they are not overheating or over cooling. He discussed with Susan and Rob, functions that can be adjusted and functions that shouldn't be touched.

Window blinds for Classroom 3.1.2023: We ordered 1" aluminum blinds for the (6) upper and lower windows in the Classroom. The blinds will keep the room cooler in the summer, keep car lights from shining into the room when used in the evening, and darken the room when audio/visual is used.

Housekeeping 2.25.2023: Janitors completed our biannual floor scrubbing in the Children's Craft and Program rooms.

Lightbulbs: Rich Herr replaced bulbs in the library where needed, and will check the electrical panel in the Mechanical Room to see if we have an electrical issue with the lights in the DVD Closet and Lactation room.

Automatic Door Control 3.10.2023: scheduled annual PM on (3) automatic doors

Groundskeeping 3.3.2023: Regular ground maintenance, removed more downed branches from the winds on 3.2.2023.

Trees damaged from the winter storm were cut up and stacked, and offered FREE to whoever wanted the wood. It was gone within a week.

Installed (4) memorial pavers in the Butterfly Garden Memorial Walkway.



Administration (Susan/Cathy)

Susan completed the winter progress meetings with most of the staff, reviewing their Fall goals and job descriptions. We are evaluating staffing needs in the coming fiscal year.

In late January we submitted a grant request to the Texas State Library and Archives Commission for over \$17,000 to support our Outreach programming. We should hear if it is approved by the end of May. Montana submitted a request to HEB via the FOL for summer library support for \$6,000. Peaches Kelly, with Hocheim Prairie, delivered a check to the library for \$1,000 which will be used to support summer reading. Dixie Cox also donated \$5,000 to support summer reading library this year. Our biggest summer reading expense are for the t-shirts and this year we will also be providing t-shirts to adults participating in the program.

Susan began work on the strategic plan and brainstormed with other staff members the needs we are facing due to the rapid growth in our community. She recommended to the Trustees updating the 2016-2026 Master Facilities plan due to the acquisition of the property at 143 Bulverde Crossing and the changes in technology that have occurred since the plan was developed in 2016.