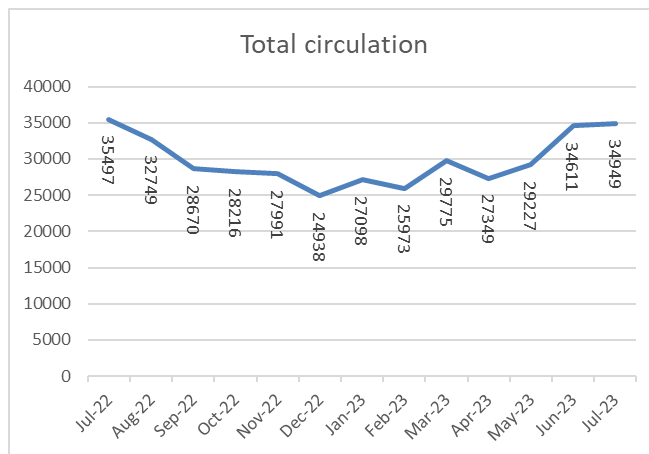


# Mammen Family Public Library

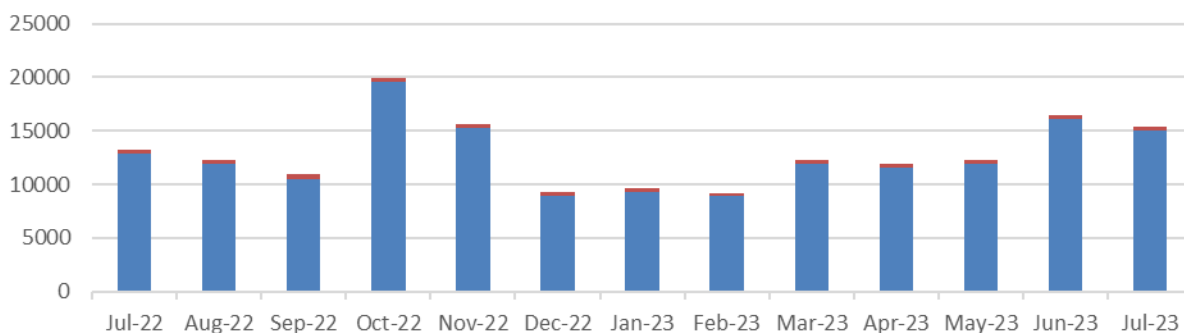
## Monthly Report – 2023 Activities

### Circulation Team Report

- Number of visitors to the library: 15,424
- Total items circulated: 34,949
- New cards issued: 320
- Number of active members: 8,453

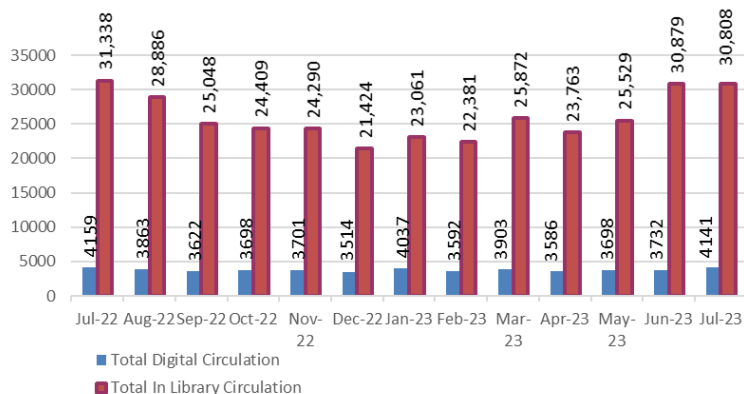


### Library visits: Door count and drive up window

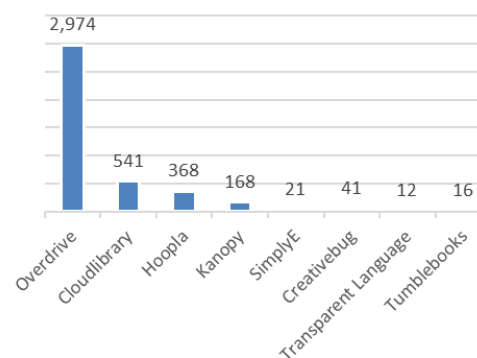


	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Drive Thru	352	403	472	372	388	357	350	309	340	293	312	343	413
Door Count	12877	11910	10439	19613	15219	8915	9325	8893	11907	11597	11923	16119	15011

### In-Library and Digitally Downloaded Materials



### Digital library usage by vendor



## Programming, Outreach and Community Collaboration

### Adult Programs (Hannah Johnson & Allison Reeves)

With Allison's planned departure from the library after the Summer Library Program, we spent July reviewing and interviewing candidates to help with adult programming. We are excited to have Hanna Stratton join the team. She began her role at the library in July and got a chance to train with Allison before her departure. We are now a team of Hanna(h)s: Hannah J. and Hanna S!

The end of summer had us planning for cooler days ahead! We were excited to spend time planning our fall programs. We were able to confirm many of our fall programs; however, we are also working through transitions with some of our long-standing programs.

One of our English Language Learning (ELL) instructors, Effi Brandenburg, decided to depart from her role at the end of July. Our other ELL instructor, Rebecca Rindahl, is now teaching both of our weekly English Language Learning classes. We are appreciative of all of Effi's work to get our ELL program where it is today, and we are excited to continue to build off of that foundation to continue to grow the program.

For our other language programs, we worked on restructuring the format of the Italian and French classes which will return in September. For our Spanish classes, we are currently in search of a new Spanish instructor. We hope to be able to get a new instructor in place in the coming weeks, with only a slight delay in the usual September schedule.

Lastly, we are in the early stages of transitioning our GED Prep program to a new facilitator, a nonprofit organization that specializes in providing adult education programs to Comal and surrounding counties. We are excited about the opportunity for them to provide GED programs at our library, especially since they will be able to offer testing vouchers to students at our location who would otherwise have to pay to take the GED exams.

### Program Highlights

In mid-July we had our first evening outdoor concert, which was partially funded by the Texas Commission for the Arts. The Peterson Brothers provided a lively and fun concert performance, and the weather in the back parking lot during the evening was surprisingly breezy despite the daytime heat. We learned a lot about the technical/electrical aspects of hosting a concert as well as future possibilities for the arrangement of the stage. We hope to do another outdoor concert in the future, although hopefully in a much cooler month!



Throughout the summer, we had drop-in craft activities on Wednesday afternoons to coincide with kids programming offered at the same time. The hope was to give some of the parents an opportunity to do their own activities while they waited on their kids who were in their own program. We were happy with the turnout with these adult drop-in activities, and our two most popular projects were shibori dyeing (tie dye for adults!) and build your own terrariums.



In July we had our third "Cooking with Javier" class. This adult cooking program is led by our very talented Children's Librarian Javier. Registrations have been filling up in just a handful of hours after opening! Javier will be back by popular demand this fall, as he continues his monthly cooking series.

The four-part Art 101 series with instructor Tracy wrapped up at the end of July. This course offered an introduction to art for adults who may not otherwise feel confident or comfortable with their artistic abilities.

Tracy provided a great course, and we are excited to

see her Art 101 students continuing on in our other art classes. Lastly, our six-week German class wrapped up at the end of July. It was a big hit with patrons, and we are happy that we were able to offer this special summer language program.

### Outreach (Stephanie Emerson)

While we were all busy trying not to melt, July seemed to fly by! Outreach continues to explore new leads and expand on current activities as interests and seasons in the community ebb and flow.

This month we reached 105 members of our community directly and many more through books and materials. Patrons checked out a total of 39 books for the month through Outreach and the giveaway tallies came in at over 208 donation books placed between the 3 LFL locations, Provisions Food Bank, Rebecca Creek Baptist Food Pantry, SHARE Center, Sanctuary of Hope and SJRC.

ART DISPLAY: Lisa Mara Bell ( [www.lisamara.com](http://www.lisamara.com) ) and her abstract oil and cold wax paintings (theme Italian/Italy) line the hallway this month. She gave a talk and explained her process and the emotions behind her works. The attendees walked the hallway with her at the end of the talk and asked plenty of questions about the very unique cold wax process.

BOOK CLUB: Books & Bites at the Bulverde Spring Branch Activity Center met to discuss *The Wedding Dress Sewing Circle* by Jennifer Ryan. The 12 attendees consisted of 2 new members making 20 in total currently signed up. The book generated interesting conversations on human nature, strength in community, and getting on with life in difficult circumstances that change the collective "normal". For the bite, Wacky Chocolate Cake, a WWII rations type recipe from the UK, seemed fitting since that was the setting of the novel. It was egg and dairy free ...and completely gone by the end of book club!



### WACKY CHOCOLATE CAKE

<https://www.theenglishkitchen.co/2010/05/wacky-chocolate-cake.html>

**INGREDIENTS:**

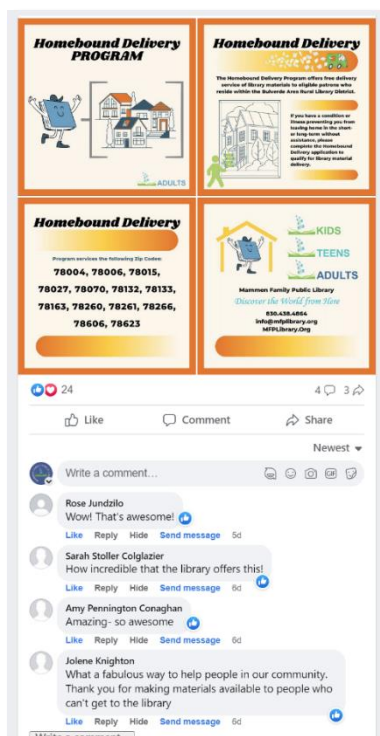
- 210g plain flour (1 1/2 cups)
- 200g caster sugar (1 cup)
- 3 TBS cocoa powder (not chocolate drink mix)
- 1 tsp bicarbonate of soda
- 1/2 tsp salt
- 1 tsp good vanilla
- 1 tsp vinegar
- 5 TBS vegetable oil
- 250ml cold water (1 cup)

Makes one 8" square cake

**INSTRUCTIONS:**

1. Preheat the oven to 180°C/350°F/ Gas mark 4.
2. Sift the flour and cocoa right into an 8 inch square baking pan. Stir in the sugar, soda and salt, mixing it together well.
3. Make three wells in the mixture. Into one put the vinegar, into another put the vanilla, and into the third put the oil.
4. Pour the water over top of all and mix together well with a fork, making sure you get into the corners and everything is evenly moistened and mixed together.
5. Bake for 25 to 30 minutes, or until the top springs back when lightly touched. Remove from the oven and cool on a wire rack in the pan.





ASSISTED LIVING / HOMEBOUND: The Bulverde Assisted Living visits every other week continue to serve our 11 existing patrons. Sadly, one of our avid readers passed away unexpectedly this month. The 300 piece puzzles continue to be rotated at the facility and are always very appreciated. Overall, a positive reading month of homebound and residents combined with 26 books checked out.

The Homebound Delivery Program flyer was sent to Jean Larson at the BSBAC for distribution to their 65 Meals on Wheels recipients. After the first visit to Rebecca Creek Food Pantry, we have a flyer posted there as well and a physical application copy and policy for those not digitally inclined. Staff at the library have been prepped in case someone calls needing assistance completing the application digitally. Marketing also posted the program information on social media and the response via comments was positive. The hope is to have an uptick in patrons using this service soon. We know they are out there somewhere!

Bella Groves came to the library in July for a watercolor and collage craft. Hannah led them in some watercolor practice and then we assisted with the assembly of the craft itself when needed. We had 5 attend and we sent a few kits with the Activities Director for those who didn't feel up to the trip that day.



### OUTREACH COLLECTIONS:

- The Trekker collection sits at 414 books. No new additions were cataloged this month but a few are waiting (patiently) to be added.
- Large Print borrowing bookcases were refreshed as usual with Outreach LP inventory at The Bulverde Spring Branch Activity Center and Bulverde Assisted Living. New purchases for the Out and About Grant will begin in August.
- The giveaway collections, consisting of bilingual and books in Spanish, cook books and children's books, continue to reach the community at both Provisions Food Bank, the SHARE Center and newly added, Rebecca Creek Baptist Food Bank. The flyer in Spanish is updated each month for current dates and times for our English Language Learner class and bilingual storytime offerings.

### YOUTH OUTREACH:

Pop-Up Library at the Bulverde Park this month was... hot!!! We tried to keep cool under the pavilion while Javier led the kids in songs and read horse books for storytime. The kids made horses as the craft out of paper, yarn and clothes pins for legs. They



also had bookmarks and horse drawings to color. We gave away a couple of summer program t-shirts and some sunglasses as well. Last but not least, there was quite the enthusiastic effort on the patio involving chalk art. All in all, a great pop-up day!



We are happy to report that our SHARE Center outreach has steadily been bringing more of those moms and children into the library for programs. Storytime this month had 6 adults and 8 children in attendance. A smaller group made for more interaction and conversation with the moms. Javier read books about bugs, we sang songs, and then the children made a dragonfly from strips of paper and a straw. We brought give away books for the children to select from (selection included both English and Spanish), coloring pages and summer program t-shirts.

SJRC residents were a completely new group. Prior residents with children are now located in other homes. The staff seemed to be mostly new as well. The overall feel of the group and staff was positive. They really enjoyed making the Mud Cakes that Allison had organized. Since this was Allison's last visit (*before taking off to South Carolina to start her next chapter*), Montana also came along to get a feel for the place, people and how to best continue our Outreach visits. Almost all the residents have library cards and come to the library about once a week. We hope the new group will also participate in some programs in the near future. Huge thank you to Allison! I will miss you.

This month was our fifth on campus visit at Sanctuary of Hope. We had 6 moms with kiddos and 1 mom to be. We've been there enough times that the older 2 year olds remember and requests specific songs and the entire group seems to be more comfortable with our visits in general. The energy is happy, and the dynamic between the moms is close. Montana read, sang and played with the group. Little 4 month old Miles had a special storytime before the rest of the group arrived and was totally captivated with Montana! Before we packed up to leave, we gave them a quick tutorial on how to reserve books online and signed up 2 new library cards. I delivered the first batch of reserve books a few days later.

#### LITTLE FREE LIBRARIES:

Bulverde Park is still by far the most used LFL. I refill it weekly with all the traffic at the park on a daily basis. I've even had people come up to borrow and donate while I'm there stocking! Jumbo Evans has had little to no usage all summer with summer break and Faithville usage is mostly unchanged. All in all, I placed 136 books this month into the LFL locations specifically.

#### OTHER NEWS:

- Summer Program Guides were delivered to H-E-B for distribution at their July 2<sup>nd</sup> Summer Event. Unfortunately, we can't place our programs regularly at H-E-B but it was nice to get in on a special event to promote the summer programs.
- We have added Rebecca Creek Baptist Food Pantry to our outreach locations as of July. The tentative plan is to have a small give away bookcase, provide resource material for the library and provide library card sign up days periodically. As always, we'll see what works and what doesn't. I went to the last Thursday of July pantry day and was told it was the slowest day so far this year. I've scheduled the next visit for the last Thursday in August.

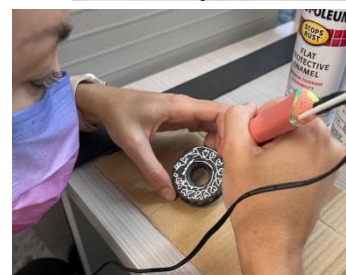
- **Adult Programming and Outreach welcomed Hanna Stratton to our team!** She is a recent graduate with a BA in Marketing and was a volunteer at this library once upon a time. While Outreach is only a minority stakeholder in her time, I'm very happy she's joined our library team and look forward to her assistance.
- The Bloodmobile is coming up on August 19<sup>th</sup>. The link for signing up is on the event calendar (*hint hint*).

## Makerspace (Lindy Hargrave, Sam Stephens, Devon Rogers)

Hello everyone! This is your Makerspace team reporting. July was another busy month! We hosted the Donut Shop series, a class that had attendees use a variety of computer programs to design, slice, and 3d print their own (plastic) donuts, followed by a fun day using 3d doodle pens and paint sets.



We also had the final two parts of our Makerspace Camp series, which saw attendees using a different machine every session. Our penultimate Makerspace Camp had patrons use the Glowforge laser engraver to make leather patches, and our last class made certificates of completion using the Minc foil application machine. We also had two Explore the Makerspace sessions, made trophies for the winners of the Smash Bros. video game tournament, and did thorough maintenance on the Shapeoko CNC router. In all, the Glowforge saw over 4 hours of use, and our Prusa 3d printer saw almost 11 hours! Thanks for reading, and here's to another great month!



## Teens (Allison Reeves)

As with children's programming, July was the big month for teens for the Summer Library Program!

Our weekly/regular programs continued to be popular with the teens! At Teen Tuesdays teens made terrariums, slime, and tin can luminaries. At our weekly food program, Snack and Chat, teens had a blast making mug cakes, smoothies, oat balls, and chocolate covered pretzels! The Teen Tabletop Role Playing Group and Anime Club continued to meet in July and we have received a lot of positive feedback about these programs! Our Super Smash Bros Tournaments were a huge hit and we're excited about continuing them throughout the year. We had a few



teens brave the heat for Books and Brunch every other Saturday in July and we chatted about all things books while having brunch!



The Night at the Library: Teen Edition programs were a blast in July! For the first program of the month, we held a funfetti night and teens made edible cookie dough with a variety of brightly colored sprinkles! For the second program, adults, teens, and kids joined together for an all ages program that included a scavenger hunt, games, and ice cream sundaes! The teens and Ms. Allison joined together for the scavenger hunt and we're proud to report that our team won!



A big thank you to all of the teen volunteers that helped out at the library throughout the month! We could not have pulled off our events without them!

### **Children's** (Montana Rindahl, Javier Gonzalez, Briana Gonzalez)

July included the bulk of activities for our Summer Library Program!

Some highlights included our Family Tie-Dye day, our Talent Show for Kids, and our Kids' Entrepreneurship Workshop. We've loved seeing everyone's colorful shirts in the library, and learned we have a very talented group of children in our community!! Kori Ashton's entrepreneurial expertise drew in 15 kids on a Saturday morning to come up with their own business ideas – our youngest entrepreneur was 8 and the oldest was 15!





Both Writing Workshops wrapped up in July, with the children excited to continue working on their books at home! Some of them even offered to share their books with the library once they are finished!

Lego Builders Club kids were challenged to build their own theme parks and create memorable characters and worlds from Nintendo games. It was great to see all the kids team up this time to work on some cool creations! Our littlest learners got messy this month with a few different painting activities. Littles ages 0-5 did sponge painting, "muddy" pigs and colorful suncatchers.



The library was buzzing on Thursday mornings during our Craft Together program. This month families made paper horses, jingle wands, jumping frogs, and fairy houses! Graphic

Novel Club returned this summer. Kids get to make their own comics, practice their drawing skills and participate in fun drawing challenges. Two kids from the club have completed their own comic books and have been added to our kid-created collection! Aramis F. finished 2 volumes of his Formula 1 series and Austin L. submitted a comic about a moray eel and friends.



This month, Beginner Book Club made firework paintings and built our own boats and tested if they would float. For our second to last week, we had a very special visit from

Pedernales Electric Cooperative. We have been learning about electricity, energy, and conservation in partnership with their Camp Save-a-Watt curriculum, so they brought out their bucket truck, community outreach team, and some lineworkers to read with us and make trail mix!







For July's "Funfetti" Night at the Library, the kids got to make and decorate their own Funfetti cupcakes! We played lots of egg and spoon games in our "bakery" while we waited for them to cook!

This month, Club 3-4-5 celebrated National Moon Day on July 20th by building their own moon landers. We also played the viral *Minute-to-Win-It Games* which the kids had a blast seeing which challenges they could do in a minute!

In Tween Club, the tweens did a variety of activities such as make friendship bracelets, try their hand at origami, create their own stickers and paint



## Collections Reports

Adults (Kristin): We loaned 2 items to and borrowed 88 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 July the westerns and local author sections were weeded and the reference collection was inventoried. This month I will focus on weeding the DVDs and inventorying the westerns and local authors. Three adults were emailed a personalized reading list in July. Began training Martina as the new Interlibrary Loan backup.

Teens (Allison): In July we fulfilled 5 Young Adult purchase requests.

Children (Montana & Javi): In July we weeded and inventoried our Children's Picture Book collection. Amazingly, despite high levels of circulation all year, and especially during the summer, we've lost less than 1% of our picture books since this time last year – only 23 books out of 4,500!

We deleted 245 items for the following reasons:

- Weeded – 185 items
- Vanished – 1 items (due to inventory)
- Lost and unpaid for – 34 items (sent to collections)
- Lost and paid for – 24 items

## Marketing & Public Relations (Marc Dunlap)

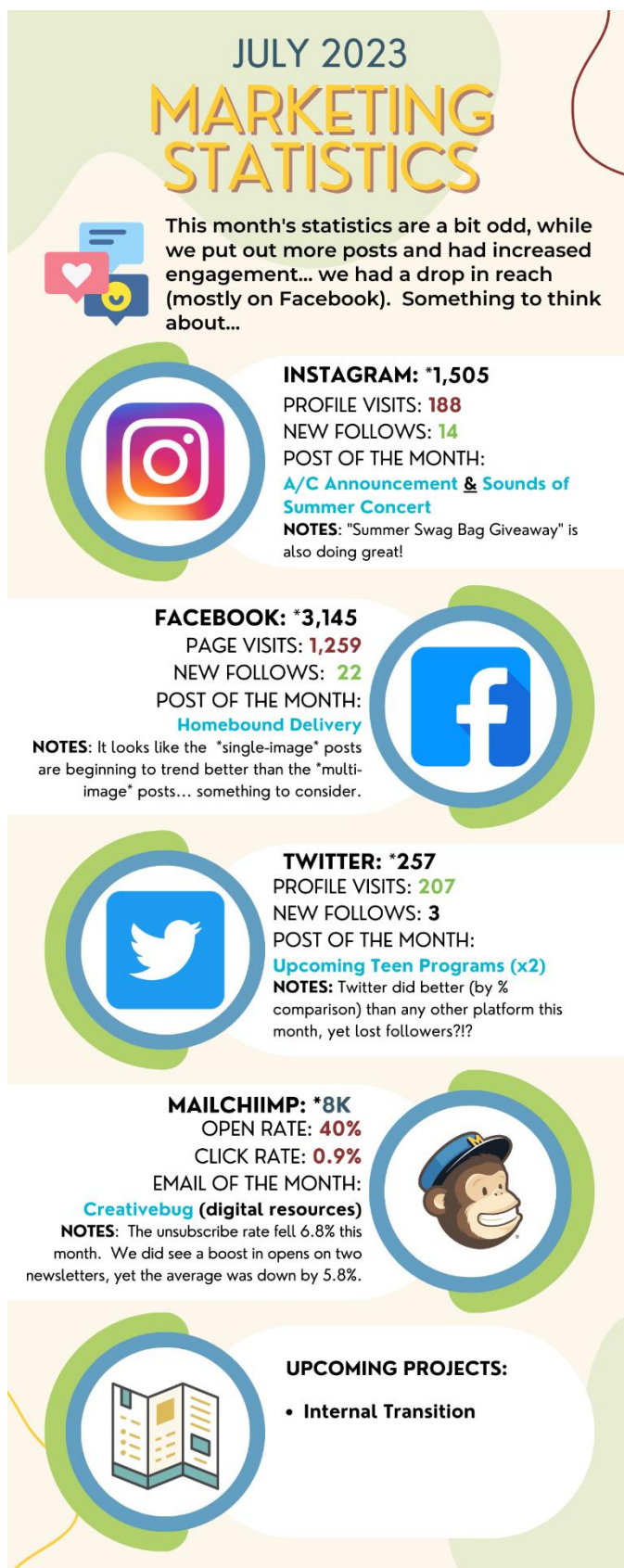
Gave the latest version of the "draft" Branding Book to our director, and we should have something ready for a "wider review" before the end of September. Helped both the Friends and the Foundation with their Logos and a few announcements. Then turned it all over to Hanna S. who will be taking over this marketing-report moving forward.

## Technology (Rob Lerner & Marc Dunlap)

Marc: There were several One-on-One Tech-Help meeting times that ended up with a waitlist this month. I was able to reach out to several and successfully set up an alternative meeting time with them. Some of these ended up being more of a "meet & greet" while getting preliminary info and giving basic instruction; needing to set up a more dedicated time to dig deeper. There were also several last minute cancelations this month. But the silver lining in those was it made time for the number of walk-ins that happened on those days!

A few One-on-One Tech-Help highlights:

- Assisting a lady trying to get a home-medical license renewed. Mostly just confirming (and showing) her that she could take the required online-test on her iPad at home. Rather than needing to come in to the library and using our computers (though I didn't discourage her from that possibility either).
- Helped a gentleman start his own website. We discussed what he wanted to do, and talked about the myriad of options available out there. Landed on going "free" for now with WordPress, and then I helped him set up the account. Gave him some "homework" to do, and said just come back in to the library, log into our computers to update things, and I would be available for questions while I did other things... his site is up and running now!



Rob: Last month we reported on adding a failover system to our network incase our fiber line ever went down. In June we found out whether it would work or not when a construction crew somewhere tore through 288 feet of our fiber line. The failover worked so well that all anyone noticed was that the internet seemed a little slow. There are a couple tweaks we need to make. We need to add an antenna to improve the cell reception, which will help with internet response, and we need to isolate the failover to critical systems only. Right now the entire network shares the signal and there just isn't enough bandwidth for everyone. If we restrict the signal to necessary library functions like the ILS and staff computers, and restrict Wi-Fi and PACs we shouldn't see any bottle necks the next time something like this happens.

In June we added patron book lockers to the lower book drops to increase access to materials for people who can't get here during normal library hours. Before we could do that we needed to put in some equipment upgrades in order to connect the lockers to the library. The lockers connect through Ethernet only and we weren't going to go through the added expense of running one to them, so we beefed up our Wi-Fi by adding new Wi-Fi 6 Access Points to the outside of the building. We then connected the lockers to a Wi-Fi mesh antenna through an outdoor switch connected to power we are getting from one of our lamp posts. It all went remarkably well. The connection went smoothly and we have seen no dropped signals from the lockers. Once we integrate them into the ILS we should be good to go.

Adding the Access Points (Aps) also served to increase the reliability of the signal for some of the wireless cameras we have on the perimeter of the property. We noticed a major increase in the reliability of the signal from the cameras as soon as we added the new Wi-Fi. Cameras and lockers are not the main function of our APs. The APs main function is to connect our patrons to the internet without any slowdown. The new APs are capable of 2.5Gb uplink, so to take advantage of that we put in a 2.5gb switch that the new APs plug into directly. Each AP is capable of handling over 600 clients at a time, and operate on the latest Wi-Fi standard future proofing our network.

Probably the coolest thing we did in June was to add a remote switch to the gates that can be programmed from a phone app to open or close the gates on a schedule. Thanks to Rich Herr's hard work we don't have to go down and manually change the timer on the gate when we have special events, elections, or holidays. We can make the change anywhere anytime. The power is a little intoxicating. We can bring up the library cameras on our phones and hit a button a watch the gate open or close from anywhere on the planet. We live in the future.

## **Facilities Management** (Warren Pichon)

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

**Study Rooms:** 428 people used the Study Rooms in **July 2023**

**Public Meeting Room use:** 114 people used the meeting rooms in **July 2023**

- Cleaned all windows inside and outside of the Children's area, newspaper reading area, study room



- Cleaned large center area windows, door and windows at butterfly garden exit door and teen room
- Cleaned windows on Kitchen exit door
- Cleaned "Alamo" display case and case next to it
- Cleaned drive up windows inside and outside
- Cleaned book drop windows inside and outside
- Cleaned Employee exit door glass
- Septic System Treated with 2 gallons of Bleach
- Monthly Pest control completed **7.6.2023**
- Primed floor traps in mezzanine areas, employee restrooms and mechanical room
- Inspected water drains on roof and cleared drains of standing water and debris
- Inspected water softener
- Tightened all toilet seats throughout the library including employee toilets
- Removed standing water at entry ways and sidewalks after powerful thunders
- Treated water feature weekly with Algaeoff and "Sludge Away"
- Did daily "Walk Around" that includes blowing debris from all entrance ways, walkways, patio areas and butterfly garden area. In addition: check grounds for trash and debris left by raccoons and others and for anything out of place
- Cleaned the built up grime and dirt off the book drop containers
- July 2023 Monthly Facilities Report Completed and Submitted
- Treated five large wasp nest above the Butterfly Garden exit door
- Filled the hole left by Team Mechanical when they repaired the split unit leak
- Reattached Carpet Strip at Program entrance doors
- Installed rubber ramp for book carts to cross off safely and with ease
- Cured and Conditioned New Sink Cut Out for the Old Hallway
- Cured and Conditioned 2 Charcuterie Boards made from Scrap pieces of Butcher block for new sink
- Cured and Conditioned 2 Butcher Block Cutting boards made from Scrap pieces
- Helped Install New Sink in Old Hallway

**Master Naturalists:** Made 7 information placards for trees and shrubs in the handicap walkway. Cleaned area and harvested some seeds for next season and watered the area.

**Master Gardeners:** Cleaned butterfly garden area and harvested some seeds for next season. Trimmed plants and Watered the butterfly garden areas.



### Table and Chair Inventory for Classroom and Training Room

- **Classroom:** 11 Tables, 16 Chairs
- **Training Room:** 11 Tables, 18 Chairs

## HVAC:

- Team Mechanical found leak in the VRV unit outside the old hallway exit on the left. They repaired the leak and recharged the unit. **7.10.2023.**
- The Chiller lost power and would NOT reset properly. They noticed acid in the switch area and are working to resolve this issue to keep the chiller running. **7.11.2023**
- Installed a rented chiller for us to use until the new chiller comes in **7.14.2023**
- Installed new mini split for the server room **7.27.2023**

**Plumbing:** Star State Plumbing installed plumbing with hot and cold water for the new sink in the Employee Only Hallway. **7.28.2023**



HVAC Leak  
Repaired

Landscape mowed and weeded



Carpet Strip Reattached at  
Programs Entrance Doors



Cooling Unit  
installed for  
Electrical Box



New RemoteTimer  
Installed at Main  
Gate Entrance



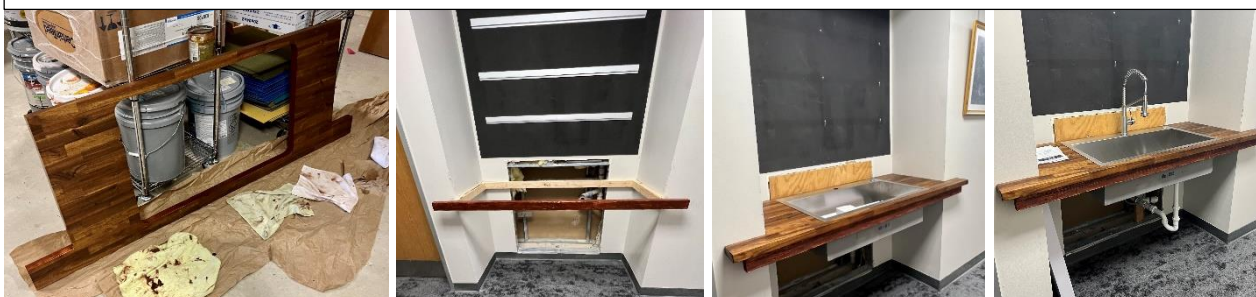
Temporary Chiller  
Installed Until New Is  
Delivered



Book Cart Rubber Ramp  
Installed



Replaced leaking water fountain with sink in Employee only hallway





Stained, Cured and Conditioned Charcuterie Boards Made From Scrap Butcher Block Pieces



## Administration (Susan/Cathy)

In July we added two new part time Library Clerks, Savannah Bianchi and Alisia Dopheid to the staff. We also hired Hanna Stratton as our Adult Programs and Outreach Assistant. Hanna used to volunteer when she was a teen and recently received her BBA from UTSA. We are happy to have our new team members join us! Much time in July was spent interviewing for the positions and we had a lot of excellent candidates apply.

Susan worked with the Foundation of the BARLD on planning for the Library Mini-golf fundraisers which took place in early August, at the end of the Summer Library program.

Susan also planned the Summer Library Districts Discussion group virtual meeting for mid-August. The main speaker will be a representative from the National Special Purpose Districts group who have recently added a Texas group to their service area.

We also worked on implementing the Dtech hold lockers so that our patrons could begin using them in mid August.