Mammen Family Public Library

Monthly Report - 2023 Activities

Circulation Team Report

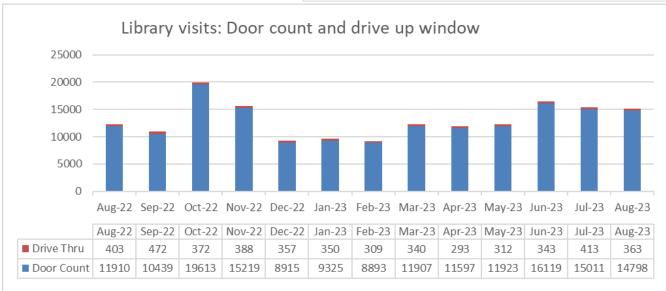
• Number of visitors to the library: 15,161

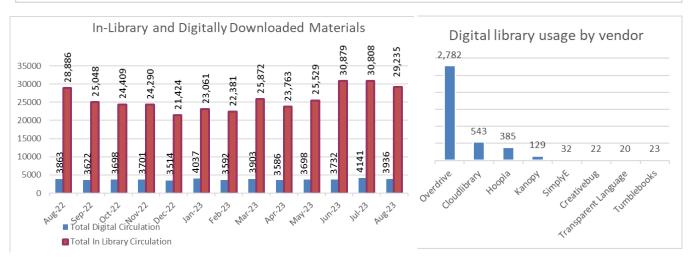
• Total items circulated: 33,171

New cards issued: 260

• Number of active members: 8,467







Programming, Outreach and Community Collaboration

Adult Programs (Hannah Johnson & Hanna Stratton)

General Updates

At the start of August, we wrapped up this year's Summer Library Program. We had a total of 309 adults register for the 2023 Summer Library Program in Beanstack, compared to 188 adults in 2022. This is an increase of just over 64% from last year! In addition, the adults redeemed approximately 356 prizes, logged 1,552 books that were read, and 64 people logged that they also attended a library event as part of the Summer Library Program this year. We are very grateful for the Friends of the BARLD and the Cox family for helping us fund our summer program this year.

In August, we confirmed the transition of our GED Prep program. The program here at the library will now be facilitated by an area nonprofit, Restore Education, when the classes return at the start of October. We are very excited to work with Restore Education, as they offer a structured program for helping students obtain their GED as well as testing vouchers so students can waive the cost of GED testing the first time they take the exams.

We also continued planning for the months ahead, including working with the Comal Master Gardeners for a plant swap in October, AACOG for Medicare and legal aid programs in October, KLRN for a Veterans Day film screening, and the Writers' League of Texas for a Texas Writes workshop in February.

Program Highlights

Special events this month included a Printmaking Workshop with art instructor Tracy, which took place on a Saturday morning. The attendees created their own collagraph style prints using foam sheets and colorful paints and papers to bring their designs to life. We also had a history talk with the National Cryptologic Museum covering the history of cryptology in the United States. Based out of Maryland, the Director of Education at the Museum visited us virtually to talk about the history of coded/encrypted communications and codebreaking, which tied in nicely with the new Great Courses series we are offering beginning in September on the "Secret World of Espionage".

In response to the successful summer program that Martina led for beginner mahjong players, we decided to continue offering dedicated times for mahjong players to meet at the library. In August, the mahjong group began meeting each Monday for free-play sessions. Even without an instructor, we have been pleased with how many attendees have been showing up weekly to play mahjong with new and old friends alike! It's been such a success that we had to purchase a fourth card table to accommodate the full group.

The Comal County office of Texas A&M AgriLife Extension offered two programs for adults at our library in August. We had a Lunch & Learn program on the topic of preventing diabetes. Then later in the month, the monthly landowner workshops picked up again after the summer break with a presentation on fall gardening. The fall gardening presentation had 25 attendees! We are appreciative of the staff and volunteers with the Comal County office of Texas A&M AgriLife Extension who continue to offer programs free of cost to our community.

Outreach (Stephanie Emerson)

August marked the end of summer and the beginning of the academic calendar almost everywhere. I said good-bye to my daughter and favorite volunteer until December (when she returns for semester break). I took a couple of weeks off to drop her off at university in Oslo to begin her next chapter. Norway now holds a bigger piece of my heart than it already did!

This month we reached 166 members of our community directly and many more through books and materials. Patrons checked out a total of 56 books for the month through Outreach and the giveaway tallies came in at over 338 donation books placed between the 3 LFL



locations, Provisions Food Bank, Rebecca Creek Baptist Food Pantry, SHARE Center, and Sanctuary of Hope.

<u>ART DISPLAY:</u> Sara Winder has graced our hallway with her beautiful photography.

(https://www.sarawinder.com/) Each photo captures the animal's character brilliantly, and she even included a few fun facts and fitting titles. She gave an engaging talk about how she got started during COVID. She expanded on how her passion for it and her capability has grown since then. She also shared that she hasn't been to the library since before her son was born 5



years ago, and now, she comes all the time after rediscovering what we have to offer!

<u>BOOK CLUB:</u> Books & Bites this month read and discussed *The Lions of Fifth Avenue* by Fiona Davis. For the bite, we enjoyed Black & White cookies which is a traditional New York desert. There were 10 in attendance with the conversation centering mostly around how much women's roles in the workplace and at home have evolved since the early 1900's when the book was set. All very interesting perspectives. The setting within the book of the New York Public Library also brought about discussions on the preservation of historical documents (and artifacts) and the conflict of interests of private vs public collections.

ASSISTED LIVING / HOMEBOUND:

The Homebound Delivery Program has a new patron this month. She has been a library card holder since 2008 was very excited to learn about our program since she has not been to the library in over a year. She requested a specific fantasy trilogy, and I happily delivered them the next day.

The Bulverde Assisted Living had three visits this month. The high temperatures kept everyone inside more so reading and puzzling was up.

Hannah and I met this month with the Bella Groves Activities Director, Kayla Dudley, to brainstorm on future collaborations for both their residents and our library patrons. We agreed upon on an ongoing schedule of the first Wednesday morning of each month for a library visit from their residents. The meeting also generated a wealth of possibilities for future activities and collaboration. Understanding their capabilities, interests and limitations will bring more ease to future planning. Bella Groves would also like to share their knowledge with the library community whether it be on a one on one or a group setting. More to be developed in that regard. Such a great resource to have as a community partner! We have BINGO set as the activity for September where they will win Bella Groves "bucks" to spend at the facility (provided by Bella Groves).

OUTREACH COLLECTIONS:

- Large Print borrowing bookcase inventory has been well circulated over the past year as well as
 in years past. I have started weeding books that have little to no usage and keeping my eye out
 for used large print that are more current publications. Outreach LP inventory at The Bulverde
 Spring Branch Activity Center and Bulverde Assisted Living were rotated and refreshed with
 existing inventory.
- 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.

YOUTH OUTREACH:

SHARE Center had a very large group this month of 10 moms and 25 children. In my absence, Montana accompanied Javier for storytime and a craft. We didn't expect such a large crowd so they had to pull together more supplies for the sun catcher craft last minute but I'm told it went really well. SHARE Center even posted a thank you on Facebook!

The last SJRC visit was the best one yet. It's a whole new group of residents and a lot of new staff. The energy was upbeat and engaged. Montana came along as well in order to get a sense of the path forward as this was Allison's last time before her move. We made Mug Cake and most of them turned out really well!

This month was our sixth on campus visit at Sanctuary of Hope. We had 6 moms with kiddos and 2 moms to be. Montana read books about veggies and brought a felt board. On the last book, the kiddos helped make soup by placing felt veggies on the board. Large fun! We also brought a selection of children's Trekker Collection books



for checkout and delivered reserve books. We were invited to eat lunch with them after stoytime and both Montana and I thoroughly enjoyed getting to know them better. Hearing about their hopes and interests on a more one-on-one basis gives us better context for future Outreach and library services that they could utilize. Very positive visit!

LITTLE FREE LIBRARIES:

- The LFL usage continues fairly regular this month with a slight uptick in the books donated to the LFL Bulverde Community Park. I have begun adding a few bilingual books to all locations as well.
- The LFL approval at the Guadalupe River State Park is expected in September per a recent email
 from the Park Program Director. Quite the long process since it was submitted for approval back
 in late November 2022. Next step is to circle back around with the Boy Scout group that offered
 to build it.... Or build it ourselves.

OUT AND ABOUT GRANT:

New purchases for the Out and About Grant have begun this month.

- A bookcase at the Rebecca Creek Baptist Food Pantry was purchased and set up this month. Looks great and provides the perfect place for giveaway books and library resource material! I have attended two of the food pantry days so far and the library presence is always appreciated. The goal is to attend at least once a month and keep the bookshelf stocked in the interim.
- The Large Print Trekker Collection purchases have a slow but thoughtful beginning this month. I'm trying to provide a balance of selection and genres that both the current and future Large Print readership will enjoy. They began to arrive at the end of the month and I'll process them in September.



OTHER NEWS:

- The Bloodmobile was here mid-month. We parked them in a very visible spot to gain even more awareness for the next time. They were able to collect 8 units of blood products at this event. That's a potential 24 lives saved! Just for context, one unit is roughly one pint of blood, and between 8-12 pints of blood are in the body of an average adult. Next visit is in December.
- I presented on FOL / MFPL volunteer opportunities and library resources to St. Paul Lutheran Church on Hwy 281 to their monthly potluck gathering. I went armed with applications and info on both options and a PowerPoint to use as a guide. I



couldn't help but slip in a briefing on all our digital resources and the one-on-one tech help appointments. There were 12 in attendance and most were regular library users. They shared stories about the excellent help they had received for this or that, and how impressive our program offerings always are.

 The flyer in Spanish was updated for September for our English Language Learner class and bilingual storytime offerings and distributed to SHARE Center, Provisions and Rebecca Creek Food Pantry.

There was no Pop-up Library in August due to the heat and vacation schedules.

Makerspace (Lindy Hargrave, Sam Stephens, Devon Rogers)

Hello everyone! This is your Makerspace team reporting. This month, our only programs were two Explore the Makerspace sessions, where patrons come in to learn about Makerspace procedures, inspect the equipment, and discuss their ideas. However, we were still very busy! We did lots of maintenance on our most frequently-used machines, researched best practices for our less commonly-used ones, and scheduled several exciting programs for the fall.

In terms of maintenance...

- Our Glowforge experienced two main problems last month: a fatigued exhaust fan and a doubling effect on the prints. We're not 100% done troubleshooting the second issue, but stay tuned for the triumphant return of the Glowforge!
- We've also done plenty of testing on the Ender 3, one of our 3d printers. We've made some headway in removing its persistent under-extrusion issue, and we're looking into upgrading the machine to hopefully stamp out that problem for good.
- And for our ever-popular Prusa 3d printer, we've cleaned its hot end and are about to thoroughly disassemble the extruder to remove some blobs of old plastic filament.

As for new techniques...

We've been diving deep into learning about the Epilog Zing, our original laser engraving device.
 The Zing is an industrial machine while the Glowforge is intended for consumers, so there is a steep learning curve. But we're confident that soon we'll master the Zing and be ready to teach patrons about its use.

Upcoming programs include...

- We've set a date for the return of the woodworking trailer! We had originally intended to use it in May, but rainy weather forced us to reschedule. We're looking forward to building plant stands on September 25th.
- Also in September, we'll be having two classes: Marc will demonstrate how to make pop-up cards using the Cricuts, and Lindy will lead a class on jewelry using a wide array of machines.
- Teens and Tweens will also have opportunities to make things in September, during the Teens Make and Tween Club events.
- In October, we'll be focusing on 3d design and printing, with a suite of classes ranging from beginner modeling to advanced sculpting, as well as slicing and printing our creations.



And just like us, the machines were busy too! The Prusa saw 4 hours of use, the Glowforge $2\frac{1}{2}$, and the Zing 1 hour. Thanks for reading, and here's to another great month!

Youth Services (Montana Rindahl, Javier Gonzalez, Briana Gonzalez)

The main news from Youth Services in August is the departure of our dear Teen Librarian, Allison! Allison joined us as a clerk in August of 2021 and has had many job duties and titles since then! We will miss her as she returns to the East Coast!

To round out our team, Briana Gonzalez has moved from part-time to full-time with Youth Services. Congratulations to Briana on her graduation this summer!! Briana is managing our Club 3-4-5 (for upper elementary), Tween Club (for ages 10-14) and Teen Club (for 13-18), as well as learning some cataloging and managing a lot of passive programming in the teen area.

Teens

Teens also had their last few SLP programs in August. We had a hearty crew of volunteers for our Art Party and will miss having all these hard workers on a regular basis! Montana also went to SJRC with Allison and Stephanie as a transitional visit so we can continue working with them in the future.

Our teens really outdid themselves this summer in every way!

- Total teens participating in our Beanstack challenge: 105
- Total Beanstack prizes: 120 (all books!)
- Total minutes read: 14,400 (or 240 hours!)
- Total # of programs we had specifically for teens 13-18: 48 (approx 6/wk)
- Total attendees at teen programs: 250 -- 197 teens!

Fun fact: our best attended teen programs were scheduled teen volunteer hours!

Children's



August brought the close of this year's Summer Library Program! Our last big event of the summer was our Art Party, where families created a variety of different artworks: some individual, some collaborative! We also celebrated our families that participated in this summer's "Walk and Talk" program – a version of Walk Across Texas geared towards kids in strollers and their grown-ups! Moms (and littles!) enjoyed a cool Yonana treat and all participants got a certificate.

After all was said and done, we tallied up some reading statistics from this summer's program!

- Total Children participating in our Beanstack Challenge: 677
- Total Beanstack Prizes: 1154 (~800 were books, 350 were binoculars/food coupons)
- Total minutes read: 138,480! This is equal to 96 days of reading!! For reference, SLP was only (only!) 56 days long!
- Total # of programs we had for children 0-12: 167 (approx 20/week)
- Total attendees at programs (including teen volunteers): 5,524

Fun fact: for programs specifically for children 0-5 years old (Storytime, Little Learners), we had 793 0-5 year olds attend over the course of the summer

After so many people and so much reading, our primary goal in August was REST! With SLP wrapped up and the start of the school year, Youth Services took a break in August until Labor Day!

Collections Reports

Adults (Kristin): We loaned 2 items to and borrowed 79 items from other libraries in the Interlibrary Loan (ILL) system. We worked one-on-one with 7 members to teach them how to use our electronic resources. In August the DVDs were weeded and the westerns and local author collection was inventoried. This month I will focus on weeding the audiobooks and inventorying the DVDs. Three adults were emailed a personalized reading list in August. I submitted final paperwork for TSLAC's 2023 ILL Lending Reimbursement Program – our anticipated award should be \$284.95. I submitted statistics for the annual TexShare Card Program Usage Report.

<u>Teens (Montana):</u> With the departure of Allison, Montana will resume purchasing and collection management for the YA collection.

<u>Children (Montana & Javi):</u> We sent one recommended reading list in August. August is a catch-up month for Youth Services in almost every way! We took a break from inventory and weeded this month.

We deleted 293 items for the following reasons:

- Weeded 258 items
- Vanished 2 items (due to inventory)
- Lost and unpaid for 14 items (sent to collections)
- Lost and paid for 18 items

Marketing & Public Relations (Hanna Stratton & Hannah Johnson)

This month the Hanna(h)s took over marketing. Hanna S. is creating content for internal and external marketing with the assistance of Devon and Briana using our new Marketing Manual we have begun creating with the intention of turning it into a Brand Guide/Book.

Wowbrary

We started the month by updating Wowbrary, a weekly email newsletter that highlights new items that were added to our library collection over the previous week. The Wowbrary template now has updated brand colors and logos as well as sections encouraging patrons to check out our online



program calendar and sign up for library newsletters. We also updated the subscriber list and imported just over 6,000 subscribers, which brings our total subscribers on Wowbrary to 15,945! We are now following a monthly schedule of updating the Wowbrary subscriber list to ensure we are adding new library card holders on a regular basis.

E-Newsletters

In August we created a template to use for a weekly standardized email newsletter. This new format is sent out once a week and highlights upcoming events, digital resources, library updates, Outreach projects, and any other exciting library news. Since switching to this new template our open rate and click rate have increased consistently over the month. Additionally, our unsubscribe rate has dropped to less than 1%! We are working towards finding the perfect time to send the newsletter to have the best possible results, but we are currently sending them out on Friday mornings.

Social Media

This month was exciting for our social media accounts. We launched our Staff Picks collection, where we will be featuring two books a month personally reviewed and recommended by library staff. We are excited to expand on this Staff Picks collection by creating a display in the library in the near future.

On social media, we announced our new MFPL Reserve Lockers and had an amazing response! The post on Facebook received 45 reactions, 6 shares, and reached over 1,700 people. That is 453% more people than a post typically reaches! On Instagram we have had 104% more interactions in the past 90 day period than the previous 90 day period.

In August, we also spent time drafting a social media policy to ensure that we are following standard procedures regarding what content (generated by the library staff or the general public) is allowed on the Library's social media accounts. It is our hope that this social media policy will help us continue to maintain friendly and welcoming spaces on the Library's social media accounts.

Logos

In August we met with the Youth Services team and determined there was a need for variations of our logo that included the Library's full name and a specific age group. After drafting multiple variations, we meet with internal departments to select a final group of logos. As a group we decided on two sets of logos, one that is horizontal and one that is vertical.







Technology (Rob Lerner & Marc Dunlap)

Technology Help (Marc)

The expansion to three days a week for one-on-one help proved worth it with many of the days being filled, though some requests ended up being simple things that I was able to assist with via e-mail or on a quick phone call. This has been restricted a bit with the addition of other responsibilities within the library (2 available days and then 4-days on alternating weeks), but we should be compensating for this with more available days during the most popular time slot. A variety of topics were discussed this past month, but the issue of easily accessing library media through electronic devices still being the most common. More on this to be mentioned below >>> We are also adding a new program in September that aims to provide additional time (in a class setting) to those looking for basic technology help.

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

- A wonderful lady came in needing help updating her Garmin GPS device, as well as getting set up with a few "bells and whistles" for the device. Her husband had passed, who generally handled all things tech, as so she got to learn some basic "best practices" while learning how to manage her GPS device. Though it took us 3 separate sessions, we were able to update everything (yes her computer needed to update as well) and even install the highly sought-after Modifications to the device that gives it a special voice and vehicle animation.
- Though I promised another patron that we would happily deliver physical books to her home once her driver's license expired, she still wanted to master the use of a "library app" to continue checking out books, only virtually. So, after a quick impromptu visit, a long phone call, she finally brought in her device... but it wasn't one that would work with Libby (her app of choice). But, she didn't care what device she used, as long as it was within her budget and would easily allow her to read books for free! I went over a few options, and then she left with a bit of homework. We, spoke on the phone not a day ago and she had completed the homework and now we just await the new device. (to be continued)

Misc: (Internal-Communications)

- The testing of the "interactive board" in the foyer has proven a popular item for our regular Patrons. So, a few *more permanent modifications will be designed and applied in the next month.
- The "Public Computers" hanging sign seems to already helped many a Patron find the "reading room" more easily (as well as the color printer/scanner).
- A banner for the Book Nook will soon be up!
- Work on both a "Printer/Scanner Helps" sign and a "How To: Use your Kindle with Libby" upright are in the works.

Rob:

We continued our work to bolster the reliability of the Library's systems by signing a contract with GenServe for a 400 Kw backup generator and beginning the work investigating the possibility of adding solar panels to the library and solar parking shades around the library. The last few years we have had multiple closures due to weather related power outages which also caused damage to critical library systems and infrastructure. We looked at what options we had, what

our needs were, and what the costs would be and so we originally concluded that a 250Kw diesel generator would give us the power we needed at the best price. After putting out multiple requests for quotes GenServe came back with the best price. We were ready to sign the contract when their rep called us back and said that the lead time for the generator was 42 weeks, which would leave us unprotected for another winter. He did, however, have a 400 Kw marine diesel generator ready to go for about \$10,000 more and we would still be under budget. Not only would we be getting a significantly more powerful generator, but it would be a more rugged machine, built for use in a much harsher environment. We couldn't be happier with how it turned out.

We have looked at solar power for the library in the past, but the price point and actual utility weren't that great. As a not for profit we didn't qualify for the government's 30% tax rebate on solar panels and the way solar works in Texas you can either feed your power into the grid and get money from the utility, which means if the power goes out you still lose power, or you can go completely off grid, but that would require massive battery storage which would cost more than the rest of the total installation. Thanks to the



Inflation Reduction Act we are now eligible for the rebate which would significantly reduce the cost of the system. We also thought if we went with solar parking shades that would have some added value by providing much needed shade in our parking lots. We reached out to Big Sun Solar of San Antonio for some ideas and they sent us back these renderings.

Both designs would cover the needs of the library and would pay for themselves in less than 10 years.

Our end goal for all of this is to make sure that the Library continues to be a safe and warm (or cool) place that our community can use when they need us the most.

Facilities Management (Warren Pichon)

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

Meeting Rooms:

• Study Rooms: 482 people used the Study Rooms in August 2023

Public Meeting Room use: 274 people used the meeting rooms in August 2023

Table and Chair Inventory for Classroom and Training Room

Classroom: 11 Tables: 16 Chairs
 Training Room: 11 Tables: 18 Chairs

General:

- Cleaned large center area windows, door and windows at butterfly garden exit door and teen room
- Cleaned windows on Kitchen exit door
- Cleaned "Old Bulverde Wood Store" display case
- 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 **8.3.2023**
- Monthly Pest control completed 8.10.2023
- 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 added one bag of salt
- 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 and Book Lockers and disinfected them
- August 2023 Monthly Facilities Report Completed and Submitted
- Treated 8 large wasp nest above the Butterfly Garden exit door
- Cleaned all windows inside and outside of the Children's area, newspaper reading area, study room
- Bleached and Scrubbed Slippery Algae off Sidewalk leading from HEB Children's Patio to parking lot
- Updated Facilities Maintenance Notebook 8.8.2023
- Rearranged chairs and tables in Classrooms and training room after mini Golf 8.8.2023
- Changed Elkin water filter in the drinking fountain in main entrance hallway 8.10.2023
- Attached Fan cover to one of the fans on the HEB Children's Patio
- Hung "Public Computers" sign from ceiling
 8.10.2023
- Cleaned Self-help screens and pads 8.11.2023
- Touched up the walls in Meeting rooms: A, B, and C. 8.17.2023
- Realigned walk up gate with cable and turnbuckle so it could open and close properly





- Painted damaged wall in the green study room and attached plexiglass to prevent further damages
- Cut out scrap plywood pieces to cover holes under new sink and sink in Men's restroom
- Cut out plexiglass and added Mammen Family Public Logo for backsplash for new sink
- Tightened Lower gate chain that was sagging and getting caught on bolt **8.29.2023**
- Whiteboard and Clock hung in Classroom
 8.30.2023
- Watered 3 Trees dying from Extreme Heat **8.15.2023/8.16.2023**



- Hung New US, Texas and Library Flags 8.10.2023
- Ameritex Flag & Flag Pole: Repaired frayed lanyard and Texas flag: 8.8.2023
- Teen Volunteers: Cleaned windows in the kid's area 8.23.2023
- Roman Electric: Installed commercial GFI for the Copy /Fax/Email Center
- Master Gardeners and Naturalist: Watered, trimmed,



- Chabelo Landscaping: Trimmed, weeded, picked up fallen leaves, cut grass, moved piled up brush from behind wooden swing and moved to inside fenced area and maintained the hill area and areas around the Library building. 8.7.2023/8.24.2023
- Tex-Air Filters: Changed 21 Filters in our HVAC Units.
 8.4.2023
- GOFORTH PEST: Completed Monthly Pest Control Services including mice boxes 8.10.2023
- Starstate Plumbing: Completed the plumbing for the new sink in the old hallway. 8.9.2023











Administration (Susan/Cathy)

The first week in August was spent helping the Foundation of the Library District with their first ever Library Mini-golf event and celebration of their 10 year anniversary. The Foundation is working to create a long term savings fund which will generate interest to help support the



library. They raised almost \$14,000 in this event and hope to repeat the event annually as the community really appreciated being inside for mini-golf in the heat of the summer!

Susan facilitated the Library Districts Discussion Group summer consortium meeting virtually in August. The group meets twice a year to discuss issues unique to library districts, virtually in the summer and in person in the Austin (central) area in the Winter. There are 15 library districts in the state of Texas. The main speaker was from the National Special Districts Coalition, which was formed recently to help special purpose districts advocate as a group to both their communities and the federal government.

We were able to get our hold lockers up and running for the community in August and are still working out the kinks that arise but have seen use increase and the community seems appreciative of being able to pick up reserved items after library hours. We hope to place more lockers out in the district once we have a full understanding of all the issues that may happen.

We had our final in person meeting with Denelle Wrightson who is helping to develop our 2024-2034 master facilities plan. The BARLD Trustees agreed to have some civil work completed prior to Denelle finishing the final printed report. We will have a Tree and Topographical survey completed and a civil feasibility study done to determine if the ideas for the new property the BARLD acquired, between our library and RBFCU, are actionable.

Comal ISD Life Bridges representatives met with us and we agreed to have the library be a place that some of their members can learn some work skills this year. We have 3-4 members of the Life Bridges program working with staff members to learn the Library Clerk job responsibilities. It has been a wonderful experience so far, the Life Bridges group are very helpful and polite.

In September, Susan will have the annual fall progress meetings with staff individually to set goals for the year.