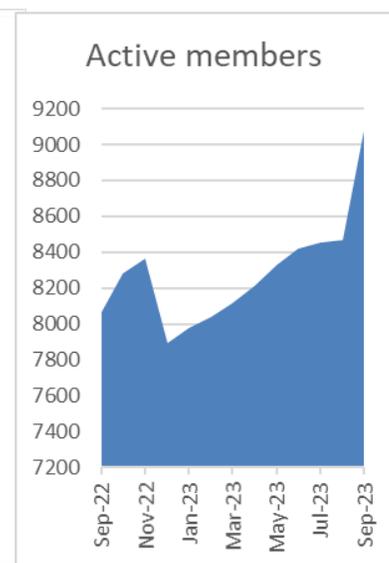
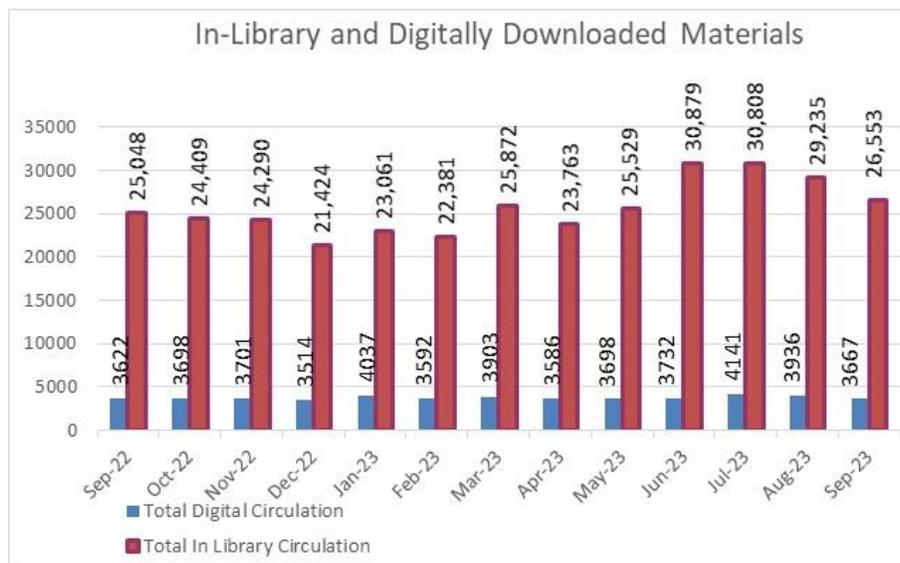
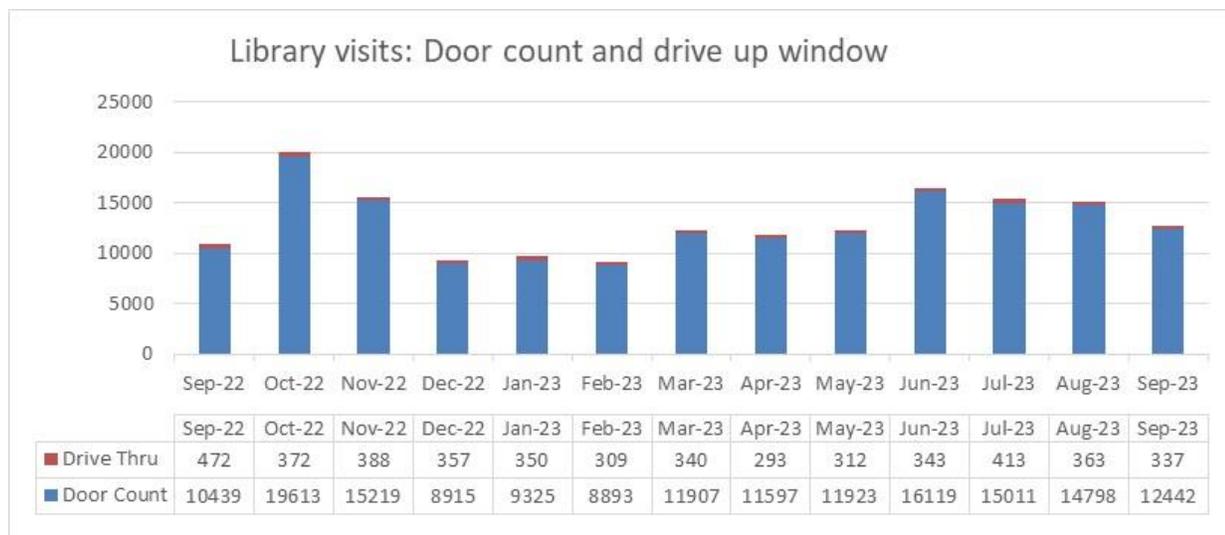
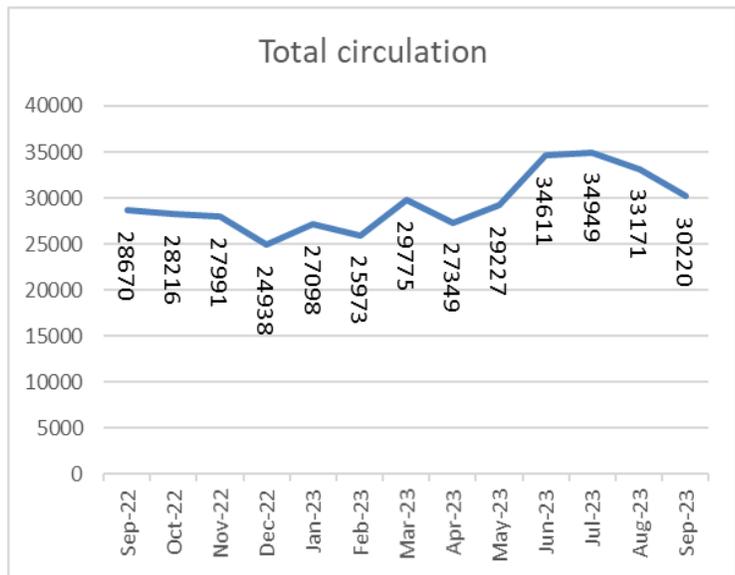


# Mammen Family Public Library

## Monthly Report – September 2023 Activities

### Circulation Team Report

- Number of visitors to the library: 12,779
- Total items circulated: 30,220
- New cards issued: 302
- Number of active members: 9,079



## Programming, Outreach and Community Collaboration

### Adult Programs (Hannah Johnson & Hanna Stratton)

#### General Updates

September was an exciting month for adult programs as we officially made the transition to our fall line-up of programs. With all of the craziness of the Summer Library Program behind us, September gives us the chance to bring back many of our programs that take a break during the summer months and settle into a more normal programming routine.

While we had hoped to also restart Spanish classes in September, we were hard at work finding an instructor and building a curriculum that would allow our Spanish program to be more flexible and adaptable going forward. Along with Susan, we met with a representative from one of our digital resources, Transparent Language, to demo available options for us to build a virtual classroom. We are excited about the potential of building a curriculum in Transparent Language that will provide additional learning content for students to follow while not in an instructor-led class, especially since it will also encourage students to utilize one of the great digital resources that the library makes available for free with a library card!

#### Program Highlights

In September we wrapped up our summer Great Courses series moderated by volunteer Steve Rindahl, and started a new Great Courses series moderated by Steve Robertson. We have heard feedback from the Great Courses attendees that they enjoy their regular Friday morning meetings, so we have kept the meeting times the same as we cycle through the courses. Our current Great Courses series is on the topic of "The Secret World of Espionage". We are thankful for both of the Steves for spending their Friday mornings with us!

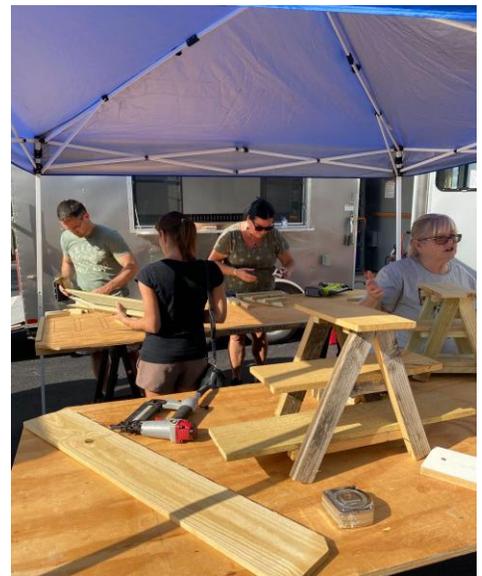
Our French and Italian language programs returned after the summer break. Due to budget and attendance considerations, we have restructured these two programs so that there is one

two-hour instructor-led class during the first week of the month. During the other weeks of the month, students are invited to meet at the library for a peer-led "conversation circle" format to practice what they have learned with fellow students.



The Cookbook & Potluck Club met for the first time in September, following their summer break. It was great to have this unique program back on the normal monthly routine! Our art programs also all returned on their regular schedule, along with a new addition for the fall. Instructor Tracy began teaching a monthly morning creativity course titled "Creative Art Journals", which will run through December and encourages attendees to explore ways to boost their creativity using different image development strategies, art techniques, and media.

After our last woodworking class was rained out in May, and we made it through the brutal heat of the summer, the weather finally got slightly more tolerable and we were able to reschedule the May woodworking class for a Monday evening at the end of September. While it was still quite hot, all of the attendees seemed to enjoy using the equipment and assembling their very own plant stand to take home and enjoy! We are very appreciative of our volunteer extraordinaire Rich Herr who was instrumental in prepping the supplies for this project and who also arrived early that day to train multiple staff members on using the woodworking equipment. We look forward to the cooler weather ahead and the opportunity that allows for us to use the woodworking equipment in more programs!



### Outreach (Stephanie Emerson)

We said hello and goodbye to September in a what felt like a flash. This month we reached 174 members of our community directly and many more through books and materials. Patrons checked out a total of 79 books for the month through Outreach and the giveaway tallies came in at over 274 donation books placed between the 3 LFL locations, Provisions Food Bank, Helping Hands Food Pantry, SHARE Center, and Sanctuary of Hope.

ART DISPLAY: Art for Kids graced our hallways this month with their works from our summer art program. A small reception was held and the students talked about the inspiration for their creations as the attendees walked the hallway.



BOOK CLUB: Books & Bites this month read and discussed *Small Great Things* by Jodi Picoult. For the bite, we enjoyed traditional heart shaped chocolates that I brought back from Norway. There were 12 in attendance with 2 new members and library cards issued. The discussions flowed from racism, to human nature, to perspective, to forgiveness. This was a tough and uncomfortable read in many ways but the well worth it.



### ASSISTED LIVING / HOMEBOUND:

The Homebound Delivery Program has checked out 13 books this month between our two regular patrons.

The Bulverde Assisted Living had three visits this month. One was for the Grandparent's Day picnic. The patio was set up for enjoying hamburgers and hotdogs, lovely conversation and just enough wind and cloud cover for all to enjoy being outside. We also refreshed their residential borrowing bookcase for both regular and large print selections.

Bella Groves came for a nice morning of BINGO. It was their longest visit to date and I think they could have happily stayed longer!



### OUTREACH COLLECTIONS:

- Outreach LP borrowing bookcase inventory at The Bulverde Spring Branch Activity Center and Bulverde Assisted Living were rotated and refreshed.
- 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 Helping Hands Food Bank.
- The Large Print Trekker Collection purchases funded by the Out and About TSLAC Grant have begun arriving and 11 have been processed this month. A few have already been checked out by our assisted living and homebound patrons.

### YOUTH OUTREACH:

Javier read books on ants and apples at the Pop-up Library in the Park this month. While he read, we had an ant bookmark craft for the kids. Afterwards, they played with chalk on the pavement under the pavilion and on the sandwich board with magnetic letters... while enjoying ice pops. The ice pops were a welcome break to the heat! We checked out 9 books from the Trekker collection and signed up a new library card!

SHARE Center had a large group this month of 9 parents and 7 children. Javier read books on bugs in Spanish and English, led us in a few songs, and then everyone made the same cute ant bookmark that we used at the Pop-up in the Park event. There were 3 new babies so we made sure the parents had the 1-100 sheet for 1000



Books Before Kindergarten. We also handed out programs and gave away some donated children's books.

The SJRC resident facility did not have a visit this month but we have the schedule in place for a once a month visit through year end. The SJRC Texas Family Resource Center reached out to us though, to explore how we can partner for those that they serve in our District. Montana and I met with the Parent Educator at their facility and learned about the fantastic resources they have for parents. We shared our bilingual programs flyer and took some of their resource materials to share on our community board. We will continue to look for opportunities to collaborate with this branch within SJRC.

This month was our seventh on campus visit at Sanctuary of Hope. We had 5 moms with kiddos this month. One of the residents just had her baby, and we are very much looking forward to meeting the little guy next month! Montana read, sang and played with all the children as always. The toddlers are now so used to our visits that they request specific songs! We switched our regular arrival time until after naptime, and the improvement in their mood and energy was evident. They were so happy and attentive! We brought a selection of children's Trekker Collection books and a few children's DVDs for checkout, and delivered reserve books as well. I made one additional trip this month to deliver more reserve books and pick up returns.

Johnson Creek Elementary is now on a regular schedule for a once a month storytime and craft for the Pre-k classes. Our first visit was this month, and it was actually the first visit to their library for the Pre-k classes. Montana read *The Very Hungry Caterpillar*, sang, stretched and the children made their own caterpillar out of cardboard circles and pasta on a pipe cleaner. Huge success all around. The kids loved it!



#### LITTLE FREE LIBRARIES:

- The LFL locations were serviced as usual this month. No noticeable change in usage one way or the other.
- The LFL approval at the Guadalupe River State Park was expected in September per a recent email from the Park Program Director but we have yet to get the final word. Stay tuned.
- We have the new Books by the Bundle policy ready to be submitted for approval for assisting the community with books for their free library boxes. There are two patrons anxiously waiting for the program to be up and running.

#### OTHER NEWS:

- Hannah Johnson and I submitted our applications to each be a Texas Notary here at the library. We expect our certificates to arrive by mid-October. Once our certificates are notarized, we will be official and available to provide limited notary services at the library. The exact scope and pricing has yet to be determined.

- The Association of Bookmobile and Outreach Services (ABOS) Conference is in Hershey, Pennsylvania in early October. I will be attending and soaking in everything current in library Outreach.
- Montana and I will be taking the Trekker to Johnson Creek Elementary for their Trunk-or-Treat event in mid-October.
- The flyer in Spanish was updated for October for our English Language Learner class and bilingual storytime offerings and distributed to SHARE Center, Provisions, Helping Hands Food Pantry and SJRC Texas Family Resource Center. Along with that flyer, the new GED program information was also included.
- Last but not least, is the new plant swap stand. It was a successful library staff team effort that built the new stand on the front porch. Huge thank you to Rich Herr for always sharing his time, knowledge and patience with the library!



### Makerspace (Lindy Hargrave, Sam Stephens, Marc Dunlap)

Makerspace team reporting! In September we had the woodworking trailer out to reschedule the rained out day from May. The patrons all enjoyed their project and we also got to build our plant swap stand and try out the plasma cutter!

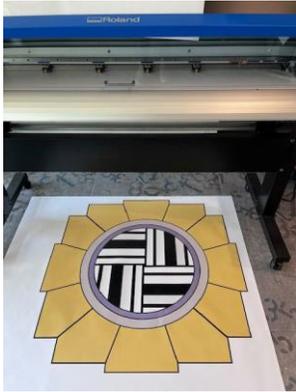


We also had an earring making class and saw some cool designs from that as well as a functional new "Makerspace University" course model of attending a lecture and coming back for a "Come and Make It" lab. There were a couple new Makerspace



There were a couple new Makerspace

members overwhelmed with the info in that first class but they came back and had fun actually making their earrings!



Marc began teaching Makerspace classes with Cricut pop-up card designs! We gained 18 new members, saw a little under 7 hours of 3D print time, made koozies with the Tweens, successfully sublimated a paint-by-numbers design for adult programs, and used the Glowforge for a little over 6 hours.

We printed the giant Sesame Street pinball clock background for our Makerspace capabilities clock!

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

### Children's Programming

September saw the return of our regularly scheduled programs! We have continued our Tuesday evening Storytime due to its summer success, which means we are now offering eight Storytimes per week!

One special event in September was our Kids Art Reception. Tracy Fortune taught monthly Art for Kids! Sessions in June, July, and August, and many of our children chose to leave their art for display on the Artist's Wall in September. It was wonderful to see all of their art and to hear the kids share about their creations!



### Teen Programming

Beginning in September, we started Teen Thursdays where we alternate between Genre Book Club, Teens Make, Cozy Craft Cafe, and Cooking Club. Our most popular program in September was Teen Cooking Club where they got to create an original after-school snack using a variety of unconventional ingredients.

We also saw a lot of Teen volunteers in the month of September. Having our Saturday volunteer hours once a month and scheduled weekday volunteers has been a big help to our youth services team.



## Collections Reports

Adults (Kristin): We loaned 3 items to and borrowed 89 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 September the audiobooks were weeded and the DVDs were inventoried. This month I will focus on weeding the biographies and inventorying the audiobooks.

Two adults were emailed a personalized reading list in September. I finished and sent info for Fall Book Buzz to Hannah.

Montana and I led the annual Lone Star Digital Library Consortium meeting. We presented updates on stats and trends from the past year. We also updated the Collection Development policy to more accurately reflect what is expected from the individuals serving on the selection committee. Purchasing for the new year should begin mid-October when new content credit funds are transferred.

Teens (Montana & Javi): We fulfilled two YA purchases requests and sent one recommended reading list in September. We also shifted the YA fiction collection; we are now using the bottom row of shelving on all shelving units, which freed up a lot of space! We were then able to shift the YA Audiobooks and Anime collections, opening up space to keep the new YA Nonfiction books with the Nonfiction collection.

Children (Montana & Javi): We fulfilled 11 purchase requests for children's material in September.

We deleted 296 items for the following reasons:

- Weeded – 251 items
- Vanished – 24 items (due to inventory)
- Lost and unpaid for – 5 items (sent to collections)
- Lost and paid for – 16 items

## Marketing & Public Relations (Hanna Stratton/Hannah Johnson)

This month we worked on creating book displays, exploring new advertising opportunities, and began to develop a marketing plan for the Holidays.

**Community Reach:** In September we contacted the Hill Country Current regarding placing our events in their publication. In addition to the Front Porch News, we will be sending our upcoming events to them. We also have plans to advertise in the BSBHighlights newspaper for their December edition.

**E-Newsletter:** This month for the email newsletter we focused on finding the best time to send it on Fridays as well as importing new subscribers. We experimented with slight time changes for sending the newsletter out and believe we have found a good time to send the newsletter to produce a higher open rate. We also imported over 100 new subscribers from the sign-up form on our website. Additionally, we simplified and updated the sign-up landing page for people to sign up via social media or scanning a QR code in the library. In September, compared to the previous month the click rate of links in the newsletter has increased by 20%!

**Book Displays:**

This month we created two book displays. We created a Staff Picks display to highlight the library staff's favorite books. We are continuing to share Staff Picks on social media as well. We also created a seasonal fall display for All Hallows Read. This display features Halloween fitting books. You can find anything from non-fiction books on poison, a cozy whodunit, to a thrilling horror novel.



## Social Media Highlights!

### Top Facebook Posts



Was shared 8 times!



Reached almost 1,000 people!

### Top Instagram Posts



Most Liked Instagram Post in September!



Reached 60% more people than the average post!

**Social Media:** In September, we had 38 new users like our Facebook page, a over 40% increase from the previous month. Across Facebook and Instagram we shared 61 posts total. The most successful post was for our Family Place Play and Learn Workshop Series. It was shared 8 times, received 30 likes, and reached over 1,400 people!

### Technology (Rob Lerner & Marc Dunlap)

We made some big behind the scenes moves in September when we switched our web hosting provider. We centralized our hosting by switching from WPX to our domain provider GoDaddy and at the same time Kori Ashton of MaxCRO is donating her time and expertise to us to help manage our site. This was a somewhat harrowing experience as it required getting all of our services, like Gmail and the library calendar, pointing at the correct address. It did go fairly smoothly, with the website itself moving pretty much with a hitch, but we did end

up having to go in and do some tweaking to get the services all up and running. All in all the switch couldn't have gone better, and no one noticed.

The biggest news for the library was that our new chiller finally arrived after being delayed for over a year. The most surprising thing was how quickly it happened once they got it here. To lift out the old one, put it on a trailer, grab the new one and have it in place took less than 25 minutes. These are not small machines, each chiller weighs several tons, so to see them get done was very impressive and somewhat shocking.

## **Landscape Committee (Rob Lerner & Caroline Broderick)**

We began working on forming a Landscape Committee for the Library to help better organize the different stakeholders that are involved in the various projects throughout the property. With the Library's purchase of the neighboring property, we now have almost 10 acres of land to manage, so we thought it would be a good time to organize a committee to come up with a vision and a plan for the entire property.

We reached out to the Master Gardeners, who maintain the Butterfly Garden, and Master Naturalists, who maintain the "wildscape" by the lower parking lot, the Friends, who have been working with the Master Gardeners in managing the Butterfly Garden, and the staff to begin organizing a committee. The first meeting was meant to outline the why and how of the committee, and for the members to begin thinking about what structure the committee would have, what positions it will have and who will fill them, and to begin working on a charter.

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

Study Room Use: 530 people used the Study Rooms in September 2023

Public Meeting Room use: 365 people used the meeting rooms in September 2023

### Table and Chair Inventory:

- Classroom: 11 Tables: 15 Chairs
- Training Room: 11 Tables: 17 Chairs

Regular scheduled monthly maintenance took place for pest control, aerobic septic system, and grounds keeping maintenance. In addition:

- Cleaned large center area windows, door and windows at butterfly garden exit door and teen room
- Cleaned "Old Bulverde Wood Store" display case
- Cleaned drive up windows inside and outside and sanitized
- Cleaned book drop drive up receptacle inside and outside and sanitized
- Cleaned Employee exit door glass
- Septic System Treated with 2 gallons of Bleach **9.8.2023**
- Monthly Pest control completed Still have mice in Mechanical room **9.7.2023**
- Primed floor traps in mezzanine areas, employee restrooms and mechanical room
- Inspected water drains on roof and cleared drains of standing water and debris

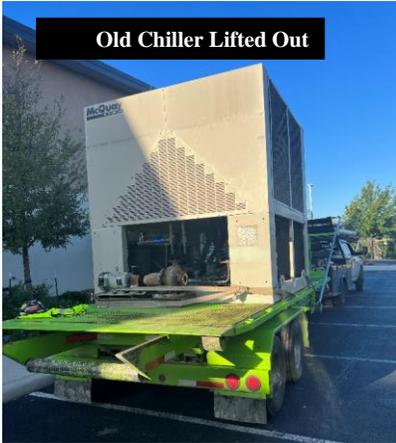
- Inspected water softener added one bag of salt
- Tightened all toilet seats throughout the library including employee toilets
- Treated water feature weekly with Algaeoff and "Sludge Away"
- Did daily "Walk Around" that includes blowing debris from all entrance ways, walkways, patio areas and butterfly 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
- 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
- Touched up the walls in Meeting rooms: A, B, and C.
- Watered 3 Trees dying from Extreme Heat
- Dusted and wiped down Sculpture
- Sanitized and Cleaned all door handles throughout the building **9.20.2023/9.27.2023**
- Installed light switch cover for kid's patio area **9.21.2023**
- Repaired memorial placard in Butterfly Garden **9.21.2023**
- Hung "Books For Sale" sign in ceiling **9.21.2023**
- Broken Old Chiller lifted out and New Chiller Put In Place **9.30.2023**
- **Roman Electric:** Worked on isolating why the lights blink on and off periodically. Salvaged valuable parts from old Chiller before it's hauled away **9.30.2023**
- **Gen Serve:** Put Conduit underground for Generator and cut generator pad **9.26.2023**
- **Master Gardeners and Naturalist:** Watered, trimmed, weeded and cleaned butterfly Garden area and handicap walkway areas. **9.28.2023**
- **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.
- Pressure Washed the Water Feature and cleaned **9.4.2023**
- Cleared area around monument sign **9.13.2023**
- Cleared area around new fenced property and picked up trash and Debris **9.26.2023**
- **GOFORTH PEST:** Completed Monthly Pest Control Services including mice boxes **9.7.2023**
- **Parks Coffee:** Changed filters in coffee makers and cleaned, sanitized and changed Filter in
- **Lacho Enriquez:** Cleaned and shampooed carpet in main traffic areas and Children's room **9.12.2023**
- **Eoff Septic Services:** Repaired faulty sensor and adjusted pipes at the Septic Tank **9.26.2023**
- **Star State Plumbing :** Repaired leaking toilet in Employee's Ladies Restroom **9.27.2023**



**Memorial Placard Off**



**Memorial Placard Repaired**



**Old Chiller Lifted Out**



**New Chiller Put In Place**

**Naturalist:** Cleared Handicap walkway greenery of weeds, trimmed and watered area. **Area Cleared Around Monument Sign**



**Drive Up Window Book Return 1 Before Cleaned**



**Drive Up Window Book Return 2 Before Cleaning**



**Return Cleaned & Sanitized**



**Area 3 Cleared In Fenced Property**



**Area 4 Cleared**



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

In September Susan met with all the staff individually for the Fall progress meetings. For the Circulation group it is just a nice quality time to visit. For the Specialists and Librarians, we set goals for the coming year.

We contracted with Hill Country Civil for a Feasibility Study on use of the property at 143 Bulverde Crossing. If we do plan to use it in the future, we will need to replat the two properties into one at some point. We also had Sherwood Surveying do a Tree and Topical Survey of the area. These have helped with development of the updated Master Facilities Plan which will be completed in October.

What we found as we developed the plan is that we still need to expand at our existing location to meet the need we are seeing, especially for children's needs. They need a much bigger space to accommodate the use we are seeing. They will require a larger space for programming in an area that they will not have to worry about getting too damaged by small children. They also need a centralized storage and work room for the children's staff which has grown to meet the children's programming needs.

We will need variances from the City of Bulverde for the plan we have in mind to work and it will be years down the road before it is even considered but it's good to have a plan in place as boards, staff and support group personnel change over time.