

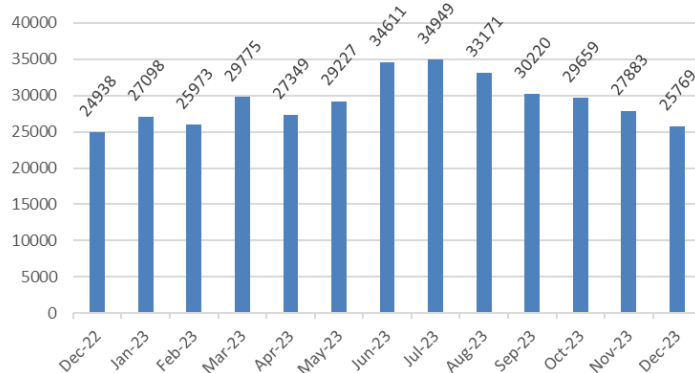
Mammen Family Public Library

Monthly Report – December 2023 Activities

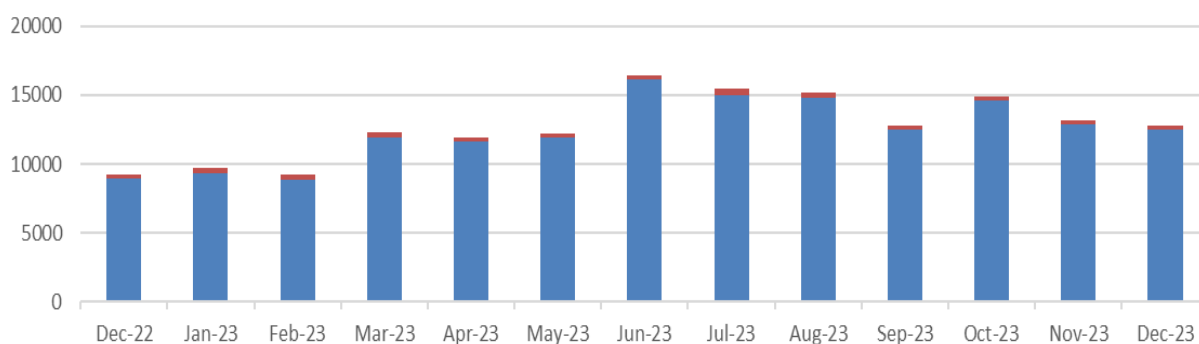
Circulation Team Report

- Number of visitors to the library: 12,791
- Total items circulated: 25,769
- New cards issued: 174
- Number of active members: 9,234

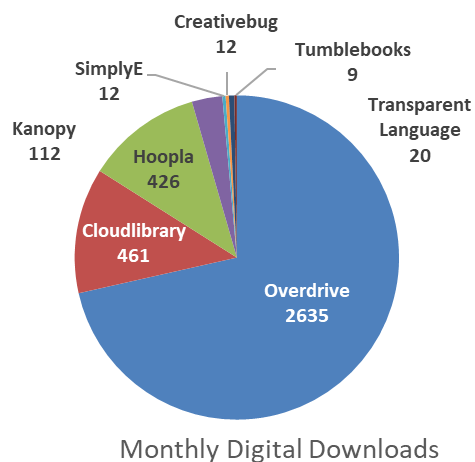
Circulation Trend Chart



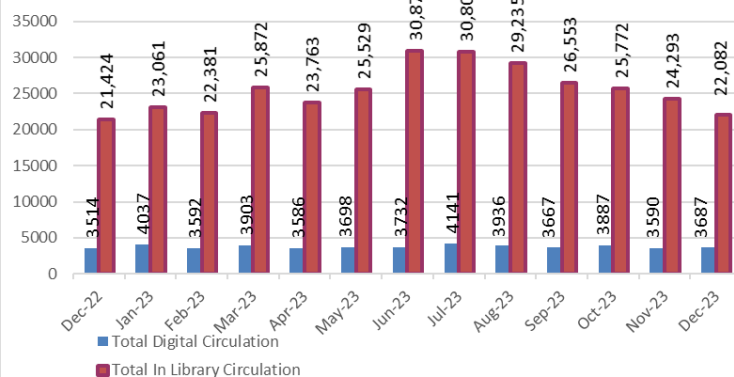
Library visits: Door count and drive up window



| | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Drive Thru | 357 | 350 | 309 | 340 | 293 | 312 | 343 | 413 | 363 | 337 | 293 | 292 | 282 |
| Door Count | 8915 | 9325 | 8893 | 11907 | 11597 | 11923 | 16119 | 15011 | 14798 | 12442 | 14578 | 12890 | 12509 |



In-Library and Digitally Downloaded Materials



Programming, Outreach and Community Collaboration

Adult Programs (Hannah Johnson & Hanna Stratton)

General Updates

December involved lots of planning to wrap up programs for the year and to get all of our continuing and new programs on the calendar for 2024.

Some highlights from December's program planning for 2024 include confirmation of a citizenship class series, voting education programs with the League of Women Voters of Comal Area, new health and wellness programs with the Texas A&M AgriLife Extension office, and a March performance by a traditional Irish music band just in time for St. Patrick's Day.

December was the last month for the Tuesday Night Book Club to be facilitated by Taryn Young, a former MFPL staff member who has been with the group since it started this past summer. We are thankful for Taryn's contributions to the group and for staff member Martina who has offered to step in to facilitate that book club beginning in January.

Program Highlights

On the first Saturday in December, we hosted a film screening of the *Our Texas, Our Future* conservation docuseries produced by H-E-B. We had a total of 18 adults join us for the event, and we are appreciative of the generous gift card that H-E-B provided to our library to cover the cost of refreshments as well as additional programming needs.

At the start of the month, we hosted a holiday ukulele concert for the residents and family members from Bella Groves assisted living facility. This was a fun joint event that involved working with Outreach to bring Bella Groves to the library and coordinating with our library's ukulele group to provide the musical performance. Our library's ukulele group meets at the library twice monthly to play together and share music, and they spent many hours practicing and planning for their holiday debut. We had a total of 31 attendees at the concert, including the Bella Groves residents, ukulele players, and family members. Attendees stuck around after the concert



to help us decorate the tree in Room C. It was a festive occasion and a great way to celebrate the end of the year! We are excited to continue to offer programs with Bella Groves and our ukulele players in the New Year.

Our Thursday night English Language Learning Level 2 students got to celebrate the end of the year and their learning progress by attending the Friends' Holiday Tea event! Thank you to the Friends for hosting this great community event, which also served as an opportunity for great (and festive) conversational practice for the students.



The adult programs team took part in the Polar Express event again this year. We offered a holiday-themed coffee bar, which served a total of 142 attendees. We also repeated the Puzzle Swap from last year. We had a total of 36 attendees who took part in the puzzle swap, and we had lots of puzzles leftover that we were able to donate to the Friends for the Book Nook! The Polar Express event is such a fun (and busy!) way to close out the year. We are excited for all that 2024 will bring and hope to see many new and returning adult program attendees in the New Year!

Outreach (Stephanie Emerson)

What a great year! December did not disappoint to wrap it all up.

This month we reached 169 members of our community directly and many more through books and materials. Patrons checked out a total of 67 books for the month through Outreach and the giveaway tallies came in at over 238 donation books placed between 2 LFL locations, Provisions Food Bank, and Helping Hands Food Pantry.

ART DISPLAY: The artist hallway was beautiful and festive with collage art created by Bella Groves Memory Care Center. They created the art at the November program and then came back this month to see it all hanging in the hallway.



BOOK CLUB: Books & Bites this month read *The Lost Girls of Paris* by Pam Jenoff. I made "Reindeer Oreo" cookies (Oreos dipped in dark chocolate with a red M&M nose). We discussed the theme of personal sacrifice for your country during times of war (past and present) and the strength and courage required. This historical fiction mystery was set during WWII and the female agents of the British Special Operations Service.

ASSISTED LIVING / HOMEBOUND: The Homebound Delivery Program has checked out 6 books this month between the two regular patrons.

Bulverde Assisted Living had 20 books checked out between 4 of their residents. The borrowing bookshelf remains in ongoing use.

Bella Groves residents and family members enjoyed a holiday concert and participated tree



decorating the day before the Holiday Tea. The ukulele group performed 7 holiday pieces and even gave the audience bells to move along with the beat. It was a wonderful time for all!

The Highlander Senior Village lobby stops this month checked out 20 books between 8 patrons during two visits. Those residents with limited mobility and/or transportation are really enjoying the access to the developing Trekker Large Print Collection!

OUTREACH COLLECTIONS:

- 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 TSLAC grant purchases are starting to arrive and circulate. There were 27 new books added in December and were circulated between the various stops of LP users. In total, the LP collection circulation count was 44 for December. There are 50 books on order that have yet to arrive.

YOUTH OUTREACH:

SHARE Center definitely enjoyed the monthly bilingual storytime. It was a packed room with 18 adults and 23 children. Javier read a couple of winter and holiday themed books and the children crafted a jingle bell Rudolph. Once they had the Rudolph in hand, they used them to mark the beat of Jingle Bells. We were told by the staff that all the children would receive a book as a gift that day at their party.



SJRC had their second Life Skills class this month. To build on the nutrition labels of last month, we chose measuring and food prep for December. We brought fresh fruit to go into a Vitamin C Bomb Smoothie recipe - banana, pineapple, oranges, mango and ginger.

(<https://senseandedibility.com/vitamin-c-smoothie/>) The residents took turns reading out loud about each ingredient and we demonstrated how to cut/prep each one as they read. After all the ingredients were prepped, they followed the recipe and gave us direction on how to make the smoothie. Based on the surveys completed, most agreed that they learned something and feel more confident about using that knowledge. Ultimately, they were equally divided on whether they intended to apply what they learned. The visit was wrapped up by drinking the smoothie and making beaded snowflakes.

December marks our tenth on campus visit at Sanctuary of Hope. This month is the first month that we broke out babies separate from the regular storytime to give those moms a different experience with their infant. There were 3 moms and 3 babies that attended this month. The regular storytime for the older children followed right after. There were 5 moms and 5 children at that one. The Out and About Grant provided the baby toys and building blocks that we took and Montana's ECCCR craft was a motor skills holiday matching activity with clothespins. We also



issued library cards to 2 new residents and reserved requested books.

LITTLE FREE LIBRARIES:

- All the Christmas themed LFL books collected throughout the year were placed this month spreading the holiday joy for adults and children!
- We reached out to the Comal County E.S.D #1 located at Indian Hills Estates as a possible relocation for the Jumbo Evans LFL. Unfortunately, due to the nature and safety concerns at the location, we will continue on our search.
- Books by the Bundle program is live on the Outreach site and available to our patrons with sharing book boxes. We had a second patron apply in December.

OTHER NEWS:

- No Notary services were requested in December.
- The flyer in Spanish was updated for January for our English Language Learner class and bilingual storytime offerings. It was distributed electronically along with the information on the new citizenship class beginning in January to SHARE Center, Provisions, Helping Hands Food Pantry and SJRC Texas Family Resource Center.
- Outreach now has 3 Memory Care Kits ready for checkout. Family members or caregivers of those with dementia can check out a kit that contains activities geared towards the memory stage.



Last but not least is the Bloodmobile visit. There were 15 people that signed up but not all were able to donate. However, they were able to collect 10 units of blood products which equates to a potential 30 lives saved. In 2023 Mammen Family Library donors have donated over 3 gallons of blood and saved nearly **90** lives! Most importantly, Mammen Family Library has brought in 18 first-time donors. Not a bad way to finish out 2023!



Makerspace (Lindy Hargrave, Sam Stephens, Marc Dunlap)

For our adult patrons, we kicked off the final month of 2023 with a Cricut class on making shadow box ornaments (you may have seen our owl ornament perched at the front desk throughout the month). Next, we helped patrons make some laser-cut tea light decor. We also had fun making laser-engraved acrylic signs complete with wooden stands and string lights, as well as light-up gift tags using die-cut machines and LEDs. Our final class of the year was our New Year Trophies class, where patrons made their own trophies to celebrate their biggest achievements in 2023.

For our younger patrons, Tween Club attendees were able to get familiar with the die-cut machines this month. We were unfortunately unable to host a Teens Make session in December, but we're looking forward to sharing our ideas with the group in the New Year.

Machine usage statistics:

- 7 different Cricut projects
- 11 hours worth of 3d printing
- over 14 hours of Glowforge use!

We thought it might be interesting to tally how many hours of use our machines accrued over the course of the year, so without further ado:

- Our 3d printers ran for approximately 70 hours
- our laser cutters for about 66 hours
- We also want to note that 2023 saw over 90 new members register to join the Makerspace - almost 50% of the library's Makerspace member list joined just this year!

We said goodbye to our long-serving Glowforge towards the end of 2023, but we're excited to announce two big new arrivals in the Makerspace: a new Prusa MK4 3d printer, and a newly refurbished Glowforge Pro laser cutter! 3D printing and laser cutting are some of our most popular crafts, so we're confident these machines will be very useful to our community members.

We're also in collaboration with our Marketing team putting together a new brochure, so be on the lookout for that. As a final note, your Makerspace team would like to thank the community for your support and patronage. Without you, the machines would be gathering dust, and we'd have very little work, if anything at all. It's because of this community's support that we're able to put our skills to use and aid in the creation of amazing art projects, and for that, we're extremely grateful.

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

Teens

During our teen craft program, the teens were able to design images in Canva and mod podge them onto coaster tiles. They really enjoyed expressing themselves in their designs and making gifts for their friends and family.



Children's

Crafty Tuesday families made a variety of fun winter crafts in December. Crafts included, pop-up winter cards, paper bag gingerbread houses and pine cone snow owls.

Club 3-4-5 had a blast making graham cracker gingerbread houses and tic-tac-toe mini games this month!

December was another popular month for Tween Club. The kids designed holiday cards using the die cut machine, and ended the year with making graham cracker gingerbread houses.

We also put on our Movie Marathon and Gift Wrapping program, where patrons could wrap their gifts while their kids enjoyed popcorn and classic holiday movies.



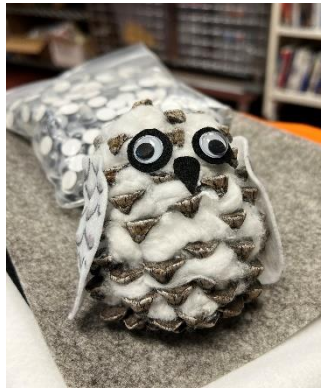
This month we hosted a special session of

Builders Club during the Comal ISD winter break. Kids were challenged to build snow castles, trees, cabins and more! Families kept stopping by and we extended the program by 30 minutes!

We hosted our annual Polar Express event on December 16. It worked out perfectly having the program the day after school gets out; everyone was in an excited and festive mood! We had over 500 adults, children, and teens attend to go on train rides, make herb wreaths, try out the coffee bar, swap puzzles, take photos in the photo booth, make buttons with the Makerspace team, visit Santa, go on a scavenger hunt for sleigh bells, build model trains, do a craft, check out a model train display, and of course hear *The Polar Express* read out loud!

We are so thankful for all of our volunteers and community partners who helped make this event possible:

- the Comal Master Gardeners,
- the New Braunfels Railroad Museum,



- local storyteller Sue Kuentz,
- and a record 20 teen volunteers!



Collections Reports

Adults (Kristin): We loaned 3 items to and borrowed 61 items from other libraries in the Interlibrary Loan (ILL) system. We worked one-on-one with 8 members to teach them how to use our electronic resources. In December the business section was weeded and the Spanish collection was inventoried. This month I will focus on weeding the large print and inventorying the business section. I finished and sent info for Winter Book Buzz to Hannah.

Teens (Montana & Javi): We fulfilled 5 purchase requests for YA materials in December. Briana took advantage of the holiday break to organize and rearrange parts of the teen room, adding a shelf of easy-access games and coloring pages for in-library use! Now the teens have a leisure collection shelf like the kids do in the Children's Area!

Children (Montana & Javi): We weeded the Juvenile fiction and nonfiction collections in December. We inventoried the Juvenile fiction books (chapter books). We fulfilled 22 purchase requests for Children's materials in December.

We deleted 246 items for the following reasons:

- Weeded – 218 items
- Vanished – 2 items (due to inventory)
- Lost and unpaid for – 15 items (sent to collections)

- Lost and paid for – 11 items

Marketing & Public Relations (Hannah Johnson & Hanna Stratton)

We were quite busy in December! The first half of the month we focused on promoting the Polar Express Festival. We purchased an ad in the BSB Highlights December/January edition to feature the event. In December we worked with the Youth Services team to design tickets and a map for the event. In addition to working on Polar Express we also worked with the Youth Services team to create a programs survey. We offered the survey for just over two weeks in both paper forms and a digital form. We promoted the survey through email, social media, and on the monitor slides during programs.

Marketing Materials:

We have been working with a local company in Fredericksburg to create and order custom solar eclipse glasses for the upcoming eclipse. This month we were able to finalize a design with their art designer and they are in the lineup to be created!

This month we also gave the Free Magazine rack a much needed makeover. We cleaned it, swapped out some bins so they are all matching, and created a new laminated sign.

E-Newsletter:

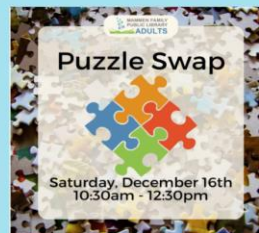
In December we continued to send out weekly e-newsletters to all our subscribers. We sent out five weekly newsletters with an average open rate of 51.7%. We added 14 new subscribers throughout the month, all of whom signed up through our website. This month we also sent out a special mid-week email promoting the Polar Express Festival. This email was sent the Wednesday before the program at 7:45am. We were interested to see if we would see a noticeable difference in opens compared to the weekly newsletter but the number was comparable to what we would see from our Friday email.

Social Media:

Our social media was very successful in reaching our community this month. Our reach on Nextdoor has grown significantly throughout the month. The posts at the beginning of the month reached 850-1,350 people. The posts in the second half of the month reached 3,500-4,400 people! After Polar Express we posted some photos from the event thanking everyone for coming and tagging our community partners; this post received 60 likes on Instagram and 61 likes on Facebook along with 7 comments. For both platforms that is the most liked post ever. In December we gained 17 new followers on Facebook and 10 new followers on Instagram.

Social Media Highlights!

Top Facebook Posts



Was shared 4 times!



This received 61 likes & 7 comments!

Top Instagram Posts



Was shared 7 times!



Reached three times as many people as the average post!

Book Display:

December's book display was "Seasoning's Readings". We featured books that took place during Christmas, winter, Hanukkah, and Kwanzaa.

Wowbrary:

We used Wowbrary to further promote the Polar Express Festival. We also used it to raise awareness of our upcoming closures for the Holidays. At the end of December we added 147 subscribers.

Technology (Rob Lerner & Marc Dunlap)

Marc's Tech Desk:

There have been some issues with Patrons being able to access/use a thumb-drive on the PACs. Rob is aware and working on it, but does come up now and again.

Despite the holiday season, there were still quite a few Drop-in requests for One-on-One Tech Help, so much so that I had to schedule many of them in January. These are requests who call-in to the library or who's schedules make them only available outside the normal One-on-One times.

There were several older couples who came in for help setting up their various devices with a "free reading app". One couple in particular had been using only Cloud Library, and were very excited to know there were other options!

I had two registered One-on-One patrons end up calling in. I try not to do this, as it is very hard to help with something I can see myself. However, both instances were resolved, and ended with some very happy patrons.

The "**Let's Learn**" classes were a bit "hit or miss" this month. But, the lower attendance allowed for more one-on-one time with those who did attend. Many people said they looked forward to the new classes being added in 2024.

I plan to add some more "specific" classes in the coming year. Geared toward a slightly higher level of competency and to meet the needs expressed by class goers.

Rob: December was generally quiet for the Library. No major issues to report, but we did do some work to make sure we are prepared in case something does go wrong, specifically with the electricity impacting our network. Our generator can easily handle our power needs, but there is a gap of several seconds between the power going out and the generator kicking on.

To mitigate this we have our networking equipment attached to several battery backups that can supply enough power to keep them running until the generator takes over. However, when we tested the generator, we realized the load on the backups was pushing their wattage limits. Our current system was put together when we had a lot less equipment, so we needed to increase our available wattage. Unfortunately, battery backups are not cheap, but fortunately Schneider Electric has an exchange for a discount which saved us a lot of money, and we were not only able to replace but upgrade our battery backups significantly.



We also began an "Upgrade" of our patron computer and printing access. Instead of printers and PACs being spread throughout the Library, we decided to relocate them into the classroom and create a "Business Center". Before we could do that we needed to add some Ethernet drops to support the faxing and scanning. We were able to get our cable guy Ron Roberts out to pull the cable for us. While he was here we also began planning for adding microphone jacks in the meeting rooms to put an end to our microphone issues once and for all. We should have that completed sometime in the next month.

Facilities Management (Warren Pichon)

Study Rooms: 401 people used the Study Rooms in December 2023

Public Meeting Room use: 223 people used the meeting rooms in December 2023

Maintenance:

- Cleaned:
 - large center area windows; door and windows at butterfly garden exit door;
 - "Old Bulverde Wood Store" display case;
 - drive up windows inside and outside and sanitized;
 - Employee exit door glass;
 - built up grime and dirt off the book drop containers and Book Lockers and disinfected them
 - all windows inside and outside of the Children's area, newspaper reading area, study room
- Septic System: Treated with 2 gallons of Bleach
- Monthly Pest control completed: Still have mice in Mechanical room
- 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 two bags 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
- Dusted and wiped down Sculpture
- Sanitized and Cleaned all door handles throughout the building
- Cleaned and swept chiller area of fallen leaves and debris
- Raked fallen leaves in butterfly garden area and piled them around oak trees
- Cleared some parking spaces of fallen leaves and acorns
- Sanitized all door handles and bars with Lysol

Master Gardeners and Naturalist: Weeded area at butterfly garden and trimmed 12.7.2023

Chabelo Landscaping:

- Bagged fallen leaves, edged sidewalks in parking area and along path
- To fenced area, cut mountain cedars that were smothering oak trees on new property
12.11.2023
- Pressure washed the front patio and steps 2.26.2023

- GOFORTH PEST: Completed Monthly Pest Control Services including mice boxes 12.7.2023

Texas Fifth Wall Roofing Systems: Inspected roof and repaired leaks 12.20.2023

Master Naturalist: Weeded and seeded area around handicap walkway 12.07.2023

Roman Electric: Electric survey for the dishwasher and kiln and check plugs by fax/copier machine and in the patron computer area 12.22.2023

Administration (Susan/Cathy)

Susan met with Bulverde Mayor Krawietz and City Manager Charles West at the library in mid-December. She was able to give them a tour of the library and grounds and discuss the proposed updates to the Master Facilities plan. They recommended we submit our plan developed by Hill Country Civil (HCC) for the parking lot on the adjacent property, which would need variances from the City, to the Planning & Zoning committee.

Ross Corder, with HCC, submitted the plans to the City and we were able to get our project on their agenda for the January 11th P&Z meeting after Ross addressed the concerns of the City's engineering compliance team. Susan and Ross both attended the January 11th meeting and the project was approved to move forward for City Council review in February.

Susan submitted a Request for Funding to the Texas State Library and Archives for the Out and About grant. She also updated the Library District's registration in the Sam/Duns system and created an account with ssa.gov so that we can submit our W-2s online in January.

We moved the computer equipment from the Reading Room to the Classroom and it fit very well. The Reading Room now has square tables set up at all times and we are able to use it for classes that need that type of set up, such as Bridge and Mahjong. It is also being used by the ESL class now. They all seem to like the new set up. It can still be used by the public when classes are not taking place in the space and would work well for tutors or other groups.

During the move we were able to bring the magazines out from the small booth area and set up a good place for them and the newspapers outside the Reading Room, where it was originally located. The community "posting" area was moved to where the magazines were, by the booth, but will probably be relocated again to a little more prominent place by the lactation room.

Susan worked on plans for the Volunteer Appreciation luncheon and the Library Districts Discussion Group meeting, both being held in January.