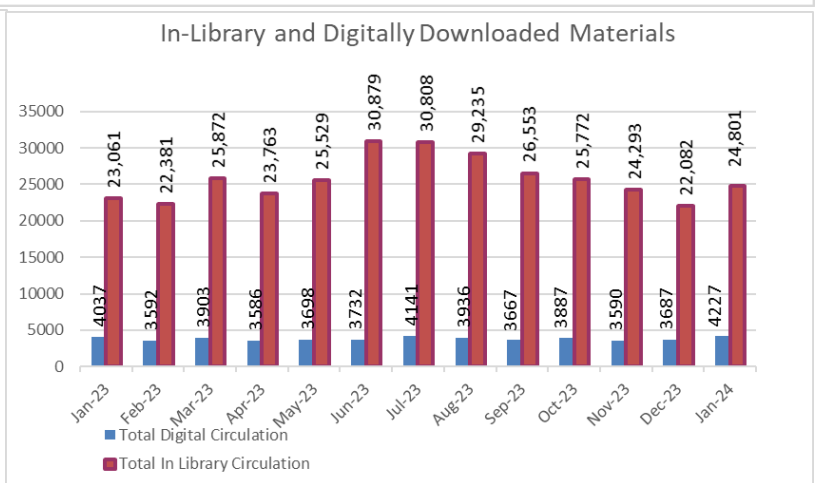
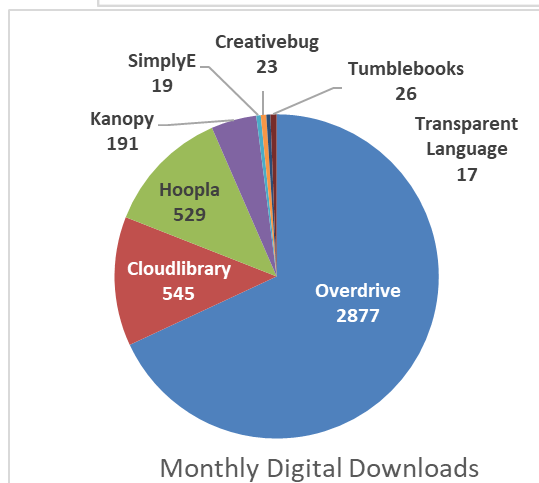
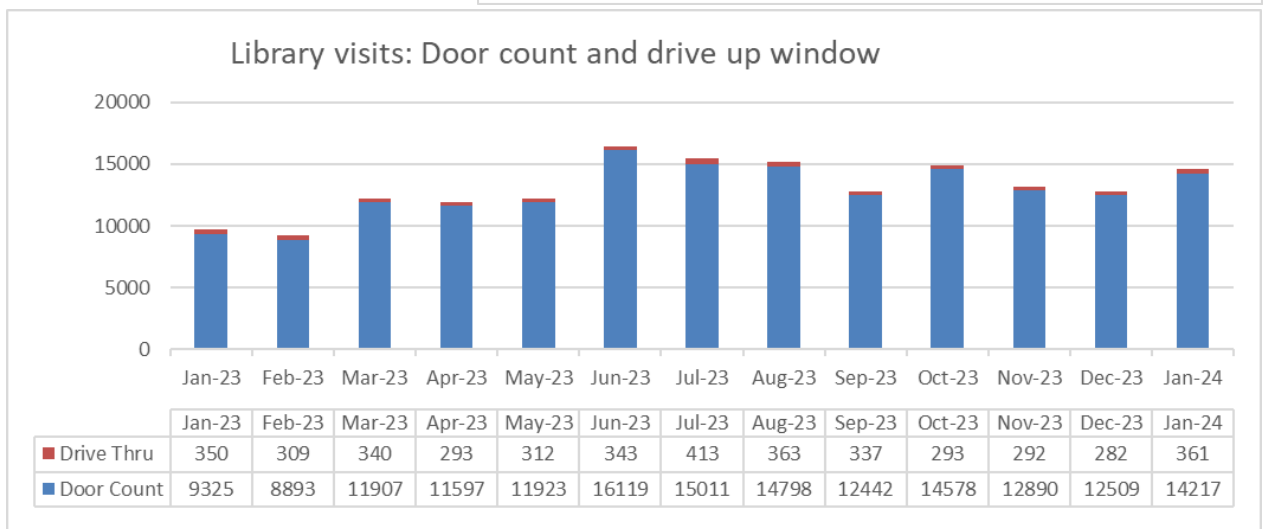
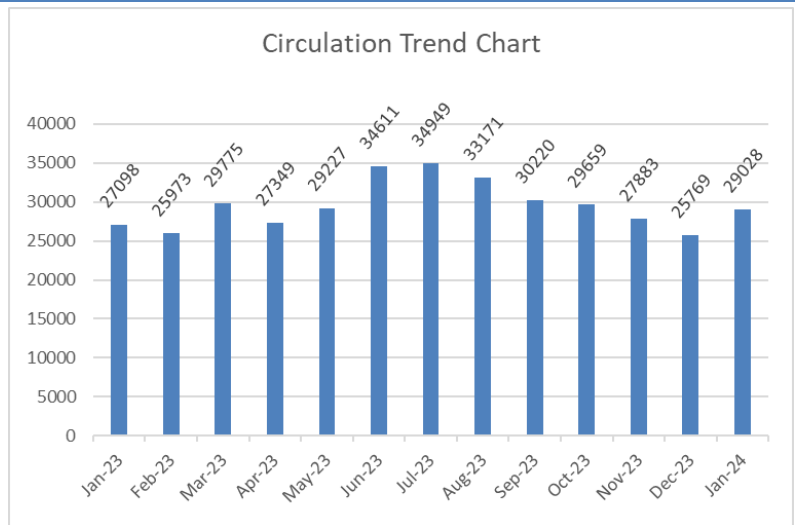


Mammen Family Public Library

Monthly Report – January 2024 Activities

Circulation Team Report

- Number of visitors to the library: 14,578
- Total items circulated: 29,028
- New cards issued: 254
- Number of active members: 9,322



Programming, Outreach and Community Collaboration

Adult Programs (Hannah Johnson & Hanna Stratton)

General Updates

January overall was a busy month for adult programs! Despite losing half a day of programs due to freezing temperatures and a library closure, our total attendance for programs coordinated by the adult programs team in January 2024 (attendance: 752) was up 13% compared to attendance in January 2023 (attendance: 665).

At the start of the month, we began using the Reading Room for programs (as a replacement for the Classroom which is now



used as the tech/computer room). The Reading Room is now home to a number of our weekly programs, including English Language Learning, Bridge Group, Mahjong Free Play, and Citizenship Classes. It's also gotten plenty of use for crafts, social activities, and even our French language students used the space outside of their normal class time to study together! Program attendees have provided great feedback on the new space. They love the big window and the view, and we love that the new square tables in the space mean that we no longer need to set up and take down card tables each time Bridge and Mahjong meet!

Program Highlights

Due to the holidays, we had some weeks in which we were on a break from our regular Great Courses programming. While we await the restart of the weekly Great Courses program on February 20th, we filled the off weeks with a short PBS film series called Epic Train Journeys. In this six-week series, we are traveling the world to learn about different railway journeys. The group meets to watch each documentary episode together followed by a brief moderated discussion about the film. We have been happy with the interest in this program (our average attendance in January was roughly 19 people each week) and have found that it appeals to a variety of our adult program attendees - from those interested in travel ideas, those who are passionate about trains and the mechanical information, and those who just enjoy documentaries in general!

In mid-January we started a new four-part health and nutrition series on the subject of "Healthy Carbohydrates", presented by Amanda Molina of the Comal County office of the Texas A&M AgriLife Extension Service and Dana Roby with Methodist Health. The first session had 19 attendees, and the second session grew to 21 attendees. In the second session, we also had a short presentation from the Comal County Veterans Health service. We'll finish up the remaining two sessions in February, before starting a new nutrition series titled "Get the Facts" in March.

Our Italian language learning program has started off strong for the spring semester. The library currently funds a 2-hour class each month during the school year, but we had a number of students in our Italian Group program who expressed interest in making donations to the library in order to fund additional instructor-led Italian classes this spring. At the time this report was written, the Italian students had donated a total of \$420, which will fund an additional 14 hours of instruction in the coming months. We are appreciative of the community members who are enthusiastic about this program and invested in seeing it grow.

Some additional quick highlights from January include a Beginning Mahjong class taught by Martina (with 15 students), a new Great Courses discussion group focused on Jane Austen (meeting twice monthly throughout 2024), voting information sessions with the League of Women Voters, and the start of a new Citizenship Class series with volunteer instructors Betsy and Holly. The adult programs team is excited to see such a great start to the year and are looking forward to all that 2024 has in store!

Outreach (Stephanie Emerson)

Welcome 2024 and all that a new year brings! We were very busy out and about in the community this month.

IMLS/TSLAC Out & About Grant funding We are now six months into the grant period for the Special Projects Grant we received in July 2023 that we call our "Out and About Grant". The grant was funded by the Institute of Museum and Library Services (IMLS) (Grant# LS-253655-OLS-23) and was awarded to MFPL by the Texas State Library and Archives Commission (TSLAC) (Grant # SPP-24003). This wonderful grant has enabled Outreach to expand the tools and materials we utilize for children, youth and adult outreach efforts. The value added to our program and community is evidenced throughout this month's report – Trekker Large Print Collection, Memory kits, sensory toys and floor tiles, and developmental toys to call out a few.

In January, we reached 164 members of our community directly and many more through books and materials. Patrons checked out a total of 103 books for the month through Outreach and the giveaway tallies came in at over 138 donation books placed between 2 LFL locations, Provisions Food Bank, and Helping Hands Food Pantry.

BOOK CLUB: Books & Bites this month read *Love & Saffron* by Kim Fay. I made Swedish Saffron Cake for everyone to try. We discussed the theme of friendship, the lost art of letter writing, the food, and how one small gesture of kindness can significantly impact lives in ways you could never have anticipated. It was a quick, perfect and uplifting read for the holidays.

ASSISTED LIVING / HOMEBOUND:

The Homebound Delivery Program has checked out 8 books this month between the two regular patrons. After a ride along with one of the Meals-on-wheels routes this month, there are two new homebound delivery patrons!

Bulverde Assisted Living had 25 books checked out between 4 of their residents. The borrowing bookshelf remains in ongoing use.

In honor of National Bird Day this month, Bella Groves residents participated in a bird mobile craft while enjoying a bird cam video and the spectacular view from the Reading Room.

The Highlander Senior Village lobby stops this month checked out 30 books between our 12 patrons. One resident has even checked out two of our pre-loaded Kindle Fire devices this month. One new patron was signed up for a library card.



OUTREACH COLLECTIONS:

- The giveaway collections, consisting of bilingual and books in Spanish 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 made possible by the Out and About Grant are continuing to arrive and circulate. There were 40 new books added in January and were circulated between the various stops of LP users. There are 27 books on order that have yet to arrive. The goal by July is to have purchased 250 large print books for Outreach circulation.

YOUTH OUTREACH:

SJRC had their third Life Skills class this month. The focus was the Food Pyramid. The residents took turns reading the food classifications and then selecting and assembling a snack board meal from the various items we provided. The items included, veggies, fruits, grains, dairy and protein. We had 6 teens in attendance and 1 adult. Of the 6 surveys, 5 of the 6 agreed they learned something and one was neutral. There were 4 that agreed they intended to apply what they learned and 2 were neutral. All in all, probably our most successful class! Three of the residents even came to a teen program at the library this month as well.

Story and playtime at the SHARE Center was quite a hit thanks to the Out & About Grant funding that was used to purchase the bilingual board books, car & truck toys, Lakeshore soft play blocks, infant toys, and sensory floor tiles that we took with us this month. There were 7 parents and 9 children in attendance. Library resource material was shared and a few Trekker collection books were checked out.



At Johnson Ranch Elementary, we had storytime and a craft about what animals do in the winter. The classes have grown after the new year and we had 33 children this time with 8 adults to help. We brought the children's sensory tools funded by the Out and About Grant and they truly saved the day. Several of the students are special needs and sitting still for storytime is a challenge. The sensory toys helped quiet and calm those that

needed it and the larger group went off as smoothly as before the new year. (*The attached photo shows one of the toys being held.*)

January marks our eleventh on campus visit at Sanctuary of Hope. At babytime, we had 4 babies and 5 moms. The babies are growing fast and hitting milestones! Montana led the moms in several songs but the best were *Where are Baby's Fingers?* and *A Smooth Road*. Storytime had 5 moms and 6 kiddos that were full of energy! We brought them a craft to do together afterwards and 30 books were checked out from the Trekker collection. The Out and About Grant provided the bilingual board books and baby sensory toys used during babytime as well as the sensory floor tiles used in toddler storytime.

LITTLE FREE LIBRARIES:

- Books by the Bundle program is increasing in interest and applications. This month we fulfilled one book bundle request and accepted one new application.
- More books are being placed into both of the LFL locations which makes for less use of donated books from the library.

OTHER NEWS:

- Notary Services were provided to 1 patron and 1 non-patron in January (by me).
- The flyer in Spanish was updated for next month for our English Language Learner class and bilingual storytime offerings. It was distributed electronically along with the information on the citizenship class that began this month to SHARE Center, Provisions, Helping Hands Food Pantry and SJRC Texas Family Resource Center.
- Memory Care Kits have begun to check out. One of the kits was used in activities with multiple residents at Garden Ridge Assisted Living. The library patron emailed to tell us how wonderful the products were and how grateful she was for the kit! The kits contents were also expanded this month to include art items (Aquapaints sheets and 2 paint brushes) and new 35 piece puzzles. More benefits to the community made possible through MFPL Outreach and the Out and About Grant funding!

Makerspace (Lindy Hargrave, Sam Stephens, Marc Dunlap)

The library celebrated National Hobby Month this past January and as part of this, the Makerspace hosted a wide array of programs for our adult patrons:

- we used the sublimation printer and heat press to make jigsaw puzzles with custom designs
- used the Cricuts to make monogrammed items
- explored painted miniature figurines as a gateway into 3d printing
- and began a series called Photo 101

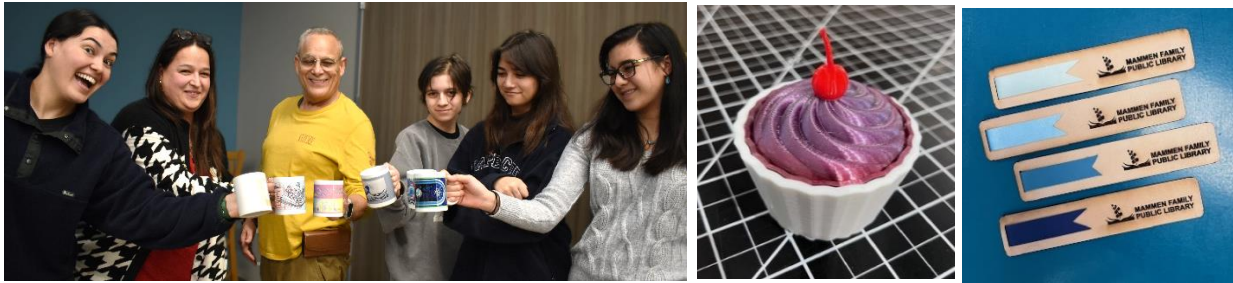


All this in addition to our Winter Makerspace Orientation and 3 Explore the Makerspace sessions!

During this month's collaboration with Teen Thursday, we used our foiling machines to make custom reflective posters, while Tween Club attendees got to make foiled bookmarks.



We also prepared volunteer bookmarks, celebrated Susan's birthday with a 3D printed cupcake and had a little fun sublimating during the staff training day.



This month saw us put in a little over 3 hours on the Glowforge laser cutter and 6 hours between our two Prusa 3d printers.

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

Teens



In January, the teens embraced the cold weather and made yummy ramen bowls. They also really enjoyed making homemade lip balm and sugar scrub. Some teens even made them as gifts for friends and family. In collaboration with the Makerspace team, the teens designed foiled bookmarks using Canva and the foil machine.

In January, we started having two teen volunteer sessions every Saturday. The teens help the youth services team with program prep, organization and sanitizing board books and picture books. We have a pretty regular group of 19 teens that now come to volunteer on Saturdays.



Childrens

Tween club was pretty popular in the month of January. Along with making foil bookmarks, the tweens had fun playing minute to win it games and singing karaoke. We have some amazing singers here at MFPL!

Club 3-4-5 had a blast playing snow themed winter games in January. We also took inspiration from the movie *Frozen*





and made snowflake sandwiches and popcorn snowballs. The kids loved the popcorn snowballs and many of them said they would make them at home.

Materials Reports

Materials collection size: 65,171

Adults (Kristin): We loaned 3 items to and borrowed 84 items from other libraries in the Interlibrary Loan (ILL) system. We worked one-on-one with 9 members to teach them how to use our electronic resources. In January the large print collection was weeded and the business section was inventoried. Seven 7 adults were emailed a personalized reading list in January.

Teens (Montana & Javi): We fulfilled six purchase requests for YA material in January and sent one Recommended Reading list.

Children (Montana & Javi): In January we weeded and conducted inventory on our Parenting and Educational Resources Collection. The parenting collection is a core component of our certification as a Family Place Library!

We deleted 431 items for the following reasons:

- Weeded – 390 items
- Vanished – 2 items (due to inventory)
- Lost and unpaid for – 15 items (sent to collections)
- Lost and paid for – 22 items

Marketing & Public Relations [\(Hanna Stratton & Hannah Johnson\)](#)

In January, we did a lot of planning! With the cold weather at the beginning of the month we created a plan of what needs to be done to inform our patrons in the event of an unforeseen closure or delayed opening. The very next week we experienced a freeze and used those guidelines to share that we would be opening late. We also began working on a design for the 2024 Summer Library Program shirts!

E-Newsletter

Throughout the month we saw some great results from the e-newsletter! Every weekly newsletter had a 51% open rate or higher. We also saw an increase in the click-rate, every week was over 2% with an average of 2.4% for the month. December had an average of 1.2%, that's a 200% increase in just one month! In January, 25 new subscribers were added.

Wowbrary

We used Wowbrary to share planned closures with our patrons in January and February. Wowbrary allows you to schedule added news items in advance so we are able to plan quite far in advance what news items we want to add. This month we added 169 subscribers to Wowbrary.

Book Display

January's Book display theme was "Hobby Month" this display encouraged patrons to learn a new hobby by checking out a book. The display featured everything from cookbooks to card games guides to computer skills.

Social Media:

One of the members of our circulation staff Eva, is currently in high school looking forward to attending college to study film. Eva planned, directed and filmed, with the acting skills of another staff member Alisia, and edited a short video highlighting the reusable tote bags we have available for checkout. The two of them made an awesome video and had fun doing it! Their video was the most successful Instagram post this month with 40 likes on Instagram, 1 comment, and 6 shares! In January, we also gained 43 new likes on Facebook and 16 new followers on Instagram. That's a 153% and 60% increase, respectively, on each platform compared to new likes and followers from the previous month.

Technology (Rob Lerner & Marc Dunlap)

Marc's Tech Desk: We successfully moved into the "Classroom"! Had a bit of personal adjustment as well as a few regulars (patrons) having to be redirected to the room... but after a bit of tidying-up and settling in most people have complimented the move.


One-on-One Tech-Help highlights:

I was able to catch-up with the "backlog" of requested tech-help meetings this month. (Patrons that needed to meet outside the standard One-on-One posted times)

- Helped three separate individuals with setting-up New Devices...
- One lovely couple wanted to know if they needed to update their device(s) or not, and it took some convincing that I needed to have the devices *in hand* in order to make that assessment. Once they brought the PCs in and I got a look at them; slowly going over their daily uses and

Social Media Highlights!


Top Facebook Posts



In 2023, patrons saved
\$3,051,702.71
by borrowing from the library
instead of purchasing!


MAMMEN FAMILY PUBLIC LIBRARY

Received 40 likes and 7 comments!




Was shared 3 times and reached 1.7k people!

Top Instagram Posts



Received 40 likes and almost 700 views!



Reached twice as many people as the average post!

needs... they understood why I needed to have the computer in front of me. We ended up just upgrading their RAM and grabbing a new 500gp external drive!

- I did get stumped, a patron came in wondering what happened to the digital book they had "checked out". It ended up that they had used a link on Wowbrary to source the book from our catalog via Overdrive, but without setting up an account. We found out that it was a title that we had on the shelf anyway and they were fine with checking that out... and later we found out that it's digital license had ended.
- everyone was still happy, as I set them up with both Hoopla and Libby accounts to use from now on!

Technology Help

- Only one class in January, and it was really only attended by one patron. But, spend the rest of the time developing new classes to add to our repertoire!
- The classes put up for Feb. are almost at max capacity already!!

Misc:

Photography Class has been a hit, and I look forward to seeing some of our equipment in the MKS get used!

Take a walk around the library and see if you can pick out the updated signage!
- Additional Interior and Exterior signs have also been finished, these are for "special cases", such as unexpected closures and/or special event parking.

Rob: January we began budgeting and planning for a really cool project. The company that makes our networking equipment has released a new "Door Access" line of equipment. When we first started planning the expansion of 2018 we had hoped to add door control systems to the building, but they were prohibitively expensive and overly complex. We did make sure that if and when we did add access controls the infrastructure was already in place to make installation simpler.

Ubiquiti's new system is relatively inexpensive and will fit in seamlessly with the systems we already have for our Network and Security and we can install it ourselves. Each "Hub" can control up to 8 doors, so our initial plan is to start by installing the hardware on the study room and classrooms. This way we can accomplish a couple of things.

Firstly, having centralized door control over the study rooms would improve our room management. Staff would be able to unlock and lock the doors for patrons without leaving the front desk or calling for another staff member to assist them. Secondly, installing the system on interior doors will allow us to test the system without compromising external access and security of the building. When we're sure of the reliability of the system we can then add it to exterior doors.

Facilities Management (Warren Pichon)

Study Rooms: 399 people used the Study Rooms in January 2024

Public Meeting Room use: 408 people used the meeting rooms in January 2024

Maintenance:

- Cleaned:
 - "Old Bulverde Wood Store" display case
 - drive up windows inside and outside and sanitized

- Employee exit door glass
 - the 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
 - and sanitized all door handles throughout the building
 - Dusted and wiped down Sculpture
 - Sanitized and mopped sink in FOL kitchen and mopped in kitchen at Kids rooms
- Signed new maintenance agreement with Eoff Septic Services to run through 10/1/2024
 - Septic System Treated with 2 gallons of Bleach
 - Primed floor traps in mezzanine areas, employee restrooms and mechanical room
 - Inspected:
 - water drains on roof and cleared drains of standing water and debris
 - 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
 - Swept FOL storage area of debris on floor
 - Had US Flag, Texas Flag repaired as backup for flag pole
 - Installed POE switch for Camera and WIFI installation
 - Commercial Dishwasher installed and running

Master Gardeners: Pruned shrubs and plants damaged by freeze and cleaned Butterfly garden areas 1.26.2024

Master Naturalist: Weeded area at butterfly garden and trimmed 1.2.2024

Chabelo Landscaping:

- Installed Safety fence around generator 1.19.2024
- Painted outside wall of Chiller building
- set two fence posts to extend the safety fence around the generator 1.29/30/.2024



GOFORTH PEST: Completed Monthly Pest Control Services including mice boxes 1.4.2024

Firetrol Protection Systems:

- Did annual inspection on fire alarms and Sprinkler system 1.3.2024
- Repaired items found INOP during annual inspection
- completed the Five Year Sprinkler System test on the unit 1.11.2024

Roman Electric: Installed Electric to Commercial dishwasher 1.28/29/2024

Star State Plumbing: Installed plumbing and drain line for Commercial dishwasher 1.31.2024

With the help of the Volunteer Maintenance Director:

- lazy Susan attached to the community flyer obelisk so it spins and all sides can be used
- cash slot and box installed in coffee area wall so donations come into the staff area and aren't being stolen any longer

Administration (Susan/Cathy)

In mid-January we held one of the two days the staff can meet together all day while the library is closed to the public. This time, in addition to our usual discussion of events going on in the library and any notes to share on the systems we use to manage the patron usage of the library, we also discussed active shooter training in case of an event, a review of the public and internal policies, and the employee handbook. Our wonderful makerspace team also allowed the staff to try out sublimation printing since they don't usually have the opportunity to attend the makerspace classes and our tech team, led by Rob, gave everyone on the staff training on how to help the public print at the library.

We surveyed the public and staff on their thoughts for our 1, 3, 5 and 10 year strategic initiatives in January. Overall the responses were positive and the highest demands are for more space for children and more study rooms. The administrative staff reviewed our strategic goals for the year and shared them with the Library District Board of Trustees.



We held a Volunteer Appreciation Luncheon in January for anyone who volunteers time or donates goods to either the library, the Friends or Foundation. We also included our class instructors. A potato, salad and soup bar were provided as well as homemade desserts from the staff. Joe Kent performed magic, comedy and some Elvis songs for the group. It was a very enjoyable event to honor those who share their time and energy with the library! Our makerspace team also made beautiful leather bookmarks for the group and the circulation staff helped get them cleaned up before gifting them.

Susan attended the Friends of the Library annual meeting where Rob Lerner presented on the vision for the library landscape for the future. It seemed to be well received by the many Friends in attendance and we hope to work with a Landscape Designer someday in the future to help create a schematic design that all the groups who support our landscape and grounds can work from going forward.

Susan also attended the quarterly Economic Development Foundation meeting where she heard updates from other organizations in Western Comal County and the Cities of Bulverde and Spring Branch as well as other developers in the area. She reported on the annual statistics of the library for the year 2023.

Susan co-hosted the Library Districts Discussion Group meeting with the other 14 library districts in the state of Texas at the Lake Travis Library in Austin at the end of January. Mary Jo Finch, Library Director at West Bank Library in Austin, which was the first Library District in Texas, presented her first of a six series program on vital information Library Districts should know. She will present at the Winter and Summer Library Districts meetings until she retires in 2026. Susan and her co-host Donita Ward of Wells Branch Library were able to pass the baton of hosting the group off to Natalie Schultz from Tye Preston Library and Autumn Archers of West Bank Library. Susan has been a co-host of the group since 2012 and was happy to hand it off after 12 years of managing it!