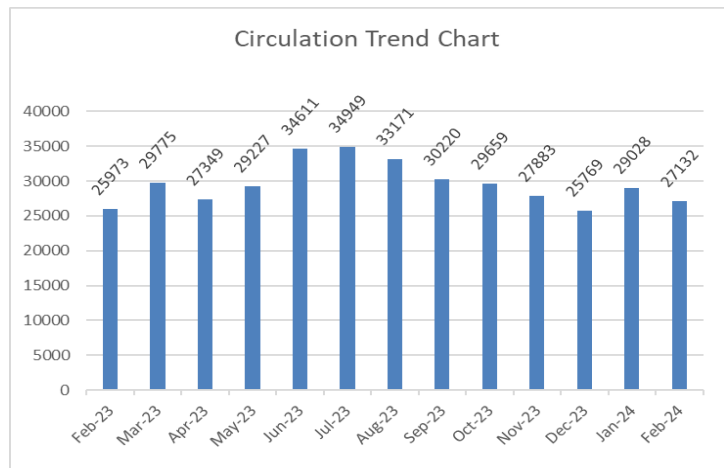


Mammen Family Public Library

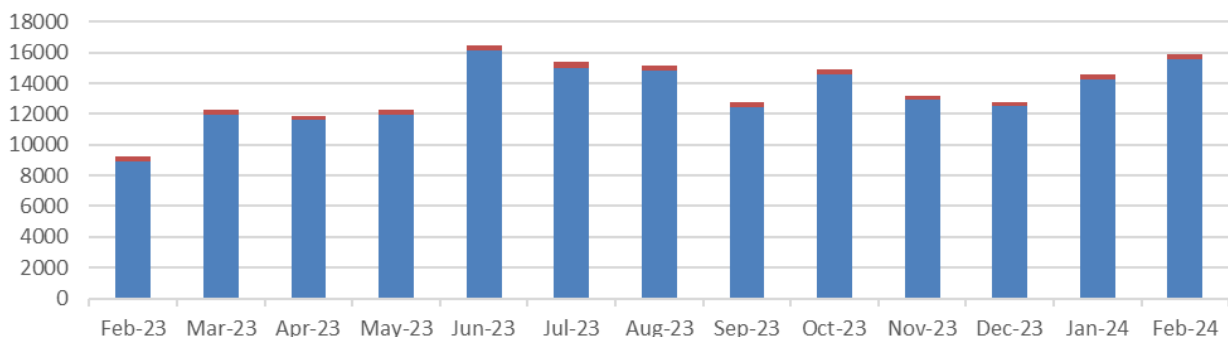
Monthly Report – February 2024 Activities

Circulation Team Report

- Number of visitors to the library: 15,872
- Total items circulated: 27,132
- New cards issued: 270
- Number of active members: 9,491
- Total volunteers: 116
- Total volunteer hours: 824
- Patron internet use: 1,615
- Collection size: 65,429

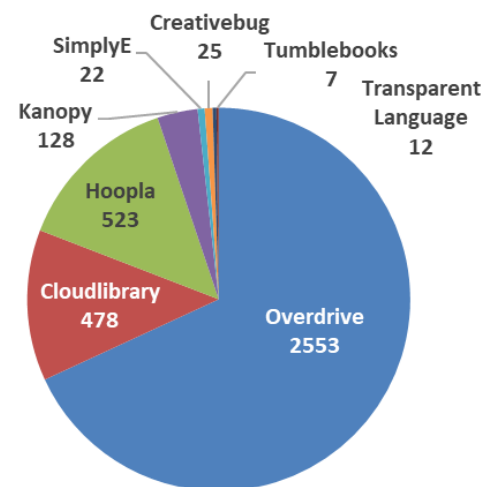
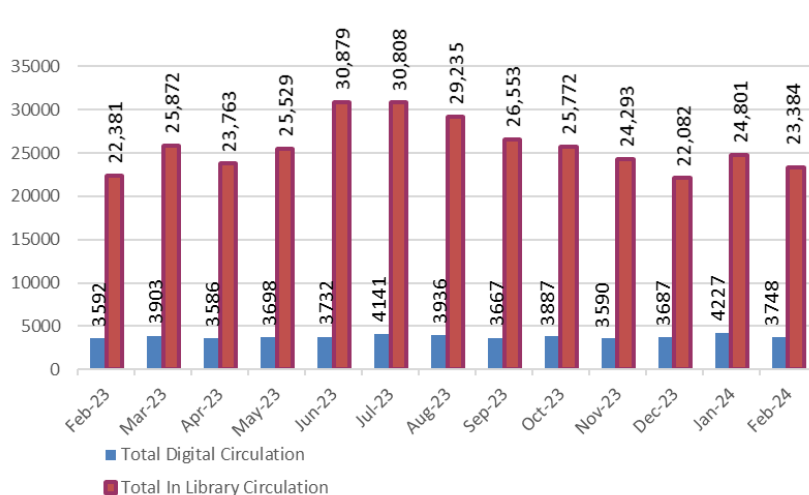


Library visits: Door count and drive up window



	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
Drive Thru	309	340	293	312	343	413	363	337	293	292	282	361	345
Door Count	8893	11907	11597	11923	16119	15011	14798	12442	14578	12890	12509	14217	15527

In-Library and Digitally Downloaded Materials



Monthly Digital Downloads

Programming, Outreach and Community Collaboration

Adult Programs (Hannah Johnson & Hanna Stratton)

At the start of February, Debbie Kyrouac with the Lindheimer chapter of the Native Plant Society of Texas provided a presentation on how to prep your garden for spring. Debbie's presentations are always popular, but we were blown away by the demand for this program! As more people registered, we ended up having to move to a larger room, and ultimately we ended up having 53 attendees join us for the presentation! We were very happy with that turnout, especially considering the program was during the day on a weekday (a Wednesday at noon).

AARP Foundation's Tax Aide program kicked off on Friday, February 9th. The volunteer tax preparers will be at our library each Friday through April 12th to help community members with their tax returns. During the month of February, the AARP volunteers helped 111 community members with tax returns and spent a total of 216 volunteer hours at our library during the tax prep appointments. We expect that demand will continue to increase the closer we get to tax day!

Ahead of Valentine's Day, our art instructor Tracy Fortune, provided a Printmaking Workshop on a Tuesday evening. Attendees explored the art of block printing by carving into rubber blocks that could be used to create Valentine's themed prints. Our evening art classes have been a hit these past few months, and we continue to look for ways to expand our programming to evenings and weekends to make our programming accessible to patrons who may not be able to attend programs during weekday hours.



We ended the month with a Texas Writes writing workshop provided by the Writers' League of Texas. Becka Oliver, the Executive Director at the Writers' League of Texas, and two Texas writers spent their Saturday with us discussing the craft of writing. Kimberly Garza, a published novelist and professor at UTSA (who also spoke at the Friends of the Library's 2023 Book & Author Luncheon!), and Amanda Johnston, the 2024 Texas Poet Laureate, both provided presentations followed by a Q&A with

moderator Becka. In addition to the three speakers, we had 33 people in the audience for the writing workshop. We are very grateful to the Writers' League of Texas and the authors for providing this quality event!

Outreach (Stephanie Emerson)

During February, we connected with 121 community members face-to-face, reaching even more through our books and materials. Our Outreach program saw 115 books checked out, and we happily placed over 133 donated books across 2 Little Free Library locations, Provisions Food Bank, and Helping Hands Food Pantry.

BOOK CLUB: Books & Bites this month read *The Paris Architect* by Charles Belfour. The group discussed the evolution of the main character, Lucien, as he discovered what is truly important in life by helping create temporary hiding places for Jews in Nazi-occupied Paris. While the book is a great read, we agreed we are ready for a lighter subject next month! The bite was French macarons.



ART SPOTLIGHT HALLWAY:

February featured the talent of the library staff! An eclectic blend of style and mediums graced out hallway for patrons to enjoy. This was my favorite month to date!

ASSISTED LIVING / HOMEBOUND: The Homebound Delivery Program is growing steadily. After a second ride along with one of the Meals-on-wheels routes, there is one new homebound delivery patron added into the mix and one more potential! Totals for the month come in at 16 books delivered to 5 patrons.

At Bulverde Assisted Living, 33 books were checked out by four of their residents. Additionally, one of our memory kits was borrowed by the family of a new resident, while the large print borrowing bookshelf continues to be utilized regularly.

Bella Groves residents joined us for the great view from the Reading Room as they decorated and enjoyed Valentine's sugar cookies.



This month, during our lobby stops at the Highlander Senior Village, 27 books were checked out by our 13 patrons. Our collection at these stops primarily features the expanding large print collection, supported by funding from the IMLS/TSLAC Out & About Grant.

OUTREACH COLLECTIONS:

- The giveaway collections, consisting of bilingual, 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 IMLS/TSLAC Out and About Grant, continues to expand and circulate. In February, we added 25 new books to the collection, which

were then circulated among the various stops for large print users. Additionally, 25 books have yet to arrive. To achieve our goal of 250 large print books for Outreach circulation, we still need to purchase 136 more large print titles.

YOUTH OUTREACH: At SJRC, we held our fourth Life Skills class (thanks to the IMLS/TSLAC Out and About Grant). This time, we focused on hydration. The residents got into the fun by playing Two Truths and a Lie about hydration. We even brought in different flavors of infused water for them to taste, like orange/lemon/lime and strawberry cucumber. To get a deeper understanding, we had them take turns reading the ingredient labels of Gatorade and energy drinks, comparing them to non-processed options. We had a mix of 6 teens and 6 adults attend. From the 6 surveys we collected, 5 agreed they learned something new, while one had a different take. Interestingly, 2 of them were keen to apply what they learned, 2 were neutral, and one was sticking to energy drinks no matter what the data says!

Following the success of January, we brought back the fun to the SHARE Center for February. With the help of the IMLS/TSLAC Out & About Grant, we transported bilingual board books, car & truck toys, Lakeshore soft play blocks, building links, and sensory floor tiles from the library using the wagon provided by grant funding. Javier treated us to two Valentine's themed books, and we enjoyed singing songs in both Spanish and English. We had a total of 3 parents and 4 children joining in on the fun.

We didn't have storytime at Johnson Ranch Elementary in February because they are still adjusting to their expanding pre-kinder classroom sizes in the new year. However, we are scheduled to attend their book fair in March for MFPL library card sign-up.



Can you believe it's been a whole year since we started our on-campus visits at Sanctuary of Hope? Time really does fly! Our babytime sessions saw 3 babies and their moms, while storytime was bustling with 3 energetic kiddos and their moms. Thanks to the IMLS/TSLAC Out and About Grant, we had bilingual board books and baby sensory toys for babytime, plus a parachute and 8 wobble cushions for toddler storytime — all transported easily with the grant-provided cart. Towards the end of the month, the moms gave us a wonderful surprise by volunteering in the butterfly garden with the Master Gardeners. It's moments like these that truly show how much they appreciate MFPL!

LITTLE FREE LIBRARIES:

- Books by the Bundle program has 3 patrons signed up and 1 that is a regular user.
- There was steady usage of the two active locations in February. The book placement numbers increased from last month.

OTHER NEWS:

- Notary Services have had a constant usage of 2-3 patrons per month.
- 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 in January to SHARE Center, Provisions, Helping Hands Food Pantry and SJRC Texas Family Resource Center.

Makerspace (Lindy Hargrave, Sam Stephens, Marc Dunlap)



We kicked off last month with a class on 3d flip text. We also hosted a bead bracelet making session, laser engraved photos, sublimated bookmarks, and two

Photo 101 sessions. Our teens also got to make their own 3d flip text, and our tween patrons made custom jigsaw puzzles with the library's die-cut kit.

For our machine stats:

- our 3d printers saw approximately 39 hours of printing this month (wow!)
- the Glowforge nearly 12 hours
- we also did several test prints on the Zing laser engraver - over an hour's worth!

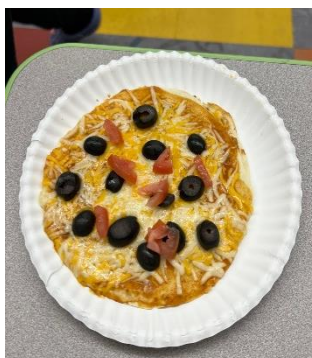


Behind the scenes, Martina has been helping us sort and update the Library of Things catalog and we started printing flexible 3D models. We look forward to showing the public the Zing in March, as well as hosting a woodworking course! Stay tuned to the calendar for more information, and here's to another great month!



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

Teen Programming



We had a great turnout for Teen Thursday throughout the month of February! The teens put their sewing skills to the test and sewed felt hearts. They also made buttons and had a game night.

They really enjoyed making taco bell inspired mexican pizzas and learning how to do 3D printed flip text in collaboration with the Makerspace team!

Our Saturday volunteer hours are still well attended. Throughout the month we had the teens prep programming materials, read shelves, organize the children's shelves and sanitize board books! We appreciate all of our teen volunteers!

Children's Programming

February held the final two weeks of our Family Place Play and Learn Workshop. While this was one of our smaller workshops thus far, we were excited to partner with new agencies and share new resources with the families that attended!

Kids learned all about hibernation and how animals keep warm in the winter at STEM Day. After watching a short video, kids made their own hibernation dens out of boxes, moss, twigs and paper tubes. We also had them try an experiment to see how “blubber” and fur keep polar bears warm in the arctic.



The children's room play table got a new fresh coat of paint and theme! Our teen volunteers helped paint a city scene on the top and Javier painted bluebonnets all round the table.

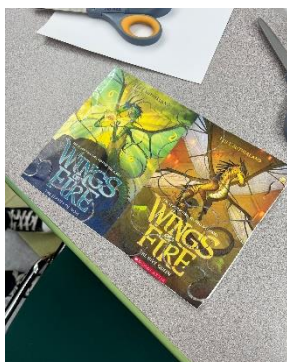
This month we had a good turnout for our Graphic Novel Club. The kids were in the zone drawing and coloring their own comic covers and panels. They were excited to use our new thin markers and poster boards!



February was a fun month for Club 3-4-5! The kids began the month with inventing their own Wonka inspired candy creations using play dough. They also made Lunar New Year

dragon puppets, friendship bracelets, and popsicle stick book characters. Their favorite activity was using KEVA planks and creating their own buildings and structures!

Tween Club was still pretty popular in the month of February. Tweens battled it out in smash bros, made grilled cheese, decorated canvas bags and designed perler bead creations. During our tween maker night, the tweens made their own puzzles using the die cut!



Collections Reports

Adults (Kristin): We loaned 3 items to and borrowed 77 items from other libraries in the Interlibrary Loan (ILL) system. I proctored 1 exam in February. We worked one-on-one with 6 members to teach them how to use our electronic resources. In February the genealogy collection was weeded and the large print was inventoried. This month I will focus on weeding the fiction section and inventorying the genealogy collection.

Teens (Montana & Javi): We fulfilled five purchase requests for YA material in February.

Children (Montana & Javi): In February we weeded and inventoried our Children's Biographies. We fulfilled 42 purchase requests and sent one Recommended Reading list in February. We added labels to the Magic Tree House & Merlin Missions series books to make shelving and browsing easier.

We deleted 228 items for the following reasons:

- Weeded – 163 items
- Vanished – 38 items (due to inventory)
- Lost and unpaid for – 15 items (sent to collections)
- Lost and paid for – 12 items

Marketing & Public Relations

(Hanna Stratton, Hannah Johnson)

In February, the eclipse glasses the Friends of the BARLD are selling finally arrived! Once the Friends determined a price for the glasses, we began to market them. While creating the design, we ended up with a tiny fake pair of glasses. These glasses just so happened to be perfectly cat sized. My cat was happy to model the glasses in exchange for some treats and extra play time, and who doesn't love cats?

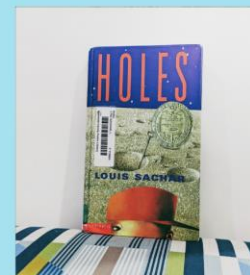
Social Media: Social Media on the library pages has continued to be a positive space! Members of the community continue to show their excitement of programs or digital resources with either reactions or comments. We have continued to post Staff Picks every other week. One of the books posted this month was *Holes* by Louis Sachar, recommended by Sam, and it received the most reactions of any Facebook post this month and three comments stating how much they loved that book. This month we also began posting large attendance events on Nextdoor as an event. We are hoping this will increase program attendance and awareness. It

Social Media Highlights!

Top Facebook Posts



Reached over 500 people and was shared twice!



Received 18 reactions and 3 comments!

Top Instagram Posts



Reached twice as many people as the average post!



Received 17 likes and 1 share.

allows users to say they are going to or are interested in attending an event and Nextdoor will send them a reminder notification closer to the event. A system like this will be better for programs when registration is not required, rather than programs where we need to keep exact registration.

Newsletter: Our weekly newsletter has continued to produce consistent numbers. Our open rate has stayed at 50% or higher throughout the month of February.

Wowbrary: This month we used Wowbrary to share our closure for President's Day, as well as schedule some upcoming events into Wowbrary that will be included in March newsletters. I added 196 new subscribers to the Wowbrary subscriber list.

Book Displays: February featured two special displays. One display was Black History Month and featured books either written by African American Authors or characters who are African American. The second display was National Library Lovers Month. This display featured books about libraries or books set in a library. These displays change month to month but we also have displays for both of the adult reading challenges. We also have a Staff Picks display featuring books the staff have personally recommended and enjoyed.



Technology (Rob Lerner & Marc Dunlap)

Marc: We had been having issues with Patrons being able to use the USB ports on the public computers. This issue was due to an update setting on the individual units, not the network. It has been resolved, though it does take a bit longer than "expected" for a USB drive to be recognized when first inserted.

One-on-One Tech-Help highlights:

The month's openings were pretty much all booked and had about 95% of those appointments fulfilled. There were several reschedules as well as many patrons who were on the Waitlist moved to times that were more convenient for them.

- Many of the Patrons who came in were those who had attended a previous Let's Learn Technology class, and were seeking deeper help with their devices.
- There was a gentleman who had placed himself on 4 different One-on-One Tech Help days but was on the Waitlist for all of them. Luckily on one of them, there was a cancelation, so when he came "just in case" I was able to see him. His wife had recently passed, so he was "catching up on all the things she used to do" technology-wise and domestically.
- "Planned Obsolescence" seems to be striking very hard this year, as many people have been in either with new E-readers or seeking a recommendation... as their "older" device is no longer usable due to software issues or hardware failures.

Technology Help: While there does seem to be vast interest in the Let's Learn Technology classes as they do fill up fast, there is some disconnect there, as there are cancelations and no-shows at a higher frequency than I would think to expect. We will "test" the waters this March, and then see if there needs to be a change of day or time that might better serve those interested in coming.

Misc: No great strides were taken in the development of new signage this month, though there was progress on the public computer room window decoration. But, as soon as the next set gets approved, we have the materials to print and mount more new signs!

Rob: February the gremlins were at work in the library. We discovered that our Public Access Computers were no longer recognizing USB thumb drives. Nothing had changed. Everything else was working. Just one day they decided they weren't going to do it anymore. It got to the point we had to call in outside help. Tony Accera from Tosuma, who helped build the system, came in to troubleshoot it. What he found is that a setting in a part of the system that doesn't update or change had changed. Once he reset it things seemed to be back to normal.

The PACs weren't the only things that seemed to be glitching. The public information displays we have up around the building weren't updating. We would load the slides, but the screens wouldn't update. Somehow the screens had disconnected from the network and not reconnected. We had to go to each screen and manually add them back into the network. Again, this has never happened, and there didn't seem to be any cause.

The final glitch was discovering that we couldn't access our account for Techlogic, which is the company that built our sorter and our kiosks. We use it all the time to order RFID tags, receipt paper, and for troubleshooting, but all of sudden we were locked out. We tried a reset, but never got the reset email. It's like we didn't exist. It took emails and phone calls, but we were finally able to get back in. Again, there was no obvious explanation for why we were locked out and even Techlogic didn't get it. Gremlins.

Facilities Management (Warren Pichon)

Study Rooms: 498 people used the Study Rooms

Public Meeting Room use: 177 people used the meeting rooms in addition to 2,990 voters

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
 - Swept behind rolling shelves on FOL side of Mechanical room
 - Dusted and wiped down Sculpture
- Restrooms:
 - Primed floor traps in mezzanine areas, employee restrooms and mechanical room

- Tightened all toilet seats throughout the library including employee toilets
- Septic System Treated with 2 gallons of Bleach
- Library grounds:
 - 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
 - WIFI Antenna installed on top of generator
 - Put Warning signs on fence around generator and behind chiller
 - Safety Fence Installed Between Handrail and Generator to Prevent Entry
 - Loose Safety Cables around parking lots tightened
- Building
 - Stairs to Mechanical room swept and large holes filled with foam
 - Employee entrance sidewalk at kiln cage pressure washed
 - Bottom Latch/lock of employee entrance door repaired
 - Ladder Hooks installed to store two ladders in the shed
 - Inspected water drains on roof and cleared drains of standing water and debris

Executive Signs: Started work on Monument Sign **2.28.2024**

Tex-Air Filters: Changed air filters throughout the building (Done Quarterly) **2.15.2024**

Chabelo Landscaping:

- Extended Safety Fence around generator **2.1.2024**
- Cut mountain cedars, weeded at butterfly garden and front area facing patio and pressure washed area for kiln cage edged cracks of sidewalks of weeds **2.19.2024**

Resendiz Welding And Construction:

- Tightened safety cables circling the parking area **2.19.2024**
- Built cage and stand for kiln **2.20.2024**

HomeTeam Pest Defense: Completed Monthly Pest Control Services

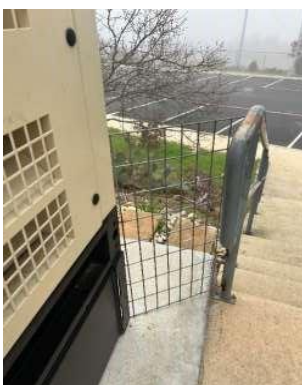
Roman Electric:

- Installing power outlets along employee entrance walls **2.27.2024**
- Begin Installing power lines for Kiln **2.28.2024**

Rosas Pro Painting: Painted the artist wall, the wall behind help desk and the wall at coffee area **2.19.2024**

Master Gardeners:

- Pulled weeds, cut shrubs and trimmed plants **2.8.2024**
- Put down mulch in the butterfly garden **2.26.2024**



Administration (Susan/Cathy)

Merri DiPasquale cleaned and sanitized the library meeting room pantry, kitchen and the Youth Services kitchen after the rodent infestation. She did an amazing job reorganizing. Susan reviewed items with Merri that the library no longer needed.

Susan gave a telephone update to the FOL for their new board member workshop. She continued work on the TSLAC annual report for the library fiscal year 2022-2023 statistics which is due March 31st.

Susan and Cathy worked to set up the District to file taxes online for both W2s and 1099s as required by the government.

Susan submitted the library's monthly report to the City of Bulverde. She attended the City of Bulverde's council meeting along with Ross Corder from Hill Country Civil regarding the District's variance requests. The council approved the cut and fill variance but did not approve the tree variance. Ross will redesign the parking lot schematic to avoid as many of the trees as possible and will resubmit the variance request in March.

Susan attended the Texas Workforce Commission employers law conference in Kerrville.

Susan submitted a Request for Funds reimbursement from the TSLAC for the Out and About grant.