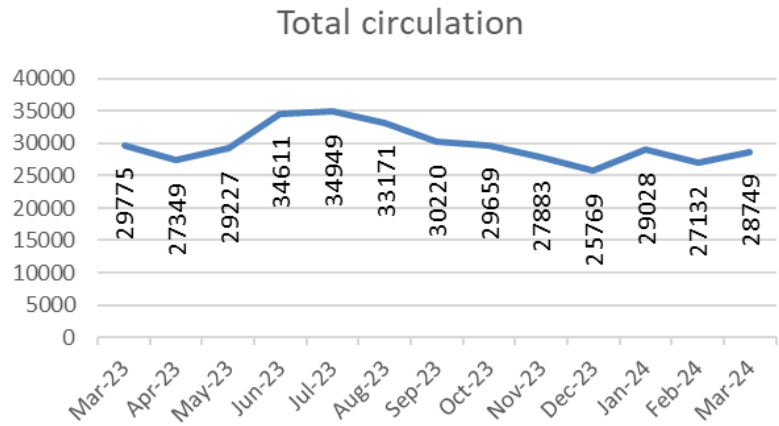


# Mammen Family Public Library

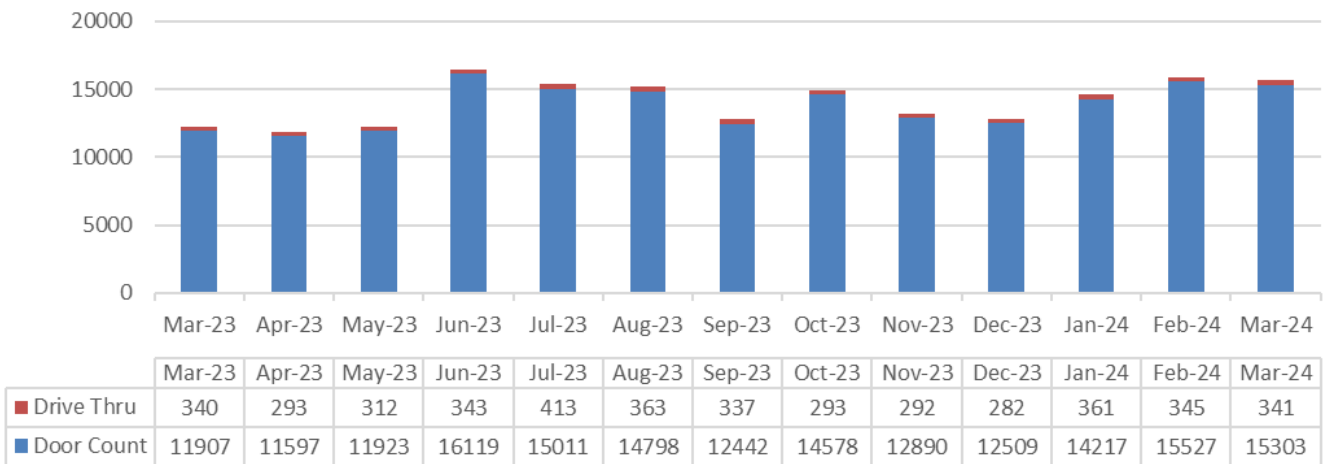
## Monthly Report – March 2024 Activities

### Circulation Team Report

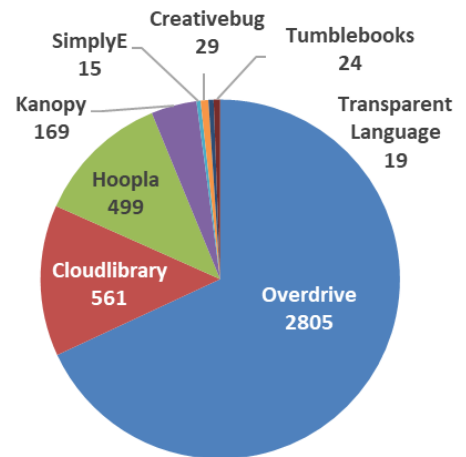
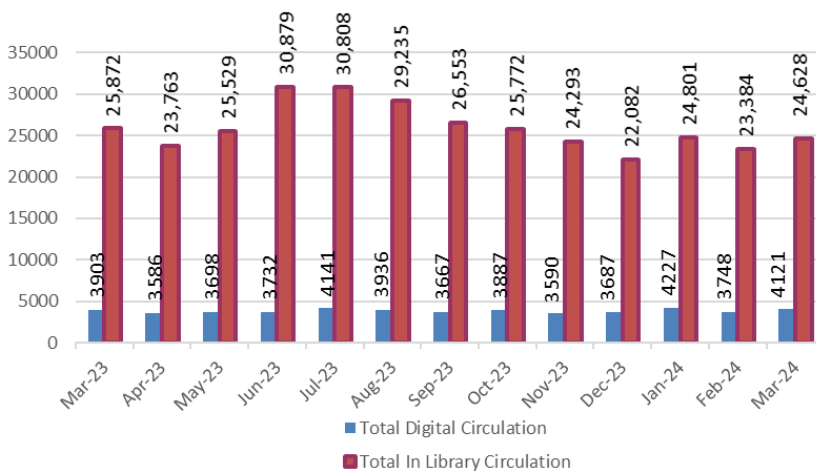
- Number of visitors to the library: 15,644
- Total items circulated: 28,749
- New cards issued: 267
- Number of active members: 9,596
- Total volunteers: 114
- Total volunteer hours: 951
- Patron internet use: 1,636
- Collection size: 65,089



### Library visits: Door count and drive up window



### In-Library vs. Digitally Downloaded Materials circulation



Monthly Digital Downloads

## Programming, Outreach and Community Collaboration

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

#### General Updates

In March, the adult programs team began sending out a short digital post-program survey to attendees immediately following certain programs. Our online calendar and registration system does not currently have the ability to send out automated emails after a program, but we are able to manually send out emails to all registered attendees following a program. So far, we've received a couple of survey comments that we have already been able to put into action!

We've also stayed busy while trying to wrap up summer planning! We are excited for the busy summer season to come, including events such as a one-man show by Duffy Hudson, a Fireside Chat in coordination with the World Affairs Council of San Antonio, an introduction to opera, and an adults only mini golf event...just to name a few!

#### Program Highlights

At the start of the month, David Barkalow, a research historian and San Antonio area history instructor, provided a presentation on various historical women in celebration of Women's History Month. In addition to generously donating his time and expertise to provide a presentation at our library, David also donated a couple of his independently published books on historical women to add to our library's collection.



In mid-March, we celebrated St. Patrick's Day a little early with a lively musical performance by The Happy Out, a San Antonio area Irish band. The band members played a number of instruments found in traditional Irish music, and they introduced us to many Irish ballads. We had a total of 87 attendees of all ages join us for this fun concert. We were also happy that the San Antonio area public radio station, TPR, helped spread the message about this event (as well as our Plant Swap in late March) by making short on-air announcements on the radio station.



Our volunteers with the AARP Foundation Tax Aide program stayed very busy in March! During their March dates, they served a total of 267 community members and provided a total of at least 312 volunteer hours. They will wrap up this program for the year in mid-April!

#### Outreach (Stephanie Emerson)

What a fantastic March! The beautiful weather made the days so enjoyable inside and outside! Outreach had a busy month connecting with 209 community members face-to-face and reaching even more through our books and materials. We checked out 86 books on our routes

and happily placed over 227 donated books across 2 LFL locations, Provisions Food Bank, and Helping Hands Food Pantry.

BOOK CLUB: Books & Bites this month read *Vera Wong's Unsolicited Advice for Murderers* by Jesse Q. Sutanto. It was a refreshingly light murder mystery full of lessons on human connection, friendship and just the right dose of humor. All in all, a perfect follow-up to a heavier historical fiction read the month before. For the bite, I brought green tea mochi ice cream.

ART SPOTLIGHT HALLWAY: This month we had the absolute pleasure of displaying various art mediums by one of our art program instructors – Tracy Fortune. Her beautiful art included bright paintings of iconic Texas history buildings, felt needling and mixed media guitars!



#### ASSISTED LIVING / HOMEBOUND:

The Homebound Delivery Program is rolling along. We currently serve 5 active homebound patrons. Over the month we delivered 14 books.

At Bulverde Assisted Living, 24 books were checked out between 5 residents, while the large print borrowing bookshelf continues to be utilized regularly and we continue to add selections. We also delivered several 300 piece puzzles to rotate through and magazines. We had one new resident towards the end on March that will be a regular reader.

Bella Groves did not have a visit this month due to a scheduling conflict at their facility.

During our lobby stops at the Highlander Senior Village, 22 books were checked out by our 14 patrons. Our collection at these stops primarily features the expanding large print collection supported by funding from the IMLS Out & About Grant.

#### OUTREACH COLLECTIONS:

- The giveaway collections, consisting children's books and a few bilingual books in Spanish, continue to reach the community at both Provisions Food Bank, the SHARE Center, Helping Hands Food Bank and the newly added stop for Acacia Medical Mission.
- The Large Print Trekker Collection, made possible by the IMLS Out and About Grant, continues to expand and circulate. In March, we reached 133 in circulation amongst the various stops for large print users. Additionally, 14 books have yet to arrive. Efforts will ramp up significantly over the next two months to complete the collection using the allocated grant funds.

YOUTH OUTREACH: At SJRC, we held our fifth Life Skills class (thanks to the IMLS Out and About Grant). It was Spring Break so a good portion of the residents were gone for the week. This month the focus was healthy and quick snacks. Specifically, hummus with an assortment of veggies and ways to eat it. Using our grant funded blender, we discussed and combined all

the ingredients for a quick result – yummy hummus! We had a mix of 2 teens and 3 adults attend. From the 4 surveys we collected, all agreed they learned something new. All but one agreed that they were more confident using what they learned and that they would apply what they just learned.

With the help of the IMLS Out & About Grant, SHARE Center for March enjoyed storytime with bilingual board books, car & truck toys, Lakeshore soft play blocks, building with stacking stones and wooden blocks, and sensory floor tiles from the library using the wagon also provided by grant funding. Javier treated us to insect themed books, and we enjoyed singing songs in both Spanish and English. We had a total of 4 parents and 10 children joining in on the fun.

Montana and Javier attended the Johnson Ranch Elementary after school book fair. They signed up 29 students for passport cards and shared program calendar information for Spring Break. Additionally, the children enjoyed sticker making and coloring bookmarks. All in all, a great opportunity for outreach!

Sanctuary of Hope baby and toddler storytimes were an equal split of the 6 residents with 3 mom's and kiddos at each. Thanks to the IMLS Out and About Grant, we brought bilingual board books and baby sensory toys for babytime, and used the sensory toys and stacking stones for toddler time. The moms have been part of the regular end of month volunteer group in the butterfly garden as we roll into spring. Huge thank you to them for their time and effort to help make our library ground beautiful!



#### LITTLE FREE LIBRARIES:

- Books by the Bundle program has 3 patrons signed up and 1 that is a regular user.
- LFL usage was steady in March. The book placement numbers were 128 books for the month.

#### OTHER NEWS:

- Notary Services remain constant at 2-3 per month. We still feel like it's a valuable resource for the library.
- The flyer in Spanish was updated for next month for our English Language Learner class and bilingual storytime offerings. It was distributed electronically to SHARE Center, Provisions, Helping Hands Food Pantry and physically to Acacia Medical Ministries.
- We have added Acacia Medical Ministries to our routine stops for program calendars as well as a small bookshelf for patrons to read while waiting.
- Last but not least, Outreach has expanded with the addition of part time assistance from Gina Mejia! Very happy to have her on board!

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

Our first program in the month of March was our Lucky Inlay program on the Glowforge. We discussed ways to create mixed-media mosaics that stick together without need for glue.

Next were two sessions using Cricut Draw pens to create designs in ink, as well as a workshop on using the Cricut to help make paper airplanes and other origami designs.

We also hosted a series on AI Art, discussing the ethics involved, the tools available, and how to make use of them. The AI Art series concluded with a workshop on Engraved Acrylic Keychains, using Glowforge inlay techniques to assemble custom keychains.

At the Power Tools for Women workshop, patrons learned about and practiced with various woodworking tools.

Near the end of the month, we made wooden model planes using the Glowforge, and demonstrated how to use the Zing laser engraver to make custom emblazoning for hammers.

In addition to all of this, we hosted Explore the Makerspace sessions on four of the five Saturdays this March!

Our teen patrons also got in on the fun of paper airplanes this month, but we weren't able to make anything at Tween Club this month due to Spring Break festivities. We look forward to doing some AI art-related programs with them in April.

Behind the scenes, we've had new electrical systems installed which make it much easier to power the required equipment for outdoor woodworking classes, as well as the pottery kiln that a generous patron donated. Stay tuned for opportunities to learn more about these tools!

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

### **Teens**

We have started to see an increase in Teens coming to our programs which is awesome!

In March, the teens had a Bob Ross inspired painting night, a paper airplane workshop, and sushi making. They especially enjoyed trivia night where they were quizzed on some of their favorite fandoms, books, and pop culture. Along with our weekly programs, we also hosted one TTRPG session in March with a special thanks to Marc Dunlap for leading the program!



Throughout all of March we had our March Madness Book Bracket display where teens could vote for their favorite book. The winner was *A Good Girl's Guide to Murder* by Holly Jackson! Our Teen Volunteer Hours on Saturday were pretty popular in March. Along with the regular tasks we have the teens do, they also made sample black out poetry for the April display in the teen room.



### Children

Spring Break at the library was a busy week for the Youth Services Department. We hosted a variety of programs during the week of March 11-16. Kids and their families enjoyed drop-in Lego Builders Club and Crafty Tuesday. We also had a week-long scavenger hunt where kids earned a free book for finding pictures of bugs hidden around the Children's Room. This year a total of 235 kids completed the scavenger hunt!

Highlights of spring break included a special Insects 101 program with our very own Master Naturalist, Caroline Broderick. Caroline went over how to identify bugs, prepared a fun beetle craft and took the kids on a nature walk to explore the library's Butterfly Garden. Kids also got to learn all about nature and Texas wildlife with Tom Kinsey, retired Witte Museum Staff Naturalist. Tom brought live animals for his presentation and the kids got to pet and hold some of them!



The kids in Club 3-4-5 did some pretty cool things in March. They had a blast making fairy houses made out of cardboard cups and bean art mosaics! Ms. Montana spearheaded a voting activity where the kids got to participate in a mock election. Using their research and debate skills, they had to vote on if the bee, butterfly, or beetle was the better pollinator.

Tween Club also did the pollinator election with Ms. Montana and they all had a great time! The bee won the vote in both groups. At the beginning of the month, Amanda from Comal AgriLife



Extension Service did a cooking in kitchen program with the tweens. They loved making a tangy fruit salad! Tweens also made dragon eggs and cardboard creations.

## Collections Reports

Adults (Kristin): We loaned 2 items to and borrowed 103 items from other libraries in the Interlibrary Loan (ILL) system. I proctored 2 exams in March. We worked one-on-one with 5 members to teach them how to use our electronic resources. In March the regular print fiction was weeded and the Genealogy section was inventoried. One adult was emailed a personalized reading list.

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

Children (Montana & Javi): In March we weeded and inventoried our Early Readers section. We fulfilled 28 purchase requests and sent one Recommended Reading list in March.

We deleted 716 items for the following reasons:

- Weeded – 691 items
- Vanished – 9 items (due to inventory)
- Lost and unpaid for – 3 items (sent to collections)
- Lost and paid for – 13 items

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

Spring is flying by! Towards the beginning of the month we promoted all the fun things Adult and Youth Services had planned for the week of spring break. This included working with the Makerspace to print a banner advertising the upcoming Irish Band concert by The Happy Out, and learning how to properly hang it with Stephanie's help. During this we also spread the word of the upcoming Plant Swap. Throughout the entire month we promoted the solar eclipse and where and how you could get glasses from the library across all platforms.

### E-Newsletter

For March our average open rate was 51.4%, with an average click rate of 1.6%. This month we added 16 new subscribers to the email list. Our unsubscribe rate for March was only 0.06%! For the entire month of March we sent 29,613 emails out to our subscribers.

### Wowbrary

In Wowbrary this month, we adjusted the settings of our newsletter to include more digital items. It was previously set to only one digital item per newsletter but is now set to six. We featured the

Irish concert, the Plant Swap, and the library's Easter closure in Wowbrary. In March we added 229 subscribers to our Wowbrary newsletter.

### **Social Media**

We gained 67 new followers on Facebook, and 26 new followers on Instagram. This is a 26.4% and a 62.5% increase respectively from February. Towards the end of March, we paid to boost a post on Instagram for seven days. We boosted a post for the new BYOB Book Club in hopes to reach adults aged 18-40 who would be interested in an evening book club. This boosted post was shown to Instagram users in any of the zip codes that qualify for a free library card. This ad ended up reaching almost 300 Instagram users, receiving over double the average number of likes, and contributed to a higher than usual rate of new subscribers.

### **Book Displays:**

March is Women's History Month so we created a display featuring women of history and books written by women. In addition to the main monthly display we also have a display for both of our adult reading challenges, these displays feature books that fit the theme of that month's special challenge! The Broaden Your Shelf display featured books translated from their original language and the Literary Leisure Log display showcased books that featured a diverse or marginalized character.



### **Technology** (Rob Lerner & Marc Dunlap)

**Marc:** There have been a couple of complaints about the headphone jack not working on a few of the Public Computers. However, Rob has a solution and has applied it several times to the "affected" units. They seem to work after that, so it is possible "user error" on the part of the Patrons.

### **One-on-One Tech-Help** highlights:

While we did have several last-minute cancelations this month, there were quite a few more "add hock" or "walk-in" tech-help sessions. These did end fruitfully, even if they lasted longer than the desired 15-20min.

- Several of the sessions were "repeat customers", but it was good to see they had done their "homework" and had applied what they learned from their previous session(s). Several of them were ready to move onto the "next thing".
- While I am excited to see what April's "Open Tech-Help Hours" program will produce, it does seem that people grow & understand more from these individual sessions than in group settings. I believe it is due to the "specific nature" of the One-on-Ones rather than the more General Let's Learn classes. So, I am trying to keep a few more day(s)/hour(s) open for scheduling "drop-ins" with people on the waitlist for One-on-Ones or who stop by with questions.



**Rob:** March was Spring cleaning time. We have accumulated a lot of technology over the years and as a good steward of the public's money we don't like to just throw things away. However, eventually, most things, especially technology, become outdated. Unfortunately, it has become harder and harder to find ways to dispose of our technological waste without incurring further expense. Fortunately, we found a person to take and recycle a huge amount of it for free. Sean Martin, a young man from the area, has started a business recycling and upcycling old tech. He reached out to us wondering if we had anything to get rid of and we jumped at it. We were able to get rid of dozens of old monitors that the recycle center wouldn't take, old tablets and PC's well past their end of life, and some very old networking equipment. When we were done there wasn't an empty space in his car. It was packed ceiling to floor with junk.



## Facilities Management (Warren Pichon)

**Study Rooms:** 492 people used the Study Rooms

**Public Meeting Room use:** 551 people used the meeting rooms in addition to 1,663 voters (total 2,214)

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
  - 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:
  - Picked up Voting advertisement signs and discarded them after Election Day
  - Treated water feature weekly with Algaeoff and "Sludge Away"
  - Cleaned fallen leaves from water feature and cleaned filter and screen
  - 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
  - Kiln tested and up and running
  - Greased Chiller Unit Motor bearings (required every six months)
  - Inspected water drains on roof and cleared drains of standing water and debris

**Cedar Eaters of Texas:** Mulched cut cedars in new fenced area **3.29.2024**

**Chabelo Landscaping:**

- Pulled weeds near entrances and around parking areas **3.8.2024**
- Cut mountain cedars in fenced areas and stacked for chipping **3.11.2024**
- Cleared path to septic tanks and around septic sprinklers **3.11.2024**
- Weeded and trimmed sidewalk area at walk up gate **3.25.2024**

**Carter Irrigation Inspection of Sprinkler System:** Inspected sprinkler system **3.14.2024**

**HomeTeam Pest Defense:** Completed Monthly Pest Control Services

**Parks Coffee:**

- Semi-Annual Maintenance and Cleaning of Ice Machine **3.18.2024**
- Coffee Machine filters changed **3.18.2024**

**Advance Door Control:** Annual Automatic Door Inspection Completed **3.19.2024**

**Roman Electric:**

- Installed a dedicated 208v #10 50amp receptacle outdoor for kiln **3.4/5.2024**
- Installed 3 dedicated 120v 20amp GFCI circuits outside wall of employee entrance **3.4/5.2024**

**Team Mechanical:** Inspected chiller system **3.28.2024**

**Master Naturalists:** Our Miss Caroline and Nancy weeded in the handicap sidewalk area garden **3.5.2024**

**Master Gardeners:** Weeded and trimmed in the butterfly garden **3.28.2024**



Chabelo Cleared Around Septic Tank



Kiln Up Tested and Running



Cut Cedars Mulched

**Administration** (Susan/Cathy)

Susan completed the Texas State Library and Archives Commission's (TSLAC) annual library statistics report for fiscal year 2022-2023 which was due at the end of April. This allows the library

to remain accredited with the state so that we can receive state and federal grants through TSLAC and meet minimum public library standards.

After completing the annual report, Susan began work on the annual budget. She also met with every staff member individually for their spring progress meetings.

Susan submitted a TSLAC Request for Reimbursement for funds disbursed related to the TSLAC 2023 Out and About outreach grant.

The Foundation of the BARLD has decided not to have their Library Mini Golf event again this year due to lack of members to help coordinate. The library staff will coordinate the event instead as the culminating event of the Summer Reading Program. Details are still being worked out but we have developed a [Library Mini Golf sponsorship page](#) so if you know anyone interested in supporting this event, please direct them to it!

