

# Mammen Family Public Library

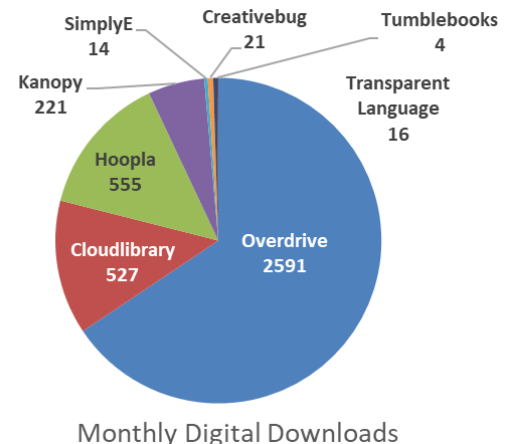
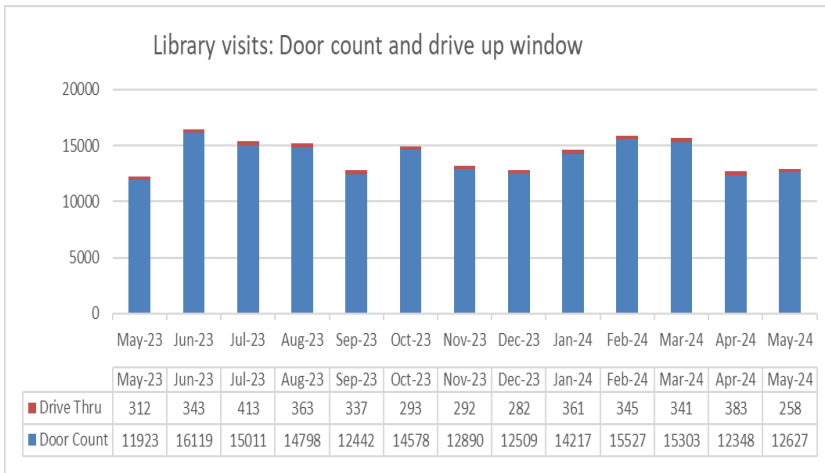
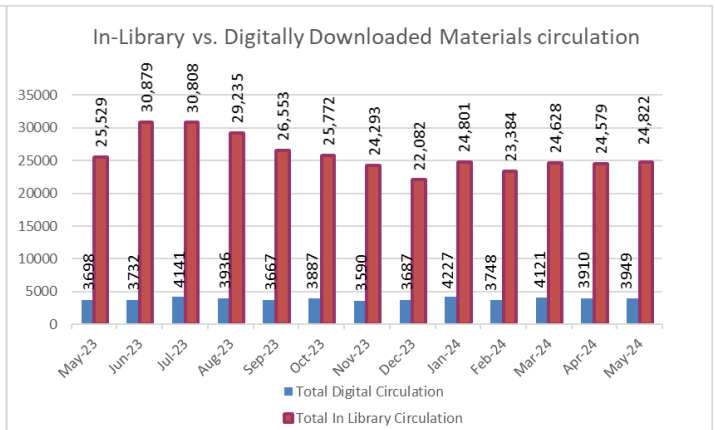
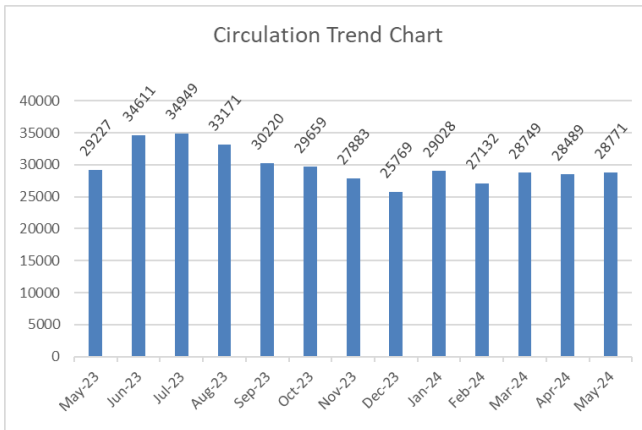
## Monthly Report – May 2024 Activities

The coffee nook has its first employee art pieces on display! **Thank you** to Kristin and Celeste for sharing your talent! Thank you to Stephanie Emerson for making this space so beautiful and inviting!



### Circulation Team Report

- Number of visitors to the library: 12,885
- Total items circulated: 28,771
- New cards issued: 251
- Number of active members: 9,609
- Collection size: 65,295
- Internet usage: 1,486
- Volunteers: 59 people, 383 hours



## Programming, Outreach and Community Collaboration

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

**General Updates** In May, we worked on last minute preparations for our busy summer season. Our printed summer program guides went out, our Summer Library Program challenge on Beanstack went live, and we continued work on the Library Mini Golf events which will be an end of summer celebration!

**Program Highlights** At the start of the month, we had Debbie Kyrouac with the Lindheimer chapter of the Native Plant Society of Texas back out to the library for a talk on summer superstar plants for your garden. This month she was also joined by some other Native Plant Society members who shared additional information about their organization and promoted their free "Program to Assist Landowners" that involves a site visit to a homeowner's property for an assessment of their property and suggestions for landscaping. Debbie's quarterly programs are always a big hit at our library, and we appreciate the many great resources that the Lindheimer chapter provides to our community!



As many of our spring programs wrapped up at the end of April and beginning of May, we decided to lean into National Pet Month by offering a number of special pet-related activities. Our art instructor Tracy offered a clay class where attendees made various animal-shaped clay creations. We also made DIY pet toys in our monthly Snack & Craft program, and our Makerspace team offered a program for patrons to create laser-engraved pet tags. Our Broaden Your Shelf reading challenge theme for May was also animal related.

Our spring Mixed Media Collage class series wrapped up in May. Attendees from the classes this spring were asked to lend us their favorite art pieces that they created during this class series for us to display in our library's hallway exhibit. During the month of June, stop by the hallway exhibit to check out their art that is on display!

We were very excited for the Aging Well Presentation and Resource Fair that was scheduled to take place on May 13th in collaboration with Methodist Health Ministries and the Alamo Area Council of Governments (AACOG). Registration numbers were looking great and we had a number of organizations on board to share information during the event, but the morning of the event we unfortunately had to cancel due to inclement weather. Fortunately, we were able to reschedule the event for Wednesday, August 7th. The extra time also means we now have the opportunity to get even more organizations and attendees signed up to join us for the event!



## Outreach (Stephanie Emerson)

We were busy Outreach bees in May as the school year came to an end and summer was fast approaching. We served 963 members of our community through the planning and delivery of outreach programs and materials.

**BOOK CLUB:** Books & Bites this month read *Someone Else's Shoes* by Jojo Moyes. Book club was equally split on whether they liked or disliked this book. A few really disliked the plot in general and a few said it was hard to get into but they kept going and finished it. It was filled with the ups and downs of women hurled into circumstances where they found out who they really are by walking in someone else's shoes – literally and figuratively. Unlikely characters came together to deliver a happy ending. The bites for this time were English style shortbread cookies. The members also voted on the books for the remainder of the year.

**ART SPOTLIGHT HALLWAY:** The welcome return of the talented photographic style of Sara Winder graced the hallway this month. Her photos were taken at the Bulverde Animal Shelter and brilliantly captured the moments of excitement, contemplation, and curiosity of the resident cats and dogs.



## SENIOR OUTREACH:

The Homebound Delivery Program currently has 5 patrons on our route. In May, we delivered 21 books in total.

At Bulverde Assisted Living (BAL), 16 books and a new Kindle Paperwhite were checked out between 5 residents, while the large print borrowing bookshelf continues to be utilized regularly and we continue to rotate selections. We also continue to rotate 300 piece puzzles and magazines. The collection we use at BAL primarily features the expanding large print collection and the newly purchased Kindle Paperwhite devices that were all purchased with funding from the IMLS Out & About Grant.

Bella Groves did not come to the library this month but we do have plans for summer on site visits. They are also planning to attend a few of the summer library programs on the horizon.

The content for the Memory Kits has been expanded this month to include more matching type mental exercises with funds provided by the IMLS Out & About Grant. The Memory Kits have been a great success with nothing but positive reviews from the family members that have used them so far!

Lobby stops at the Highlander Senior Village resulted in 21 books and a new Kindle Paperwhite checked out. Our collection at these stops primarily features the expanding large print collection and digital devices purchased with funding from the IMLS Out & About Grant. The feedback on the new Paperwhite device was a rave review about how much more manageable, physically and digitally, it is compared to the older devices and how much she is enjoying the book selection.



## YOUTH OUTREACH:

The start to May brought the Comal ISD Mental Health Fair at Spring Branch Middle School. Outreach had a booth **made possible in part by the U.S. Institute of Museum and Library Services (IMLS) grant # LS253655-OLS-23 and the Texas State Library and Archives (TSLAC)**. At our booth, Montana and I provided the opportunity to take a brain break by having students make a sticker, take a sticker (*inspirational quotes*), color a bookmark, take a bookmark, read a picture book (*because*

*no one is too old for picture books*), walk on the sensory tiles, take a break in a sensory tent with wave lighting, a sound machine, comfy chairs and a throw, and last but not least, spin the wheel and select a matching color paper for a mental health tip and a piece of candy attached.

There were 6 middle school rotations (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade) and 4 high school rotations from the adjoining college prep high school. There were easily 700-725 students based on the approximate head count in each rotation. The Principal, Sally Bratton, set the example and read her favorite book in a tent!



At SJRC, we held our seventh Life Skills class (thanks to the IMLS Out and About Grant). We had record attendance of 9 enthusiastic teens! Each resident got to make their own salad dressing – healthy and

delicious! We brought all the ingredients needed to make and taste the dressings. The 4 recipes to choose from were Honey Mustard, Lemon Vinaigrette, Avocado Lime, and Balsamic Vinaigrette. To taste, we brought cucumber, cherry tomatoes, carrot sticks and radishes. We talked about the ease and nutritional value of making your own dressings. We focused on the key elements needed to do so – a base, an acid and a thickening agent. Several residents made more than one recipe and the tasting veggies were completely wiped out!

SHARE center borrowed bilingual books (curated by Javier) to facilitate their own bilingual storytime this month. The plan for June and July is to have the SHARE center families attend bilingual storytime at the library and be able to take advantage of all that summer programming has to offer. We look forward to seeing everyone!

Pop-up Library in the park was the 3<sup>rd</sup> Friday of May. There was a nice breeze that kept the temperature



under 80 for the morning! It was only “littles” this time and the outdoor rug purchased with the IMLS Out and About Grant was perfect for the moms to sit and enjoy with the kiddos. Javier read about animal friends and sang songs with scarves and egg shakers.

The second of three Movie in the Park events happened on the second Friday of the month. It's getting warmer for sure but the evenings still make for a nice event! The Good Dinosaur was the movie of the evening and there was a turnout of approximately 150 people. Toy Store 4 will be the final movie in June.

Sanctuary of Hope baby and toddler storytimes had 4 little ones and toddler time had 4 as well. The newest resident attended both. *Thanks to the IMLS Out and About Grant purchases we have the tools to encourage free play development, storytime content through bilingual board books, and the means to get it all there and back easily!* For this visit, we brought activity spinners for the babies and magnetic gears and cookie sheets for the toddlers. As always, there were great books read aloud by Montana and songs they love and request.

### **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 Acacia Medical Mission.
- The Large Print Trekker Collection, made possible by the IMLS Out and About Grant, continues to expand and circulate. In May, we reached 226 large print books available to circulate amongst the various stops for large print users.
- We have also added 5 Kindle Paperwhite devices for use by Outreach patrons with an additional 171 digital books selections available. Now the large print readers have access to books they wouldn't have otherwise because the titles either aren't offered in large print or they are no longer printed in large print. The Paperwhite devices even allow users to enlarge the font beyond what a large print hard copy book would provide. As of the end of May, 2 of the 5 devices are checked out and there is interest from other Outreach patrons on learning how to use them for future use. Such a valuable addition to Outreach. *Thank you IMLS Out and About Grant!*

### **LITTLE FREE LIBRARIES / BOOKCASES:**

- Books by the Bundle program has 3 patrons signed up and 1 that is a regular monthly user.
- Little Free Library and bookcase usage was lower than average in May. The book placement numbers were 135 books for the month.

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



The month of May was a busy one. Although youth programs took a break for the month, we hosted plenty of classes for our adult patrons. We began with a Stop Motion Animation workshop using the library's collection of HUE stop motion cameras and iPads to make short films.



In a similar vein, we presented a two-part course on Blender animation. The films we've made will be shown at our short film festival on June 29th, feel free to submit your work for the showcase!

Other classes in May included Die-Cut Flowers, Memorial Boxes, and Laser-Engraved Pet Tags. We also hosted two Explore the Makerspace sessions and a Summer Makerspace Orientation to onboard new and interested patrons, of which there were 16.

Attendance for all programming totaled 34.

Noteworthy machine use fell to the CNC router which cut a thin sheet of carbon fiber for a homemade rocket. The Zing and woodworking



equipment on site was put to extra meaningful use creating the memorial box for Richard Herr.

Stay tuned to the summer calendar to see our course catalog, which includes pottery, 3d printing, and electronics and keep an eye out for our summer reading iron-ons on the prize carts! Here's to a great summer adventure!

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

### Teen Programming

Teen Thursday ended in May with the teens having a fun game night! They really enjoyed playing some of the more classic games like UNO and checkers.

The final way that teens could earn volunteer hours this school-year was helping with our Star Wars Day program. We had a total of 11 teens volunteer and they all had a blast helping the kids make their lightsabers and buttons!

The Youth Services Programs team also made some changes for the 2024 Summer Teen Volunteer program.

This year, instead of signing up for single-day volunteer shifts, teens had to go through an



application process. The online application went live on April 29th. Within days the applications began pouring in. By the cutoff date, May 29th, we received almost 50 teen volunteer applications. Briana and Javier lead an orientation session on May 31st where teens got all the info they needed for SLP 2024, signed up for their shifts, went on a quick tour of the library, and received their summer t-shirts.

## Children's Programming



Club 3-4-5 and Tween Club finished the school-year by enjoying a fun game night with friends! Both groups played tabletop games, made fuse bead creations and battled in mario kart on the nintendo switch!

Our school-year programming came to a close with our Star Wars Day "May the Fourth" Party! Javier took the lead on planning and coordinating this event! Star Wars fans of all ages participated in a variety of activities such as making pool noodle lightsabers, building a droid, and jedi training. Thanks to the Makerspace for preparing awesome 3D-printed lightsabers and buttons as a craft for teens/adults! We also had two cosplayers come as The Mandalorian and Cara Dune. They walked around the library interacting and taking pictures with the families.



The Youth Services team took a much-needed break in May, and spent some quality time preparing projects and programs for the Summer Library Program!

## Collections Reports

Adults (Kristin): We loaned 2 items to and borrowed 65 items from other libraries in the Interlibrary Loan (ILL) system. I proctored 1 exam in May. We worked one-on-one with 5 members to teach them how to use our electronic resources. In May the Texana collection was weeded and the tote bags were inventoried. One adult was emailed a personalized reading list in May.

- Finished relabeling and moving the westerns in with the regular fiction and then shifting the entire fiction section
- Continuing to move DVD 791.45 to DVD TV – currently re-bundling and cataloging certain shows to be in one case with one record instead of multiple cases with multiple records
- Officially migrated to the new ShareIt ILL service on May 15<sup>th</sup> – will now only be processing outstanding returns in the old Navigator system

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

Children (Montana & Javi): We weeded and inventoried the Children's Audio Kits section in May. This section includes our book+CD read-along kits, as well as our VOX books collection.

We fulfilled 13 purchase requests for children's material in May.

We deleted 419 items for the following reasons:

- Weeded – 395 items
- Vanished – 12 items (due to inventory)
- Lost and unpaid for – 3 items (sent to collections)
- Lost and paid for – 9 items

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

This May we built some new marketing relationships within the community. The Herald-Zeitung's *New Braunfels Monthly* magazine is expanding to have a segment featuring the Bulverde/Spring Branch area. With this expansion they also plan to distribute the magazine more widely in the Bulverde/Spring Branch area. The library has signed on to be featured in this new section, and we will have an ad in this new segment beginning with the August magazine!

In May we also became a member of the Texas Public Radio business support program. With this partnership we will receive a number of on-air announcements weekly and we will be featured in their business directory. We have also been submitting library programs to their community calendar, and we have been pleased to hear a number of them announced on air!

**Print Materials:** In May we sent a postcard mailer out to 1,000 residential addresses in the 78070 area code. This postcard encouraged people to visit the library this summer and attend one of the programs listed and to visit the online calendar to learn more about what happens at the library. We also redesigned the Memorial Brick/Paver order form brochure and ordered those from the printing company as well.

**Book Displays:** This month, we celebrated Asian American and Pacific Islander Heritage Month on our display by the information desk. It featured books of all genres and types that were written by Asian American and Pacific Islander authors or celebrated their cultures and traditions. The Broaden Your Shelf display for May featured recommendations for May's reading theme to celebrate National Pet Month by reading a book that prominently features a pet or other animal. Our Staff Picks display has continued to be popular, and we have encouraged staff members to continue sending us their reviews of recommended books!

**Social Media:** We continued our celebration of National Pet Month by featuring pictures of staff member's pets on our Instagram stories throughout the month. Unsurprisingly, our furry friends proved to be popular!

**E-Newsletter:** The E-newsletter has continued to be sent out on Friday mornings and our stats have stayed fairly consistent. Toward the end of the month, we worked on cleaning up our



subscriber list and making anyone inactive who has not opened an email from us in the past year. We try to do this on a quarterly basis.

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

### **Marc:**

**Stand-out-Issues** No new major issues to report, with the exception of the Large Format Printer going down due to a damaged print head. The issue was confirmed through several tests and the breakdown of the machine. Rob found a replacement part at a very reasonable price and placed an order. ETA for the repair was set for early June.

**One-on-One Tech-Help highlights:** The balance of scheduled and 'ad hoc' times for One-on-One Tech-Help has really been working. Allowing for a more flexible schedule in both the MKS and in the Computer room, while still being available to Patrons throughout the week. Many of this past month's One-on-One's were in helping set up new laptops and even one desktop. While others were mostly phone related.

- One meeting was with a very nice older lady who wanted to make sure she had access to the Great Discussions course via Hoopla. She explained that her husband is in a nursing home (thus can't make it in to the library for the class), and that another lady at the nursing home was once a history professor and would love the class as well. We set her tablet with the app, and made sure she knew how to check out the "binge-pass".
- Another one-on-one was helping a woman ascertain if her current laptop was "good enough" for modern use or if she would have to go get another one. It was time to upgrade (according to her usage) and so I set about describing a more appropriate, yet cost-effective, model for her use case. She came back later to let me know she successfully purchased, set up, and got to work on her new laptop all on her own... but would never had the confidence to do so without having had the one-on-one meeting.

**Technology Help** It has been a bit hard zeroing in on the "needs" of our Patrons, as some classes I thought would be popular were not, and the more basic ones have had decent turnout. However, this still remains a good "Launchpad" for people to know \*if\* they need a one-on-one session or if they can just come by for a few minutes at the Tech-Desk to have their problems "solved". There have been several requests for "Word & Excel" classes, so that may be something we do in the Fall with either a 2 or 3 part series.

**Misc:** The Makerspace team has really been advancing their skills this past month, trying out several new ideas, and were more than happy to assist in the memorial box project for the much missed Richard Herr.

**Rob:** We had a big win in technology in May. Our Roland large format printer has been down for the last couple of months. While we love the printer, getting it serviced is prohibitively expensive, so we do our best to troubleshoot it ourselves. Marc was able to, after a lot of research, figure out that one of the print heads was bad and needed to be replaced. Further research pointed to this being a fairly complicated and costly repair that would have cost us over \$2000 for parts and labor. We're pretty thrifty and pretty handy, so we decided to tackle it ourselves. We managed to find the part for under \$900, and while it took three of us to do it, we managed to get it installed and running ourselves.

We did need some help on another project. We had to enlist Tony Acerra from Tosuma to install an SSL certificate onto our public Wi-Fi so that our patrons don't get an "Unsafe" warning when

they log into our landing page. Basically this just tells the browser that we are a legitimate network and aren't trying to "hack" our patrons. Installing the certificate requires going into the Root user of our network router and installing it there, so we figured it was best to get our networking expert to do it for us.

We added a new Wi-Fi Access Point in the children's programming room after Montana pointed out that they were having issues in a Zoom meeting. This should close any possible Wi-Fi dead spots in the library. When we tested it the signal was high even in the FOL offices with all the doors closed.

## Facilities Management (Warren Pichon)

**Study Rooms:** 419 people used the Study Rooms

**Public Meeting Room use:** 1359 people used the meeting rooms (134 Regular and 852 early voters and 373 election day 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
  - 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:
  - Inspected water drains on roof and cleared drains of standing water and debris
  - Picked up Voting advertisement signs and discarded them after Election Day
  - Treated water feature weekly with Algaeoff and "Sludge Away"
  - Pressure washed water feature and treated
  - Cleaned fallen leaves from water feature and cleaned filter and screen
  - Repaired busted water pipe in water feature
  - 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

**Chabelo Landscaping:** 5.14.2024

- Weeded and cleared brush behind the lower parking area in front of the fence;
- installed two pavers in the Butterfly Garden walkway;
- repaired the plastic water pipe to the water feature;
- pressure washed the water feature;
- created a stock pile of cut brush and weeds for future use

**Parks Coffee:** Replaced broken Coffee machine in Staff Kitchen with new one 5.16/20.2024

**Texas Air Filters:** Changed filters in HVAC units and Daiken units 5.7.2024 & 5.10.2024

**Alert Lock & Key:**

- Adjusted and repaired right side of employee entrance door 5.8.2024
- Removed exit bar, removed cables, cut, trim, and adjusted cables on exit door to the HEB Children's patio 5.22.2024

**HomeTeam Pest Defense:** Monthly Pest control completed 5.21.2024

**Roman Electric:** Replaced overhead light fixture in the Makerspace Area 5.10.2024

**Master Gardeners:** Weeded and trimmed in the butterfly garden area and walkway 5.24.2024

**Carter Irrigation & Services LLC:** Performed Annual Backflow Prevention inspection 5.23.2024

**Alert Lock & Key Repaired Broken Exit Cable  
On Childrens Patio Door**



**Chabelo Weeded and Trimmed 2**



**Master Gardeners Weeded and Trimmed 1**



**Administration** (Susan/Cathy)

In May Susan completed the install of the purple shelving in the FOL area, which has been well received by patrons and the Friends. She also moved the last of our "old" shelving to add extra units in the Large Print section, which was badly needed, and we were able to use the old FOL shelving, which matches our existing "new" shelving, to expand the adult non-fiction.

Susan submitted a Request for Reimbursement to the TSLAC for the Outreach grant. Stephanie and Montana have finished the grant spending and we have two more months to finish the grant reimbursements.

Susan has also been working with the board of the Tye Preston Memorial Library to help hire a new Library Director since their Director left to take a position at the Patrick Heath Public Library in Boerne.